



Hockinson Middle School

Student Handbook
2017-2018



HOCKINSON MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

2017-2018

~Table of Content

Hockinson Middle School Staff and ASB Officers	4
Campus Map.....	5
HMS Vision/Mission, PBIS, School Counselor, Insurance, Personal Property, Visitors, Volunteers.....	6
Extra Curricular Information: Activity Schedules and Fees, Academic Activities, Regulations, Behavior, Grades/Eligibility, Physical Appearance, Unsportsmanlike Conduct, Athlete's School Attendance, Absence from Practice, Absence from Practice, Requirements and Fees, Spectators, Uniforms, Appeal Process for Sports Suspension	7-8
Attendance, Excused Reasons for Absence, Pre-Arranged Absence, Truancy, After-School Supervised Activities, Affection (PDA).....	9
Alcohol/Drugs, Appearance/Dress Code, Bring Your Own Device.....	10-12
Bus Expectations, Students' Conduct on Buses, Rules for Students Riding Buses, Disciplinary Actions for the Misbehavior on District Bus, Bus Citations.....	12-13
Cell Phone Policy, Closed Campus, Contacts (Parent-Student) during the School Day, Dances, Disruptive Devices and Toys, Early Checkout.....	13-14
Electronics HSD Policy 2022 & 2022P, Student iPad Acceptable Use Policy, Hockinson Assurance for iPads (HAP) Information, Student iPad Expectations, Proper Care and Feeding of an iPad.....	14-23
Family Educational Rights and Privacy Act (FERPA) Firearms and Weapons on School Premises, Food and Eating Areas, Medication at School	23
Plagiarism and Cheating, Parent and Student Rights in Administration of Surveys, Analysis, or Evaluations (PPRA), Promotion/Retention, Sales, Searching of Students & Personal Property.....	24
Prohibition of Harassment, Intimidation and Bullying HSD Policy 3207, Sexual Harassment.....	25
Tobacco and Nicotine Free Policy, Violation of Law on School Grounds Student Discipline, Appeal Process	26-27
Infraction / Prohibited Student Conduct Chart.....	28-30

**HOCKINSON MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK**

2015-2016

~Table of Content

The following Hockinson School Board Policy and Procedures have been included in the student handbook for convenience. Policies and Procedures are subject to change throughout the year. A current listing of the Hockinson School Board Policy and Procedures can be found on the Hockinson School District web site under the District Information tab under School Board or the following link:

<http://www.hocksd.org/portal/One.aspx?portalId=3152948&pageId=3339693>

Policy 3122 Excused and Unexcused Absences
Procedure 3122P

Policy 3207 Prohibition of Harassment, Intimidation and Bullying
Procedure 3207P

Policy 3210 Nondiscrimination
Procedure 3210P

Policy 3224 Student Dress
Procedure 3224P

Policy 3230 Student Privacy and Searches
Procedure 3230P

Policy 3231 Student Records
Procedure 3231P

Policy 3240 Student Conduct Expectations and Reasonable Assurance
Procedure 3240P

Policy 3241 Classroom Management, Corrective Actions or Punishment
Procedure 3241P

Policy 3244 Prohibition of Corporal Punishment

Policy 3246 Use of Reasonable Force
Procedure 3246P

Policy 4210 Regulation of Dangerous Weapons on
School Premises

Policy 4215 Use of Tobacco and Nicotine

Hockinson Middle School Staff 2016-2017

6th Grade

Heidi Hoiland

Jeff Neis

Kaitlin Johnson

Sandra Stroup

7th Grade

MollyAnn Callen

Karl Lind

Brian Wisely

8th Grade

Erin Bryant

Mark Muckerheide

Christine Parker

Amanda Schneider

Ketti West

Math

Mariah Maudlin-6th

Joe Loper-7th

Anna-Melissa Lyons-6/7/8

Georgine Tomayer-8th

Spanish

Kendall Jones

Fitness/Health

Kristin Elgin

Dave Fronk

Art

Lori-Ann Marano

Music

Jennifer Ritenburgh

STEM

Mark Muckerheide

Contact Information-

Phone:448-6440

Attendance: 448-6441

Fax: 448-6449

Special Services

Carolyn Waters

Heather Stivers

Julie Cecil

Donna Arntt Runyon

Raydean Henry

Counselor

Jessica Ambrose

Library Tech

Katherine von Kreisler

Nurse

Shari Hazelbaker

Custodians

Joe Wambach

Arlene Rabago

Gregg Hinzmann

School Psychologist

Shairn Villa

Speech Lang. Pathologist

Maggie Broden

Occupational Therapist

Kayla Briggs

Physical Therapist

Jessica DeLong

Asst. Andrea Bochart

Food Service

Kathy Matson

Tina Baertlein

Community Ed. Director

Charity Schadt 448-6480

Principal

Brian Lehner

Instructional Coach

Kim Abegglen

Lead Secretary

Sue Tollefson

Assistant Secretary

Karen Johnson

Attendance Clerk (448-6441)

