



# **Hockinson High School**

**Student Handbook  
2018-2019**

**Hockinson High School**  
16819 NE 159 St.  
Brush Prairie, WA 98606  
**Phone:** 360-448-6450  
**<http://www.hocksd.org>**

### **Introduction to Student Handbook**

The purpose of this handbook is to acquaint you with school policies and procedures, and student responsibilities. You and your parent/guardian are to familiarize yourselves with school expectations and retain this handbook for reference during the year. Please be advised that this handbook is a work in progress and is subject to change.

### **HSD Vision Statement:**

“Our vision is to inspire all to live with strong core values, to become competent, responsible learners, independent thinkers, and positive contributors to our changing world. We are preparing all students for lifelong success.”

### **HSD Mission Statement:**

- To collaborate toward our common purpose
- To challenge our assumptions by continually evaluating and improving
- To use effective and relevant instructional practices to improve student learning
- To maximize available resources
- To help everyone in the organization to become the best at what they do
- To provide a safe and healthy environment
- To raise awareness and encourage the community to become active participants

### **Hockinson High School - Fundamental Beliefs**

- Learning is the responsibility of every individual.
- Learners’ progress from their current understandings to higher levels of learning through challenging, relevant, varied, inquiry based instruction.
- Our relationships honor individual uniqueness in preparing for a productive life after high school.
- We are a caring community where everyone feels welcome, safe, accepted, and free to take risks.
- We are responsible, accountable, reflective, citizens with a passion for learning.

### **Hockinson High School - Academics Vision**

Hockinson High School offers . . .

- A rigorous 4-year curriculum focusing on literacy, science and math.
- Rich vocational experiences and opportunities to participate in the arts.
- Personalized academic support and encouragement for all students.

### **Hockinson High School - Culture Vision**

Hockinson High School is a place where students and staff . . .

- Feel a sense of belonging.
- Honor and value hard work.
- Celebrate the passion for and enjoyment of learning.

### **Hockinson High School - Curriculum Highlights**

- Improving the quality of skills and understanding is a central goal.
- Reading and writing skills are taught in all courses.
- Focus class for student directed academic improvement.
- Career exploration / vocational education are integral to the curriculum.



## HHS Certificated Staff

FIRST NAME	LAST NAME	POSITION
Toni	Allyn	English/Language Arts
Marli	Barkee	CTE Business
David	Coffing	Social Studies
Curtis	Collingwood	Spanish
Steve	Cookson	French
Andrew	Davis	Science
Kari	DeBower	Math
Dennis	DeWitt	Science
Sally	Drendel	English/Language Arts/Yearbook
Elizabeth	Fortier	English/Language Arts
John	Frank	Math
Joey	Harteloo	English/Language Arts
Tanya	Hochhalter	Art
Eirik	Huset	Wood Tech
Josh	Johnson	Assistant Principal/AD
Brian	Kimber	Counselor
Berit	Kretz	Math/Engineering
BeLynda	Lee-Jensen	Science
Shannon	McCombs	Instructional Coach
Corey	McEnry	Music
Jennifer	Miller	Counselor – College/Career
Heidi	Morris	Social Studies
Sean	O'Neal	Social Studies/Math
Myke	Pace	Counselor
Randy	Pearrow	P.E.
Leslie	Pershall	PE/Health
Janet	Prentice	Special Services
Angela	Redinger	Social Studies
Ruth	Robertson	Math
Thomas	Royce	Science
Leslie	Ruby	Dev. Resource/Transition Program
Greg	Saum	English/Theater/Video Production
Andrew	Schoonover	Principal
Jade	Scott	English/Language Arts
Jim	St. George	Math
Sebastian	Strickler	Spanish
Beth	Tugaw	P.E./ASB

## HHS SUPPORT STAFF

FIRST NAME	LAST NAME	POSITION
Joanne	Graham	Registrar
Jason	Granneman	SRO
Becky	Hawkins	Principal's Secretary
Karrie	Higley	Custodian
Kade	Hoots	Head Custodian
Mary	Hylton	Security Officer
Weston	Komathy	Custodian
Lisa	Krussow	Media Support Aide
Susan	Lemos	S.T.E.P. Para
Carolee	McAfee	Athletic Secretary
Patty	Ortega	Resource Room Para
Kristy	Rogers	Office Aide
Gelaine	Scroggie	Custodian
Angela	Sexson	Resource Room Para
Jessica	Stecher	Resource Room Para
Tracy	Turner	Bookkeeper
Amy	Warnke	Attendance Clerk



# Bell Schedule

## Monday-Tuesday-Thursday-Friday

	Zero Period	8:05	8:55		
	1st period	9:00	9:50		
	2nd Period	9:55	10:45		
	3rd Focus	10:50	11:20		
<b>Early 4th</b>	<b>11:25</b>	<b>12:15</b>	<b>1<sup>st</sup> Lunch</b>	<b>11:20</b>	<b>11:50</b>
<b>2nd Lunch</b>	<b>12:15</b>	<b>12:45</b>	<b>Late 4<sup>th</sup></b>	<b>11:55</b>	<b>12:45</b>
	5th Period	12:50	1:40		
	6th Period	1:45	2:35		
	7th Period	2:40	3:30		

## Wednesday

	Zero Period	8:05	8:55		
	1st period	9:00	9:40		
	2nd Period	9:45	10:25		
	3rd Focus	10:30	11:00		
<b>Early 4th</b>	<b>11:05</b>	<b>11:45</b>	<b>1<sup>st</sup> Lunch</b>	<b>11:00</b>	<b>11:30</b>
<b>2<sup>nd</sup> Lunch</b>	<b>11:45</b>	<b>12:15</b>	<b>Late 4th</b>	<b>11:35</b>	<b>12:15</b>
	5th Period	12:20	1:00		
	6th Period	1:05	1:45		
	7th Period	1:50	2:30		
Teacher Collaboration		2:40	4:00		

## GRADUATION REQUIREMENTS

### Earn the Necessary High School Credits

Students need to successfully complete district recognized credits in the subject areas listed in the Graduation Requirements table to the right. It is the student’s and parent’s responsibility to make sure the correct credits are achieved for graduation.

### Complete a High School & Beyond Plan

Students will need to prepare a comprehensive plan detailing their strategy for completing graduation requirements as well as succeeding beyond graduation. Their plan may include post high school education, work, travel or other endeavors. Most importantly, the plan must demonstrate that each student has given significant thought to the transition from high school to life after graduation.

### Earn a Certificate of Academic Achievement

Tests Required for Graduation		
Class of	Subject	Test
2017 & 2018	ELA	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>• Smarter Balanced ELA test</li> </ul>
	Math	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>• Algebra 1/Integrated Math 1 EOC exam</li> <li>• Geometry/Integrated Math 2 EOC exam</li> <li>• Smarter Balanced math test</li> </ul>
	Science	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>• Biology EOC exam</li> </ul>
2019	ELA	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>• Smarter Balanced ELA test</li> </ul>
	Math	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>• Smarter Balanced ELA test</li> </ul>
	Science	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>• Biology EOC exam</li> </ul>

### Waiver of Required Classes

Note: The principal has the right to waive or substitute credit requirements that go beyond those that the state requires. Waivers or substitutions are made with the consideration of the student, parents and the principal. The final decision rests with the principal.

Requirement	State (2017-18)	2019 & Beyond
English	4 Credits	4 Credits
Social Studies	3 Credits	3 Credits
Mathematics	3 Credits	3 Credits
Science (including 1 lab science)	3 Credits	3 Credits
Career & Tech Ed	1 Credit	1 Credit
Fitness (PE)	1.5 Credits	1.5 Credits
Health	.5 Credit	.5 Credit
Fine Arts	1 Credit	2 Credit
World Language	0 Credits	2 Credits
Miscellaneous (includes 2 Focus Credits)	7 Credits	4 Credits
Washington State History will transfer from middle school if you passed the class while there. Does not count for high school history credit unless taken in high school.	Required	Required
High School and Beyond Plan	Required	Required
<b>TOTAL</b>	<b>24 Credits</b>	<b>24 Credits</b>

## SCHOOL PROCEDURES

### HHS Grading Policy

The Hockinson High School academic year consists of two grading terms (semesters).

Grades are recorded on transcripts and reported to students and parents at the end of each semester.

Students earn letter grades ranging from "A" to "F".

These letter grades are given the following Grade Point Value:

**Grades "A" - "B"** indicate that a student has demonstrated proficiency on the Common Core State Standards. A student who earns an "A" to "B" grade is meeting the state's standard and earning high school credit.

**A "C" grade** indicates a student is passing the class and earning high school credit, he or she has not yet shown the core skills necessary to meet the state's standard.

**A "D" grade** indicates that a student does not meet the standard and is in danger of failing. However, the student does earn high school credit for a "D" grade.

**An "F"** is a failing grade in which no credit is earned.

**An "I"** (incomplete) identifies the student who is failing at the first semester grading period but has recently begun to consistently demonstrate significant academic progress. Students who receive an incomplete are given the second semester to develop skills and demonstrate mastery. Upon conclusion of the second semester, credit for the full year is determined.

For more information regarding the State of Washington's Common Core State Standards, visit the web page at [www.k12.wa.us](http://www.k12.wa.us).

### GPA Conversion:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
	B- = 2.7	C- = 1.7	F = 0



### **Academic Letter Qualifications**

The academic letter at Hockinson High School shall recognize students who demonstrate exemplary traits of scholarship, leadership, service and character. These students model the fundamental beliefs of HHS.

In order to earn an academic letter at Hockinson High School, a student must meet the following qualifications in full:

- Maintain a 3.75 or better GPA for the school year in question.
- Enroll as a full time student. Running Start students are considered full-time for the interpretation of this requirement.
- Have a clean citizenship record (no discipline/referrals) for the school year in question. This includes excessive unexcused tardies and absences
- Academic Letters are awarded annually after a review of students' qualifications and recommendations by staff members.

### **Honors Credit for Freshman Language Arts**

Students, with the support of their family, seeking additional challenge may choose to complete academic coursework for honors credit. In the first quarter of each semester, all students have opportunities to work with honors materials and learn the expectations. Honors curriculum is integral to what we do in the classroom, not an add-on. Students set personal academic goals and evaluate progress toward those goals.

In order to become eligible for honors credit, there are three steps:

1. Student files a letter of intent to their teacher during weeks 9-12 of the first semester.
2. Parent and student return a commitment form.
3. Requirements
  - A. Study selected "honors" texts
  - B. Provide evidence of learning leadership
  - C. Develop an academic archive rich in evidence of achievement
  - D. Take differentiated summative "final" exam

### **Homework Guidelines**

The following points help to clarify the nature and use of homework at Hockinson High School.

- Homework is an integral part of learning rigorous academic subject matter.
- The amount of homework assigned may vary for different courses.
- Students in advanced placement and college-preparatory courses should expect homework to be assigned in amounts that allow students to keep pace with academically rigorous syllabi.
- Teachers should give reasonable notice to students to complete major projects and prepare for major examinations. The process for how notice will be given should be specified in the course syllabus.
- Students should develop the habit of planning ahead to help meet deadlines in multiple classes where due dates may fall close to each other. This will be particularly true as students prepare for final examinations.
- Teachers should recognize that students who take rigorous courses may be subject to due dates in multiple classes that are close in time. Therefore, teachers should be willing, but not obligated, to negotiate due dates for individual students. The responsibility for initiating this negotiation lies with the student, and this negotiation should not alter the final examination schedule.

## Plagiarism

Plagiarized assignments will receive no credit and will not be used as evidence of learning. Students who plagiarize may face disciplinary action. Students who have questions about what is and isn't plagiarism should speak with their English teacher.

The following definition of plagiarism is attributed to Professor Barbara Ladd from Emory University Writing Center's website <http://www.writingcenter.emory.edu/laddplagiarism.html> "Plagiarism is copying the words and/or the ideas of another person or agency or institution—agencies and institutions have "person" status in some ways with respect to property rights in our culture—without acknowledging that you got those words and those ideas from that source. Changing a word or phrase or two in a passage does not change the reality of plagiarism. If you paraphrase a passage using the same basic vocabulary, maintaining the same order of ideas, and/or if your paraphrase is approximately the same length as the original, and basically retains the thought, spirit or language of the original, then you are plagiarizing...you must still cite the source of an idea even if you have summarized the idea in your own words."

## Class/Schedule Changes

Procedure: Students should initiate their request with the school counselors, the final approval will be granted by the school principal.

- Students who request a withdrawal from a class after being enrolled for 1-10 school days will have nothing posted on their transcript. No credit will be earned or lost, and students may have the chance to earn credit in the new class.
- Students who request a withdrawal from a class after being enrolled for 11-25 days will have a "W" posted on their transcript. No credit will be earned, and students **may or may not** have the chance to earn credit in new classes and/or a program depending upon the number of standards that may be shared in those specific classes.
- Students who request a withdrawal from a class after being enrolled for 26+ days will have a "W" posted on their transcript if they are passing the class at the time or an "F" if the student was failing the class at the time of the request. No credit will be earned, and students may not earn any credits in new classes and/or programs.

## Disruptions

If the following items are a disruption to the educational process, staff may confiscate them... Items such as skateboards, cell phones, gaming devices or other such items are not acceptable at school. Teachers/staff members may confiscate these items and leave them in the office for student pickup after school. Second offenses will be held for parent pickup. Cell phones may be confiscated if a teacher asks that it be put away and the student does not comply.

## Insurance

The school makes available optional student insurance at the beginning of each school year.

### **Medication at School**

Parents must provide a signed statement from the doctor for both over-the-counter or prescription medication. The statement must identify the medication, dosage, duration, side effects, and include a signed request from the parent for the school to administer the medication. All such medication must be checked in, stored, and administered in the office. Students may not possess unapproved prescription or any over the counter medication while at school.

### **Contacting Students or Teachers During the School Day**

There are times when it is a necessity for parents to contact their student during the school day. In this event, parents should call the main office (360-448-6450) with the message. The office will convey the message to the student at the first opportunity. Parents are asked to refrain from contacting students for matters that are less than urgent.

Parents may contact their student's teacher/s by email or by calling the office at 360-448-6450. Appointments with teachers should be made by email or voicemail directly to the teacher. You will find a complete list of high school staff in the beginning of this handbook. Hockinson e-mails are [firstname.lastname@hocksd.org](mailto:firstname.lastname@hocksd.org).

### **Closed Campus/Building**

Once students arrive at school, they are to remain in the high school building until dismissal time for the day or until they have checked out through the office. Students are not permitted to leave the building for lunch. The stores/restaurants in Hockinson are off limits until students leave for home. Students who violate this policy will be disciplined. At dismissal time, bus students are to board buses in the high school loading area only.

### **Sales**

Selling of candy, food, gum, or other items, not sponsored by school, is prohibited.

### **Hallway Conduct**

Students are to move throughout the hallways in an orderly manner. Do not block traffic, run, push, or yell as you go to your classes. Students are to remain in class unless staff authorizes them to leave the classroom and issues a hall pass. Other classes may be in session and should not be disrupted.

### **Public Display of Affection**

The purpose for attending school is academics. We understand that students form many kinds of relationships at school. However, there is an expectation that there will be no public display of affection at our school. For example, kissing and hugging are not acceptable and may lead to disciplinary actions. Holding hands is acceptable, a quick 2-second hug to say good-bye to a friend is also acceptable.

### **Lunch**

Students must remain in the commons area during lunch or in the outside courtyard when administrators open the doors. Because half of our students are in classes during lunch, all other areas are off limits in order to maintain a productive learning environment.

Each student is responsible for cleaning up after him or herself.

Students who do not follow lunch expectations may face disciplinary action.

### **Visitors**

Student visitors are allowed for educational purposes only with prior approval from all teachers, from the sponsoring student's parent and the principal. Visitor forms may be picked up in the office.

### **Locker Room Security**

Students are only allowed in PE locker rooms during the period in which they are enrolled in PE. Any other student entering the locker rooms will be subject to discipline.

### **Lockers**

Students are not required to have a locker. However, if a student does have a locker, he/she must use the locker assigned to him/her. Students who allow someone else to place items in their lockers are responsible for the contents. The school does not guarantee the security of lockers and lost or stolen property is not the responsibility of the school. Lockers are not safes; students should not store valuable items or money in their lockers. Students are not to give their lock or combination to other students. Lockers are property of the school and may be inspected at any time. Students are responsible for the condition of their lockers. Fines will be imposed for damaged or defaced lockers. The appropriate time to use lockers is at the beginning or end of lunch, during passing time, and before and after school.