Janell Morley

Bookkeeper/Athletic Secretary

Leisel Spafford

Office Assistants

Carolee McAfee

Rhonda Palmer

Security

Ron Berry

ASB Officers 2017-2018

President: Cody Wheeler

Vice President: Kenyon Johnson

Secretary: Kolbe McAfee

Treasurer: Colin Wynkoop

Communication

Commissioner : Lauren Schadt

ASB Advisor

Kaitlin Johnson

Journalism

Kaitlin Johnson

Parents may contact their student's teacher
by e-mail firstname.lastname@hocksd.org

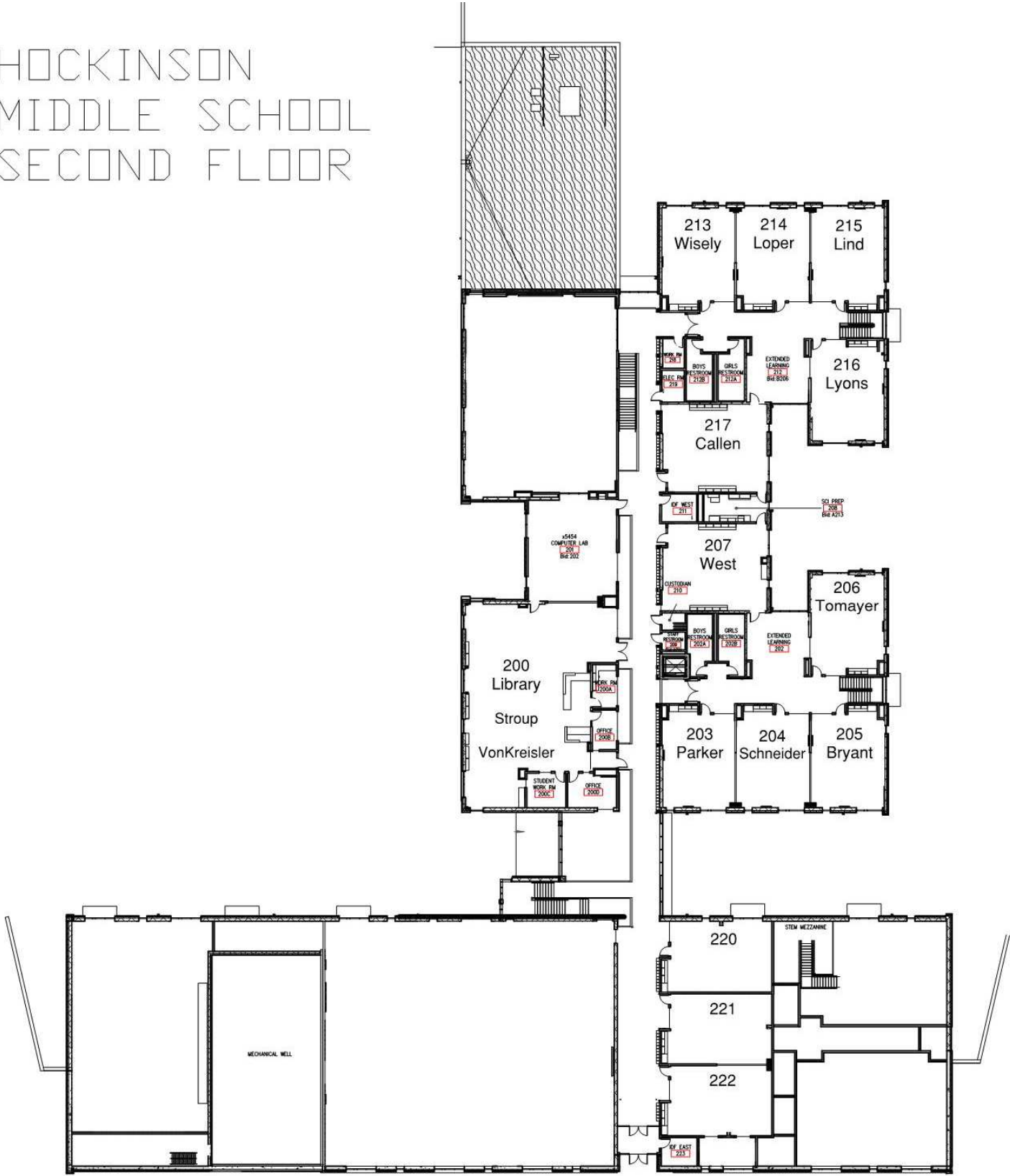
Hockinson School District Webpage:

www.hocksd.org

HOCKINSON MIDDLE SCHOOL FIRST FLOOR



HOCKINSON MIDDLE SCHOOL SECOND FLOOR



HOCKINSON MIDDLE SCHOOL

“Preparing all students for lifelong success”

VISION

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.