### **Late Work**

Habitually late work or refusal to do work shall be subject to disciplinary consequences, with parental involvement. A student shall not be permitted to choose a "zero" by default. Support for the student to complete work shall be provided.

### **Class Fees**

Class fees are due by the third week of the semester. Per board policy (Policy No. 3520) and pending board approval, fees are charged for students enrolled in the following classes:

#### **Music:**

- Jazz Band: \$65

## **EXTRACURRICULAR – ATHLETICS & ACTIVITIES**

**For more information, see the Athletics & Activities Handbook**

### **Extracurricular Activities**

All extracurricular programs and activities are overseen by the Athletic/Activities Director. You may reach the AD's office by calling 360-448-6450 ext. 5518. The following page lists Athletics and Activities offered at Hockinson High School.

### **After School Activities**

Students are not to be in the high school building or on campus unless supervised by a teacher, coach, or advisor.

**Student Behavior at Athletic Games and Extracurricular Activities**

All school rules apply. If students plan to stay after school for a game or activity, they must plan to stay in the room or area where the activity is being conducted. School rules and discipline apply to students who attend athletic competitions, and/or extracurricular events, and any school sponsored activity regardless of whether it is on or off campus.

<b>Hockinson High School Athletics</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Boys' Golf (at Cedars Golf Course)	Boys' Basketball	Boys' Baseball
Cross Country	Girls' Basketball	Girls' Fast Pitch Softball
Football	Boys' Swimming (TBD)	Girls' Golf (at Cedars Golf Course)
Girls' Soccer	Wrestling	Boys' Soccer
Girls' Swimming (TBD)		Girls' Tennis ( at Club Green Meadows)
Girls' Volleyball		Track and Field

<b>Hockinson High School Clubs and Activities (dependent on student interest &amp; staff advisor)</b>		
ASB	Equestrian Team	Robotics
Band	FBLA	Skills USA
Board/Card Games	Key Club	Tech Club
Cheerleading	Mock Trial	
Drama	National Honor Society	

**Required Paperwork for Athletics and Activities**

You **will not** be allowed to participate in practice or games until you have submitted:

- **WIAA Physical Form** - Signed and dated, completed bi-annually by your doctor.
- **Athletic / Activity Registration Form** - Signed and dated by parent/legal guardian and student.
- **Medical Emergency Authorization Form** - Completed, signed and dated by parent/legal guardian.
- **Concussion and Head Injury Information Sheet.**
- **Fees** - See list of fees in Athletics/Activities Handbook

## Grades/Eligibility

In order to maintain athletic eligibility during the current semester,:

- The student shall maintain passing grades in a minimum of: 6 classes in a 7 period class schedule, including focus.
- The student shall earn a 2.0 GPA in the previous semester.

Running Start course equivalent: Two 5 credit quarter courses = 2 high school credits

Two 3 credit Semester courses = 2 high school credits

- Spring grades count towards eligibility for the following fall at the high school.

## ATTENDANCE & ABSENCES HSD Policy & Procedure 3122 & 3122P

**Phone: 360-448-6450 x5501**

**E-mail: amy.warnke@hocksd.org**

Hockinson High School and the State of Washington maintain that attendance is essential in every class in order for students to have the maximum opportunity for success. Every day is important and good attendance is vital to the success of each student. The classroom environment promotes a student-teacher and student-classmate(s) relationship. Many learning activities cannot be effectively reproduced outside the classroom environment. Daily attendance and participation in class is also preparation for the world of work in which attendance is required to fulfill job responsibilities. Our policies help establish student accountability, meet current laws, and prepare students to become reliable members of the work force.

Students shall be punctual and regular in attendance, and are expected to be in class on time. The parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school.

Please keep in mind that a parent's phone call or note is not the only determining factor in whether the student's absence is excused or unexcused. An **excused absence** is granted for a student's illness, health condition, medical appointment, family emergency (does NOT include running late, stopping for coffee, over-sleeping, etc.), religious purposes, court, post-secondary, technical school or apprenticeship program visitation, or scholarship interview, suspension, school related activities, or if the absence is pre-arranged by parent request. It is the student's responsibility to make up work when absent. Students out of class without prior teacher or office approval will be considered truant.

The Hockinson School District follows all state and federal laws pertaining to attendance.

### Pre-Arranged Absences

The school office should be notified at least five school days prior to any planned absence. A **Pre-Arranged Absence Request Form** is available in the attendance office. Parents or guardians must complete the required information; the form is then submitted to each teacher and the principal for approval. It is the responsibility of

the student to make-up any work missed while gone from school. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

### **Mid-Day Student Check-Out**

Students who need to leave school during the day must be signed out by a parent or guardian in the school office. Students providing their own transportation to and from school must present a note or phone call from their parent/guardian. We must have written or verbal approval from the parent or guardian if someone else picks up the student from school.

- **Please note: Students may not leave during the school day with other student drivers.**

### **Athletics/Activities**

An athlete must attend school all day in order to participate in the same day's athletic contest or practice. Therefore, if the athlete is not at school all day for any reason, that student cannot participate in that day's athletics/event. (The requirement may be waived by the athletic director for a medical appointment with a doctor's note upon the student's return.)

### **Truancy/Unexcused Absences**

An unexcused absence will result from failing to meet the requirements for an excused absence. A student is truant when he/she is absent without the knowledge and consent of his/her parent or is absent from school after once arriving on campus without the knowledge and consent of the school. Repeated truancy will be cause for disciplinary action, suspension, or expulsion. A student is truant if he/she:

- Leaves school without permission or no parental sign-out from the office.
- Is absent from school without permission of his/her parent or guardian.
- Is absent from class without permission.
- Missing the bulk of instruction.
- Obtains a pass to go to a designated place on campus and does not report there.
- Fails to attend a scheduled assembly or report to designated area.
- Falsifies parental notes.
- Fails to verify his/her absence within the required 48-hour limit.

### **Excused Absences**

- Illness
- Medical Appointments
- Dental Appointments
- Mental Health Appointments
- Family Emergencies (including, but not limited to a death or serious illness in the family).
- Court Appointments

### **Pre-Arranged Absences**

(Excused only if pre-arranged and approved)

- School Activity
- Driver's Education Appointments

- Any Appointment not listed under “Excused”
- Family Activity/Trip
- Church Activity
- College Visits

#### **Unexcused Absences / Truancies**

- Oversleeping
- Missing the bus, your ride, or car trouble Car / Transportation Problems
- Hair, nail or tanning appointments
- Anything other than excused or pre-arranged
- Leaving and/or remaining out of class or an activity without teacher permission
- Using a hall pass and not returning promptly
- Failure to attend scheduled assemblies, or lunch during the school day
- Leaving school without checking out with the office once student has arrived on campus
- Tardy is arriving in class after the bell.
- Any absence that is not excused

\*Note: It is the right and responsibility of Hockinson High School to ultimately determine whether to excuse an absence or not.

#### **Homework for Excused Absent Students**

An absent student’s homework will be provided upon request, but will not be available until 24 hours after the request. Staff is not able to provide student work at a moment’s notice. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. Students with excused absences have the right to the number of days absent to complete missed assignments as long as it does not give them more days than attending students. The student is expected to make up the work missed due to the absence. Students have the number of days equal to the absence to turn in make-up work unless the assignment was given a week or more before the absence or other arrangements have been made with the teacher.

### **Excused and Unexcused Absences**

#### **HSD Policy & Procedure 3122 & 3122P**

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student’s excused absences.

#### **Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles will govern the development and administration of attendance procedures within the district:

A. The Following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);



3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- B. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher.
- C. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### **Unexcused Absences**

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a

community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

#### **Excused and Unexcused Absences – Procedure 3122P**

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

#### **Excused Absences**

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to:** illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

- C. **Absence for parental-approved activities.** This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian-approved absence would have an

adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- D. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

### **Unexcused Absences**

Unexcused absences fall into two categories:

- A. Submitting an excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit, whether by phone, e-mail or in writing, any type of excuse statement by the parent, guardian or adult student.
  - 1. Each unexcused absence will be followed by a warning letter to the parent of the student. Each notice will be in writing in English or in the primary language of the parent. A student's grade will not be affected if no graded activity is missed during such an absence.
  - 2. After two unexcused absences within any month a conference will be held between the parent, student and principal. At such a conference the principal, student and parent will consider:
    - a. Adjusting the student's program;
    - b. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
    - c. Transferring the student to another school;
    - d. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
    - e. Imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

3. If the above action fails to correct the attendance problem, the student will be declared a habitual absentee. The principal will interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and expulsion.

The following truancy petition procedure will apply only to students under the age of seventeen:

No later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

- a. The student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any one month, or ten or more unexcused absences in the current school year, a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school will be counted when preparing the petition;
- b. Attesting that actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
- c. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

The petition will include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district shall will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

4. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
5. Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence will be subject to the same corrective action that would have occurred had the false excuse not been used.
6. Students six or seven years of age, who have been enrolled in the district are required to attend school and their parents/guardians are responsible for ensuring that they attend. Parents/guardians who wish to withdraw their children before the age of eight, and against whom no truancy petition has been filed,

may withdraw the students from school. When a six or seven year old student has unexcused absences, the district will do the following:

- a. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
- b. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).
- c. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school or course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
- d. After seven unexcused absences in a month, or ten in a school year, the district will file a truancy petition.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student will be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment. (See WSSDA model policy 3241, *Classroom Management, Corrective Actions or Punishment.*)

### **Personal Property**

Hockinson High School cannot be responsible for lost or stolen articles. Please be responsible for your private property and school property checked out to you. Do not bring large sums of money to school.

### **Student Records**

The Family Rights and Privacy Act states that parents/guardians have "the right to inspect and review educational records of their children." If you wish to see your child's records, please see an administrator. HSD Policy 3231 and Procedures 3231P.

## **DRESS CODE**

### **HSD Policy & Procedure 3224 & 3224P**

School Board Policy requires Hockinson High School's community to attend school attired in such a way that promotes safety, health, and is conducive to learning. HHS promotes standards for "Dressing for Success". Students are expected to wear appropriate attire to school and school-sponsored activities. The students and parents share in the responsibility for proper attire and grooming of the students, while the enforcement and final authority rests with the principal or his/her designee. Inappropriate dress will not be tolerated and may result in disciplinary action.

HHS Dress standard: modest, clean and follows the **NO BARE ZONE** standard.

Examples that **do not** meet the standard:

- Exposed under clothing.
- Bare feet.
- Shirts that show midriffs, cleavage, and bare backs (including cut-outs).
- Attire that endangers personal safety or the safety of others, like certain jewelry, spikes, chains, etc.

- Shirts or tops displaying alcohol, drugs, tobacco, sexual references, or other inappropriate graphics or symbols.
- Gang-related attire.
- Shorts or skirts that are less than mid-thigh

The dress and grooming code may be modified with administrative consent to accommodate extracurricular activities and special events.



The shaded portions of this figure represent those parts of the body that need to be covered up while attending school. Students who do not respect the NO BARE ZONE will face disciplinary action.

Image used with the permission of Battle Ground High School. 2003

### **Student Dress – Policy 3224**

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

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

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

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

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

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

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

### **Student Dress – Procedure 3224**

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- Create a health or other hazard to the student's safety or to the safety of others;

- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others;
- B. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

### **Student Privacy and Searches HSD Policy & Procedure 3230 & 3230P**

State law provides that at certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in. At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students at age eighteen may also sign releases, authorizations or permission slips to participate in school activities, and may sign themselves out of school and authorize their own absences. Students between sixteen and eighteen who have been granted legal emancipation from their parents or guardians have the same rights as eighteen year old students. Students over fourteen years of age have the right to keep private from everyone any district records indicating that they have been tested or treated for a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

#### **Searches of Students and Personal Property**

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff will take particular care to respect students' privacy.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent will have the authority to conduct reasonable searches on school property as provided by board policy.

A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.

Prior to conducting a search, school officials will ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:

1. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon; and

2. Staff will conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

No student will be subject to a strip search or body cavity search by school staff.

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The superintendent will develop procedures regulating searches of students and their personal property.

### **Locker Searches**

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy.

No student may use a locker, desk, or storage area to store any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk, or other storage area will be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker will be conducted according to board policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

The superintendent will establish procedures for conducting searches of lockers, desks, or storage areas.

### **Student Privacy and Searches – Procedure 3230**

#### **Searches of Students and Their Property**

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff will report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.



**A. Establishing reasonable grounds.**

The following review of the basis for the search should occur before conducting a search:

1. Identify: 1) the student's suspicious conduct, behavior, or activity; 2) the source of the information; and 3) the reliability of the source of such information.
2. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?
3. Is the student likely to possess or have concealed any item, material, or substance which is itself prohibited or which would be evidence of a violation of the law or a school rule?

**B. Conducting the search.**

If the principal, or his or her designee, determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area, or automobile, the search will be conducted as follows:

1. If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.
2. If evidence of violation of a school rule is suspected, and if confirmed by the search will be handled solely as a student discipline action, proceed to search by asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.
3. If the student refuses to cooperate in a personal search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

**Locker Searches**

Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk, or storage area, a student will be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

A student's locker desk or storage area may be searched by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff will report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.

Building principals should refer to these procedures for conducting searches of students and their property for guidance in establishing whether a search is reasonable under the circumstances.

Principals may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Administrative inspections, or health and welfare inspections, may be conducted at any time for the purpose of locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards. Periodic inspections of lockers will reinforce the district's ownership of lockers and the minimal expectation of privacy students have in the contents of their lockers.

During a search of all student lockers, if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to district procedures governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag or any other item in which contraband material may be concealed.

## TECHNOLOGY

### Electronic Information Systems

Hockinson School District Policy 2022P regarding electronic information system us for both students and staff.

#### General Use

- All use of the system must be in support of education and research and consistent with the mission of the district. The District reserves the right to prioritize use and access to the system.
- Any use of the system must be in conformity to local, state and federal law, network provider policies and licenses, district policy, and school rules. Use of the system for commercial solicitation is prohibited.
- The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
- Malicious use of the system to develop programs or institute practices that harass other users or attempt to gain unauthorized access to any entity on the system and/or damage the components of an entity on the system is prohibited.

#### Bring Your Own Device (BYOD) Policy – Policy 3245

The Hockinson School District is committed to moving students and staff forward in a 21st Century learning environment. As part of this plan, access to the District's wireless network, including the Internet, shall be made available to students, employees and members of the Board of Directors primarily for instructional and administrative purposes and in accordance with this and other policies. Students, employees and members of the Board of Directors must always comply with the Acceptable Use Rules and Regulations detailed in Procedure 2022P. Limited personal use of the District's wireless network shall be permitted if the use:

- \* Imposes no tangible cost to the district;
- \* Does not unduly burden the District's computer or network resources;
- \* Has no adverse effect on an employee's job performance or on a student's academic performance.

Access to the District's network is a privilege, not a right. All users shall be required to comply with administrative regulations and guidelines governing the use of the system. Noncompliance with acceptable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

While students are free to bring their own devices to school, classroom teachers will define if and how these devices may be used in their classrooms. Electronic devices shall not be used in any way that disrupts or detracts from the education and work environment. The Board permits the use of electronic devices for educational and operational purposes. The Board further permits the electronic devices for non-disruptive use during non-instructional and non-operational times in locations

designated by administration. The use of electronic devices during school-related activities may be permitted in accordance with guidelines established by the district.

## I. Employees

Classroom teachers have the authority to permit, limit, or prohibit the use of personal devices by students in their class. Staff members are responsible for providing guidelines for Internet use by students. Staff is responsible for supervising student access to the Internet and ensuring that access is being used for educational purposes and in accordance with the Acceptable Use and Rules and Regulation detailed in Procedure 2022P.

## II. Students

Hockinson School District recognizes the value that mobile technology devices can bring to students. Therefore, the district is allowing students to use their own mobile devices from home only with the approval and supervision of Hockinson staff. This shall include, but is not limited to the following:

- \* Laptops, netbooks, and tablet PCs
- \* Tablet devices such as iPads, Android-based tablets, and Windows-based tablets
- \* eReaders such as Kindle or Nook
- \* Mp3 players such as iPods
- \* Smartphones

Examples of unacceptable devices in this policy shall include, but is not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use the productivity and learning tools that may be currently loaded on those devices.

A student will be allowed to utilize the District's wireless network for educational purposes unless the student's parent or guardian denies the student access by proactively notifying the school/district. If a student does not have parental permission to use the Internet or such access has been revoked by the school, teachers will make a reasonable effort to provide an alternative assignment covering the same benchmarks contained in the Internet-based instruction. In the event that equivalent instruction cannot be reasonably provided, an alternative assignment will be given to the student. However, if the parent revokes permission for the student to access the Internet, they will assume responsibility for the student's mastery of those benchmarks that cannot be addressed in the alternative assignment.

## III. Expectations

Students who bring their own devices to school must always be in compliance with the Policies 2022 Electronic Resources, 3200 Rights and Responsibilities and 3207 Prohibition of Harassment,

Intimidation and Bullying. Students shall not send, share, view or possess pictures, text messages, e-mails, or other material of a sexually explicit nature in electronic or any other form of cell-phone or other electronic device while the student is on schools grounds, at a school sponsored event, or on school buses or vehicles provided by the district.

Students will only use appropriate technology at teachers' discretion. Students are permitted to access only the school's network through personal devices, not private networks. These networks include, but are not limited to personal cellular data plans. Further, possession or use of mobile learning devices may not, in any way:

- a. Disrupt the educational process of the school district.
- b. Endanger the health and safety of the student or anyone else.
- c. Invade the rights and privacy of others at the school.
- d. Involve illegal or prohibited content of any kind.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying that is determined to disrupt the safety and/or well-being of the school, students, or staff is subject to disciplinary action.

If used inappropriately, students are subject to disciplinary action, including suspension or expulsion, and losing the privilege of bringing such a device onto school property. In addition staff may confiscate or with reasonable articulable suspicion can search the device. Content or images that violate criminal law will be forwarded to law enforcement.

Students are responsible for the devices they bring to school, on school buses, and to school sponsored events. The District shall not be liable for the loss, theft, damage or misuse of any electronic device brought to school, possessed/used during the school day, in/on district buildings, district property, district or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day and/or any/all school-sponsored activities generally. The District will provide no technical support, troubleshooting, or repair for personally-owned electronic devices.

#### IV. Responsibilities

1. Hockinson School District does not provide personal property insurance for personally-owned devices.
2. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
3. Loss of access to personal mobile learning devices can occur if the school becomes concerned about its appropriate use. Concerns may include but are not limited to: safety, potential for disruption to the

educational process, and security issues related to connecting a personal device to the district network.

4. The student requester and his/her parent(s)/guardian(s) should be aware that Hockinson School District does not have control of the information on the Internet, but takes all measures possible to protect our students through internet filtering and education of appropriate use.
5. Use of personal mobile devices is prohibited in locker rooms, restrooms, nurses' offices and other locations that are private in nature.
6. Phone calls, texting, and instant messaging are not allowed in classrooms unless directed by a teacher.
7. Technical support will not be provided for personal devices. Students must take full responsibility for setting up and maintaining the device.
8. When using a personal wireless device the student must access the Internet through the District's content filtered wireless network and not their personal data plan. Students using unauthorized networks without staff permission will be subject to disciplinary action.
9. Unauthorized streaming of audio or video is not allowed at any time.
10. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including, but not limited to suspension, criminal charges, and expulsion.
11. Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students including that which is prejudicial or discriminatory, promotes the destruction of property or illegal activity, and/or knowingly or recklessly posting false or defamatory information about a person or organization.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

### **School IPADS Issued to Student iPads**

#### **HOCKINSON SCHOOL DISTRICT STUDENT IPAD ACCEPTABLE USE POLICY (AUP)**

Hockinson School District may provide and assign students an iPad for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued an iPad. In addition to this policy, the use of any district-provided technology or network also requires students to abide by the Hockinson Acceptable Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

## **RESPONSIBILITIES**

The student will:

1. Adhere to these guidelines each time the device is used, both at home and school.
2. Bring a functional iPad to school every day. Charge the iPad at home nightly, bringing it to school each day with a full charge. Classrooms do not have the capacity for students to charge their devices during the day. Purchase of a new charger, either at school or independently, is required should the charger become misplaced for more than 48 hours.
3. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made while using either district-owned or personally-owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
4. Respect the Internet filtering and security measures included on the iPad. All student computing devices are configured so that Internet content is filtered both when the student is at school and when on any other network.
5. Back up important data files regularly. HSD will maintain devices by periodically updating or resetting them. Students will be notified of this maintenance in advance. All student files not backed up to OneDrive, email, or other storage systems may be lost during these processes. Ask for assistance if you do not know how to back-up files.
6. Use technology for school-related purposes only during the instructional day while refraining from use related to entertainment, commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that are related to specific assignments and that students are authorized or legally permitted to reproduce or use.
8. Make the iPad available for inspection by any administrator or teacher or district technology staff member, including any email messages or files sent or received to or from any Internet location using district technology. Files and emails stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored or archived by the district at any time.

## **RESTRICTIONS**

The student will not:

1. Mark, deface, or place stickers on the iPad or district-issued cases or cables.
2. Reveal or post identifying personal information about themselves or others in files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, required device settings, or network configurations. This includes adding extra password protection or restrictions to a device that prevents district technology staff from accessing information or changing settings on the device.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password, unauthorized access to another person's device, changing settings on shared devices/computers or devices checked out to another person, or accessing secured wireless networks.

5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any apps, programs, or games from the Internet or other sources onto any district-owned technology including both computers and iPads. Only district-installed apps are permitted on student iPads. This includes the intentional introduction of computer viruses and other malicious software or bypassing device restrictions in order to download apps or software.
7. Tamper with iPad or computer hardware or software, attempt unauthorized entry into computers or iPads, and/or vandalize or destroy devices or computer files. Intentional or negligent damage to district iPads, files, printers, computers or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, drug or alcohol-related, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. All material and media stored on district-issued technology, email systems, and file servers must be school-appropriate at all times.

Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices in order to get around various restrictions. In addition to the workload placed on district staff to restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork in the classroom or at home. As a result, **a \$5.00 fee will be assessed to a student who has willfully tampered with the security settings or restrictions or downloading unauthorized apps on any iPad per incident.**

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided iPads. In order to keep iPads and laptops secure and damage free, please follow these additional guidelines:

- Keep your iPad in a protective case at all times with the cover securely closed when not in use.
- Do not loan your iPad or charger and cords to anyone else. This includes family members with the exception of parent/guardian inspection of your device at any time they wish.
- Do not leave the iPad in a vehicle or leave it unattended at any time, particularly in a public location.
- Do not eat or drink while using the iPad or have food or drinks in close proximity.
- Keep your iPad and cables away from precarious locations like table edges, floors, seats and away from pets and young children. Extreme heat and cold is also damaging to iPads and cables.
- Do not stack objects on top of your iPad device, leave it outside, or use near water such as a pool or bathtub.

Despite these safeguards, we understand there is always a risk that district-provided iPads may be damaged lost or stolen. All students receiving iPads are encouraged to participate in a voluntary Hockinson Assurance Program, which is available to limit family liability for fines that may be imposed if damage or loss does occur. More details on the program can be found on the "HAP Assurance Program Sheets" provided along with this policy. A HAP enrollment/waiver form must be submitted before an iPad is issued to a student. If you choose not to enroll in the HAP program you understand that you will be financially responsible for loss/theft, or damage of the device as more fully described on the enrollment form.

Hockinson School District is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of HSD district-issued technology. You understand that should you fail

to honor all the terms of this Policy, access to iPads or other district technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Hockinson Student Code of Conduct.

For additional IPAD Policies and Procedures, please see the District Home Page.

#### **Nondiscrimination – Policy 3210**

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.

As required by law to ensure that there is equal opportunity for all students, the district will provide continuous notice of nondiscrimination, and will provide annual notice of the district's discrimination complaint procedures to students, parents and employees. The district will also conduct annual athletic evaluations and a student athletic interest survey at least once every three years to ensure that equal athletic opportunities are provided for male and female students.

The district will designate a staff member to serve as the compliance officer for this policy.

#### **Nondiscrimination HSD Policy & Procedure 3210 & 3210P**

Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations will be 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 nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), and curriculum development and instructional materials (Policy No. 2020). As used in this procedure:

- A. **Grievance** will mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190 or Section 504 of the Rehabilitation Act of 1973, or Title VII of the Civil Rights Act of 1964.
- B. **A complaint** will mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent will mean 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:

#### **Level One**

Prior to the filing of a written complaint, the complainant or affirmative action officer may request a meeting with the respondent alleged to be directly responsible for the violation and/or person with the immediate supervisor who is related to the complaint. These persons will make reasonable efforts to meet with any student, or student representative, and the Title IX officer to discuss the issues that the student, or student



representative, may wish to bring to their attention. Such a meeting will be at the option of the complainant. If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX officer.

#### **Level Two**

The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The officer will investigate the allegations set forth within 30 calendar days of the filing of the charge. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent will respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The superintendent will state that the district either:

- A. Denies the allegations contained in the written complaint received by the district; or
- B. Will implement reasonable measures to eliminate any such act, condition or circumstance.

Such corrective measures deemed necessary will 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.

#### **Level Three**

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response; or
- B. The expiration of the 30-calendar day response period stated in Level Two, whichever occurs first.

The board will schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the 10th calendar day following the termination of the hearing and will provide a copy to the complainant.

#### **Level Four**

In the event a complainant remains aggrieved with the decision of the board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such complaint.

#### **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 Title IX compliance officer for a period of 5 years.

### **Regulation of Dangerous Weapons on School Premises HSD Policy & Procedure 4210 & 4210P**

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.

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

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.

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.

School officials 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, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

### **Student Conduct Expectations and Reasonable Sanctions HSD Policy & Procedure 3240 & 3240P**

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. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning;
- D. Comply with district rules and regulations; and
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

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

## **Student Conduct Expectations and Reasonable Sanctions HSD Policy & Procedure 3240 & 3240P**

### **Student Conduct Expectations**

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

### **Compliance with Rules**

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term “district personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

### **Student Rights**

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability.;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - freedom of speech and press,
  - peaceably assemble
  - petition the government and its representatives for a redress of grievances,

- the free exercise of religion and to have their schools free from sectarian control or influence, and
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and,
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

### **Scope of District Authority**

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law.

The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
- In school-provided transportation, or any other place while under the authority of school personnel.

### **Disruptive Conduct**

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;

- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
  - disobedience of reasonable requests, instruction, and directives of school personnel;
  - refusal to leave an area when instructed to do so by school personnel;
  - refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
  - refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation
- Harassment of others;
- Inappropriate dress or appearance
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

### **Exceptional Misconduct**

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion. Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves
- injury to another;
- bodily fluids; or

- a weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, air guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and School District Policy

### **Guidelines for Sanctions**

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

- Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator determines that there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

### **Implementing the Guidelines for Sanctions**

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

### **ARSON**

For purposes of school discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage

- Little potential of harm
- Student’s intent or purpose
- Student’s age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student attempted, but failed to or was prevented from, carrying out the conduct

**AGGRAVATING FACTORS:**

- Significant damage
- Potential of serious harm
- Intent or purpose in setting fire
- Previous discipline record of student warranting progressive sanctions
- The student’s presence on campus is determined to be a threat to the safety of others.

**ASSAULT**

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: 0 Days

Secondary: Short-Term Suspension of 5 Days

**MITIGATING FACTORS:**

- No prior documented misconduct
- Minimal injury or damage
- Student was primarily acting defensively, but facts do not support a conclusion that the student’s conduct was clearly reasonable self-defense as set forth below
- Student’s age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct

**AGGRAVATING FACTORS:**

- Serious actual or potential injury
- Use of an object or weapon
- Premeditated conduct
- Multiple students assaulting a single student
- Prior assault(s), threat(s), harassment, or bullying by the student against the same victim
- Exceptional severity or cruelty
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- Previous discipline record of student warranting progressive sanctions

**REASONABLE SELF-DEFENSE:**

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an



administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- a student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- the student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- the student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

### **DEFACING OR DESTRUCTION OF PROPERTY**

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 3 Days

Restitution will usually be required.

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to district or victim of misconduct

AGGRAVATING FACTORS:

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Property defaced with:
  - lewd or obscene words or imagery
  - words or imagery containing slurs or negative reference to the race, color, national origin, gender, sexual orientation, gender expression, or disability of others
  - gang words or imagery

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged

is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

### **DEFIANCE OF SCHOOL AUTHORITY**

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3224. Defiance of school authority can also include intentional disruptive behavior.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct with school personnel

AGGRAVATING FACTORS:

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student's defiance
- Student attempts to solicit or incite others to engage in defiant behavior
- Use of lewd, obscene, or profane language directed towards supervising school personnel
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

### **DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES**

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;

- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE Secondary: 3-20 Day Suspension

**PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE:**

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 10 Days

**PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION:**

Elementary: Short-Term Suspension of 5 Days

Secondary: Long-Term Suspension of 20 Days

**MITIGATING FACTORS:**

- Little or no prior documented misconduct
- A significantly small amount of substance
- Student's age and/or inability to understand potential consequences of the conduct
- Momentary or transient handling of the item
- Admitted or self-reported conduct
- Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus
- Evidence that there was no intent to use, consume, or distribute the substance on school grounds, district-provided transportation, or at school activities.

**AGGRAVATING FACTORS:**

- Previous discipline record of student warranting progressive sanctions
- A relatively large amount of substance that would reasonably exceed anticipated single use
- Evidence of sophistication or pre-planning
- Evidence of distribution or intent to distribute prohibited substances
- The substance is heroin or another similar opiate (including methadone, oxycodone, etc.), cocaine, methamphetamine, or a similar substance designated as a level one or level two controlled substance with the potential for significant harm and addiction
- Distribution has been to multiple students
- Conduct is related to gang affiliation

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

### **FIGHTING OR FIGHTING INVOLVEMENT**

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

SANCTIONS: See Assault

### **GANG CONDUCT**

For school discipline purposes includes:

- the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- the promotion of gang culture and/or gang violence, and/or
- the solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution for property damaged or defaced with gang imagery, symbols, or language

AGGRAVATING FACTORS:

- Similar previous conduct
- Concerted action with other students or non-students
- Gang conduct in connection with other misconduct prohibited elsewhere by this procedure, including but not limited to assault, harassment, intimidation, bullying, theft, and the possession of weapons
- Previous discipline record of student warranting progressive sanctions

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent’s designee.

### **HARASSMENT, INTIMIDATION OR BULLYING**

For school discipline purposes, “harassment, intimidation and bullying” includes:

- intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207;
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- a threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE: Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: 3 Day Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student’s age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent action taken by student to make amends for misconduct with the victim

AGGRAVATING FACTORS:

- Threat of serious injury
- Use of an object or weapon
- Premeditated conduct
- Part of a pattern of similar misconduct against the same victim
- Prior assault(s) threat(s), harassment, or bullying by the student against the same victim
- Exceptional severity or cruelty
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- Previous discipline record of student warranting progressive sanctions

### **LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS**

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

STANDARD RANGE: 0-10 Day Suspension

**PRESUMPTIVE STANDARD SANCTION:**

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

**MITIGATING FACTORS:**

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct

**AGGRAVATING FACTORS:**

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student's defiance
- Student attempts to solicit or incite others to engage in behavior
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

**TARDINESS**

Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student's tardiness. Take steps to eliminate the tardies, including adjusting the student's school program, or school/course assignment.

**THEFT/STEALING**

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

STANDARD RANGE: 0-10 Day Suspension

**PRESUMPTIVE STANDARD SANCTION:**

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 2 Days

Restitution will usually be required if property is not recovered and returned.

**MITIGATING FACTORS:**

- No prior documented misconduct
- Property returned to victim
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to district or victim of misconduct

**AGGRAVATING FACTORS:**

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions

- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by gang affiliation

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION**

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

Elementary Students

See sanctions for Defiance of School Authorities

Secondary Students

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

**TRUANCY**

See Policy and Procedure 3122.

**WEAPONS**

This section addresses the possession or use of actual weapons in violation of district policy 4210, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections, as appropriate.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 3 Days

Secondary: Long-Term Suspension of 11 Days

SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

MITIGATING FACTORS:

- No prior documented misconduct
- No injury or damage caused
- No evidence that student intended to display or use the weapon
- The weapon is a small pocketknife with a blade 3 inches or less
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student offers credible evidence that he or she had the weapon for legitimate purposes away from school and unintentionally brought the object to school

AGGRAVATING FACTORS:

- Previous discipline record of student warranting progressive sanctions
- Student used the weapon in furtherance of an assault, to intimidate another, cause injury, and/or to cause physical damage to property
- Student displayed, activated or discharged the weapon in a reckless manner
- Evidence of premeditation
- Display or use of the weapon was motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of a person intimidated or assaulted
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- The weapon is an airgun or firearm.
- The object appears to be a firearm and the student displaying or using the object does so with malice

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420*, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school 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.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

#### **Use of Tobacco and Nicotine HSD Policy & Procedure 4215 & 4215P**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco,



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

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

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

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

### **Prohibition of Harassment, Intimidation and Bullying HSD Policy & Procedure 3207 & 3207P**

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying.

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

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

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

“Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

#### **Behaviors/Expressions**

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

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

### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

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

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

## **Prohibition of Harassment, Intimidation and Bullying – 3207P**

### **A. Introduction**

The Hockinson 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](http://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

### 3. 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.

**4. 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.

**5. 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.

**6. 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:

7. Serve as the district's primary contact for harassment, intimidation and bullying;
8. Provide support and assistance to the principal or designee in resolving complaints;
9. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations;
10. 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;
11. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough;
12. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training;
13. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis; and
14. 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](http://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 (non-confidential).

Status of Reporter

**15. 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.)

**16. 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.”)

**17. 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.

18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. The principal or designee may determine that other steps must be taken before the investigation is complete.
24. 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.
25. 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**

- 26. 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.
- 27. 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.
- 28. 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. An 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](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)
- Washington State Human Rights Commission  
800.233.3247  
[www.hum.wa.gov/index.html](http://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](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service  
877.292.3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)



- Office of the Education Ombudsman  
866.297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov)  
[www.governor.wa.gov/oeo/default.asp](http://www.governor.wa.gov/oeo/default.asp)
- OSPI Safety Center  
360.725-6044  
[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://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.

**Classroom Management, Corrective Actions Or Punishment –  
HSD Policy & Procedure 3241 & 3241P**

All students will follow the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district’s policies relating to corrective action or punishment:

“Expulsion” is the exclusion from school or individual classes for an indefinite period.

“Suspension” is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.

1. A suspension is “short term” if it is for a period of 10 consecutive school days or less. Separate short-term suspensions will not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions will not total more than 15 days in a semester for a student in any other grade. Students’ grades must not be affected substantially as a result of a short-term suspension.
2. Suspensions which exceed 10 consecutive school days are “long-term” suspensions.

“Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the district. Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

The principal shall notify special education staff of any suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Once a student is expelled in compliance with district policy, the expulsion will be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student’s educational needs.

No student will be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent will have the authority to discipline, suspend or expel students. The superintendent will identify the conditions under which a teacher may exclude a student from his or her class and will also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.

Principals will distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.

Parents and students will be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

### **Rights and Responsibilities of Certificated Staff**

Certificated staff will share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

#### **Certificated staff will have the right to:**

- A. Expect students to comply with school rules;
- B. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules will be consistent with district rules relating to student conduct and control;
- C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following 2 days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher will have attempted one or more corrective actions. In no case will an excluded student be returned for the balance of a period or up to the following 2 days without the consent of the teacher;
- D. Receive any complaint or grievance regarding corrective action or punishment of students. Certificated staff will be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged;
- E. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury;
- F. Remove a student from a class session for sufficient cause; and
- G. Detain a student after school for up to 30 minutes with due consideration for bus transportation.

#### **Certificated staff will have the responsibility to:**

- A. Observe the rights of students;
- B. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher;
- C. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip);
- D. Maintain accurate attendance records and report all cases of truancy;
- E. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students; and
- F. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.

Principals will:

- A. Impose suspension or expulsion when appropriate; and
- B. Notify parents when students are suspended or expelled.

### **Student Discipline**

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- A. Consistent from day to day and student to student;
- B. Balanced against the severity of the misconduct;
- C. Appropriate to the student's nature and prior behavior;
- D. Fair to the student, parent, and others; and
- E. Effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal will confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher will have the authority to exclude a student from his/her classroom pursuant to the provisions of Section 1.C of this policy.

#### **1. Detention**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 30 minutes on any given day.

Preceding the assignment of such corrective action, the staff member will inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention will not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff.

The principal will be responsible for seeing that the time which the student spends for corrective action is used constructively.

#### **2. In-School Suspension**

The board supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff or the overall school environment.

The district, therefore, has created an in-school suspension program which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The superintendent will establish guidelines for the operation of the in-school suspension program.

### **3. Appeal Process for Disciplinary Action**

Any parent or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy will have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, have the right to present a written grievance to the school board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

### **4. Suspensions or Expulsions**

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student will be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, will recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student will be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

## **5. Short-Term Suspension**

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for 3 to 10 school days or full schedule of classes for 1 to 10 school days, a conference will first be conducted with the student as follows:

- A. An oral or written notice of the charges will be provided to the student;
- B. An oral or written explanation of the evidence in support of the charges will be provided to the student;
- C. An oral or written explanation of the suspension which may be imposed will be provided to the student; and
- D. The student will be provided the opportunity to present his/her explanation.

The parent of the student be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension will be provided the opportunity upon return to make up assignments and tests if:

- A. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
- B. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

## **6. Appeal Process for Short-Term Suspension**

Any parent or student who is aggrieved by the imposition of a short-term suspension will have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy will have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, will have the right to present a written grievance to the school board at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

## **7. Emergency Expulsion**

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion will continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspensions or expulsions will apply except:

- A. Written notice of the emergency expulsion will be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
- B. The parent and student have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
- C. The hearing officer will render the decision within 1 school business day after the conclusion of the hearing.

## **8. Long-Term Suspensions or Expulsions**

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing will be delivered to the parent and student by certified mail or in person. The notice will be in the parent's primary language and will supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing will be waived and the recommended corrective action or punishment will take effect, and (5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent will schedule the matter for a hearing within 3 school business days of such request.

The parent and student and the district or representatives will be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student will have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing will be conducted before the superintendent or hearing officer. The superintendent or hearing officer must not be a witness and will determine the facts of each case solely on the evidence presented at the hearing. The superintendent or hearing officer will state in writing the findings as to the facts, conclusions and disposition to be made. The decision will be provided to the parent and student or counsel.

## **9. Appeal Process for Long-Term Suspension or Expulsion**

If a long-term suspension or expulsion is imposed, the parent and student will have the right to appeal the superintendent's or hearing officer's decision by filing a written notice of appeal at the office of the superintendent (or hearing officer, if the superintendent determines) within 3 school business days after the date of receipt of the decision. The long term suspension or expulsion will be in effect while the appeal is pending. The school board will schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting will be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the board deems reasonable. Prior to adjournment, the board will agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within 10 school business days;

- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
- C. Hear and try the case de novo before the board within 10 school business days.

Any decision by the board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student will be made only by:

- A. Those board members who have heard or read the evidence;
- B. Those board members who have not acted as a witness in the matter; and
- C. A majority vote at a meeting at which a quorum of the board is present.

Within 30 days of receipt of the board's final decision, any parent and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the superior court clerk of the county. Such notice will also set forth in a clear and concise manner the errors complained of.

## **10. Emergency Removal**

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal will continue only until:

- A. The danger or threat ceases; or
- B. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal will meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case will the student's opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher or administrator who removed the student will be notified of the action which has been taken or initiated.

## **11. Readmission Application Process**

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the superintendent. The application will include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and
- C. A supporting statement from the parent or others who may have assisted the student.

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

**Classroom Management, Corrective Actions or Punishment – Procedure 3241**

**A. Exceptional Misconduct**

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. An ad hoc committee and/or P.T.A. officers have met to define the areas of misconduct and the range of action to be taken. The appeal process for short and long-term suspensions will remain in effect for short and long range suspensions imposed as a result of this procedure.

<b>Exceptional Misconduct</b>	<b>Range of Corrective Action</b>	<b>Action That May Be Taken</b>
Possessing and/or using alcohol, illegal chemical substances	Minimum	Short-term suspension, prosecution referral
	Maximum	Expulsion, prosecution referral
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Setting fire or damaging school property or devises	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
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	Short-term suspension, notification to law enforcement
	Maximum	Expulsion, notification to law enforcement
Possessing and/or using weapons or explosive devices	Minimum	Expulsion for one calendar year, notification to law enforcement
	Maximum	Indefinite expulsion, notification to law enforcement
Possessing/Using Tobacco products	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Disrupting the educational process	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Refusing to follow reasonable directions of staff	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)



## **B. In-School Suspension**

Guidelines for the in-school suspension program are as follows:

29. A student who is afforded the opportunity to be assigned to the in-school suspension 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.
30. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
31. Any act of inappropriate conduct may result in denial of this alternative to other corrective actions.
32. A student will remain isolated from other students throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.
33. An assignment to the in-school suspension program will not exceed five days. As such, the appeal process for a short-term suspension will be in effect.
34. The student will develop a behavior contract while in the in-school suspension 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.
35. After a student is placed back into the regular classroom(s), the principal will monitor the student's progress on a daily basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.
36. Specific rules and building procedures will be developed by the building principal.

## **C. Long-Term Suspension or Expulsion**

In the event a hearing is requested, 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:

37. 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;
38. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
39. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
40. 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.);
41. Write findings of fact and disposition of the case; and
42. 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:

43. A single hearing will not likely result in confusion; and
44. 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.

#### **D. Corrective Action**

If a student appears at school or at a school-sponsored function demonstrating behavior which indicates that he/she may be under the influence of an addictive substance and/or admits to an administrator that he/she is under the influence of an addictive or harmful substance, the school will take the following action:

- A. In all cases, parents and law enforcement officials will be contacted.
- B. If school authorities find a student in possession of addictive or harmful substances at school, the addictive substance will be confiscated and turned over to law enforcement officials for investigation and disposal.
- C. Appropriate school disciplinary action will be taken.

The school administrators may take the following steps, however they may move to Level 3 when the student's actions have the potential or harm other students.

##### **Level 1: First Offense**

- a. A student attending Hockinson School District on a boundary exception will have the boundary exception immediately revoked. Other students are subject to 10 days of suspension.

- b. 8 days of the suspension will be held in abeyance if the student agrees to participate in an independent assessment and follow the recommendations of the evaluation at the families cost. If the student fails to attend, drops from the program, or participates unsatisfactorily, the remaining 8 days of suspension will be reinstated.
- c. If student denies use of controlled, illegal, or harmful substances, mandatory urine analysis within 24 hours of day and time of suspension. The parent/guardian bears the expense of a urine analysis.

Level 2: Second Offense

- a. 20 days suspension
- b. 15 days of suspension will be held in abeyance if the student and parents or guardians agree to participate in an Insight Class consisting of four 2-hour sessions conducted by district staff outside of normal school hours and intended to provide current drug, alcohol, and tobacco information, explain the process of addiction, raise awareness of the legal ramifications of substance use/abuse, and examine the reasons why the student is engaging in risky behaviors. If the student and parent/guardian fail to attend or drop from the class, the remaining 15 days of suspension will be reinstated.
- c. If student denies use of controlled, illegal, or harmful substances, mandatory urine analysis within 24 hours of day and time of suspension. The parent/guardian bears the expense of a urine analysis.

Level 3: Third Offense

- a. Student expelled. Care Team may elect to hold expulsion in abeyance if the student participates in a chemical dependency program and successfully completes it.
- b. Mandatory urine analysis within 24 hours and mandatory assessment by a qualified chemical dependency counselor. Student must follow recommendations of assessment. The parent/guardian bears the expense of the urine analysis and chemical dependency assessment.
- c. Re-entry to school on a contract which includes clearly agreed upon academic, attendance, and behavioral expectations.
- d. If the student fails to complete any part of (b) and (c), expulsion reinstated.

**Safe and Orderly Learning Environment  
HSD Policy & Procedure 4200 & 4200P**

Contacts with Staff

The learning environment and the staff's time for students will be free from interruption. Except in emergencies, staff will not be interrupted in their work. Brief messages will be recorded so as to permit the staff member to return the call when free.

Certificated staff may be available for consultation with students and community members one-half hour before and after school time. Students and community members are urged to make appointments with staff to assure an uninterrupted conference.

No one will solicit funds or conduct private business with staff on school time and premises.

### Visitors

The board welcomes and encourages visits to school by parents, community members, and interested educators. The superintendent will establish guidelines governing school visits to insure orderly operation of the educational process and the safety of students and staff.

### Disruption of School Operations

The superintendent or staff member in charge will direct a person to leave immediately if any person is:

- A. Under the influence of drugs or alcohol;
- B. Is disrupting or obstructing any school program, activity, or meeting;
- C. Threatens to do so or is committing, threatening to 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 any student, official, classified or certificated staff member or invitee) of the school district. If such a person refuses to leave, the superintendent or staff member will immediately call for the assistance of a law enforcement officer.

## **BUS EXPECTATIONS - Students' Conduct on Buses**

### **Procedure**

Any verified misconduct by a student which, in the opinion of the bus driver or bus supervisor, is detrimental to the safe operations of the bus shall be sufficient cause for the principal to suspend that student's transportation privilege or impose other appropriate disciplinary measures.

### **Rules of Conduct for Students Riding Buses**

1. The driver is in full charge of the bus and pupils. Pupils, must obey the driver and any other supervisor assigned by the district to assist the driver.
2. When a teacher or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the pupils in his/her charge. The bus driver shall have final authority and responsibility.
3. Pupils shall ride in their regularly assigned bus at all times unless permission has been granted by the appropriate officials.
4. No pupil shall be permitted to leave the bus except at his/her regular stop without written permission from school authorities.
5. Each pupil may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the school principal and/or driver.
6. Outside of ordinary conversation, classroom conduct must be observed.
7. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. Eating isn't allowed except when specifically authorized and supervised by an accompanying teacher or assigned staff member.
8. No pupil will light matches or any other item on the school bus.
9. Pupils shall not possess or use tobacco, alcohol, drugs, or any other controlled substance on a bus.
10. Pupils shall not use profanity, obscene language or obscene gestures on the bus.
11. Pupils shall respect the rights and safety of others on the bus.

12. No pupil shall open a window in the school bus without first asking permission from the driver.
  13. No pupil shall at any time extend any part of his/her body out of a bus window, whether the bus is in motion or standing still.
  14. Pupils must have nothing in their possession that may cause injury to another. Such items include, but are not limited to sticks, breakable containers, firearms, straps, or pins extending from their clothing.
  15. Animals are not permitted on the bus, except for animals which assist pupils with handicapping conditions.
  16. Each pupil must keep his/her books and personal belongings out of the aisle. Special permission must be granted by the driver to transport any large items.
  17. No pupil will be allowed to talk to the driver more than is necessary.
  18. No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
  19. Pupils are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a complete stop.
  20. Pupils must leave the bus in an orderly manner and must obey the orders of the school official on bus duty. They must not cross the highway until given consent by the driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
  21. Pupils must cross the highway only in front of the school bus and never behind it.
  22. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus arrives.
  23. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.
  24. Pupils who have to walk some distance along the highway to the bus loading zone, where practical, should walk on the left hand side of the road facing the oncoming traffic. This will also apply to the pupils leaving the bus loading zone in the evening.
  25. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
  26. Parents or guardians of students damaging school buses will be responsible for reimbursing the district for the cost or repair or replacement of the damaged item(s).
- Note: Violation of any of the above rules may result in suspension of a pupil's bus riding privileges.

### **Disciplinary Actions for the Misbehavior on District Bus**

The bus driver has the following discipline options available for inappropriate behavior on any school bus trip. Generally, bus drivers are to follow this sequential order, but serious infractions of safety rules and discipline can lead to more serious consequences immediately.

1. Verbal Instructions
2. Special Seat Assignment
3. Student Citation for Repeated Infractions
4. Student Citation and Recommendation for Suspension/Denial of Transportation for Severe Infractions

### **Citations**

If discipline problems occur on the school bus which require actions, the bus driver will write a student citation. Depending on the number of previously issued citations or the severity of the infraction, consequences are assigned from any of those listed below:

1st citation: notice-citation to be delivered to parent by student.

2nd citation: warning letter suggesting a parent conference.

3rd citation: recommendation for one week denial of bus riding privileges and parent conference.