MISSION

The Mission of Hockinson Middle School is:

- 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 Hornets

Are

H—Honorable

M—Motivated

S—Safe and Secure

Positive Behavior Intervention Support is a program at HMS that supports students in all settings from the classroom and hallways to the cafeteria and offices. Students will learn what Honorable, Motivated, and Safe and Secure looks like and sounds like across all school settings. Each month, students will receive specific training that helps all students make decisions that are HMS!

SCHOOL TIMES

The main office is open
Monday - Friday
8:00 a.m.- 4:00 p.m.

OFFICE

Phone: 448-6440
Fax: 448-6449
Attendance 448-6441

Counselor

Mrs. Jessica Ambrose is the school counselor. Students are encouraged to become acquainted with their counselor and arrange for an appointment when there is a need.

Insurance

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

Personal Property

The 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 or valuable items to school.

Visitors

Student visitors are not allowed. Exceptions to this may be made through the principal with prior approval.

Volunteers

Volunteers are welcome. Please complete our volunteer application that is available online and in the office. When completed return to the Hockinson School District to be screened. Only one application is necessary for multiple schools. Applications are good for two years.



EXTRA CURRICULAR INFORMATION



Extra Curricular Activity Schedule And Fees

<u>Entire Year</u>	
Jazz Band	15.00
<u>September-October</u>	
Volleyball	50.00
Cross Country	50.00
<u>October-December</u>	
Wrestling	50.00
Girls' Basketball	50.00
<u>January-February</u>	
Boy's Basketball	50.00
<u>April-May</u>	
Track	50.00
<u>March-May</u>	
Flag Team	25.00
<u>February</u>	
Math Counts	15.00
<u>February-March</u>	
Math Olympiad	15.00
<u>March</u>	
Knowledge Bowl.....	15.00

The following activities are selected by try outs: Volleyball, Girls' Basketball, Boys' Basketball, Jazz Band, and Flag Team.

Band members and students participating in extra curricular activities are required to purchase an ASB card. Card purchases helps with ASB's funding of transportation costs involved in after school activities and school field trips.

ASB cards provide admittance to all HMS athletic events and a reduced price for dances at HMS.

ASB Cards	20.00
-----------	-------

Academic Activities

Hockinson Middle School competes with other schools in the following academic areas. Contact the office for information on joining these winning teams.

- Knowledge Bowl
- Math Counts
- Math Olympiad
- Geography Bee
- nPower Girls
- Spelling Bee

Regulations

The following regulations pertain to all extra curricular activities including but not limited to Volleyball, Basketball, Wrestling, Track, Knowledge Bowl, Drill Team, Marching Band, Jazz Band, Math Counts, Math Olympiad.

Students may not leave campus to go to any store. School rules and discipline apply to students who attend athletic competitions, and/or extra curricular events, and any school sponsored activities regardless of whether it is on or off campus.

Behavior

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.

HMS STUDENTS MUST BE ACCOMPANIED BY AN ADULT AT HIGH SCHOOL FUNCTIONS.

Athletic Eligibility

PHILOSOPHY OF SCHOLARSHIP: While Hockinson Middle School is aware of the important role that interscholastic athletics play in the development of students, HMS is also committed to the philosophy that the primary purpose of our middle school should be to academically prepare students for high school and beyond. Scholastic incentives should be established and enforced for the educational and personal welfare of the students who participate.

SCHOLARSHIP: In order to maintain athletic eligibility during the current semester, the student shall maintain passing grades in 6 classes in a 6 period class schedule. (WIAA requires passing grades in 5 classes in a 6 period class schedule however HMS has developed a culture of academic excellence that requires passing grades in 6 classes.)

Passing grades for a class in a standards-based system are defined as:

- Semester Grade – 2 or fewer 1's or IE's on any standards for a single class
- Progress Report – 3 or fewer 1's or IE's on any summative assessments in the entire class

GRADE MONITORING SYSTEM: HMS has established a grade monitoring system to ascertain the student's passing status in their required classes. To monitor a student's continued academic eligibility, a student shall have passed 6 classes in a 6 period class schedule in the immediately preceding semester in order to be eligible for competition during the beginning of the succeeding semester. The record at the end of the semester shall be final. In addition, the week prior to the first athletic contest of a season, a progress report will be run to determine academic eligibility for any student athlete. Progress reports will be run two weeks during the season to determine academic eligibility.

ACADEMIC PROBATION: Once a student has been determined to be ineligible, they are placed on probation for one week. Students on academic probation must obtain

weekly signatures from their teachers in order to demonstrate they are eligible in every class for the remainder of the sport's athletic season. A contract is provided in the office each week for any student on probation. Probation contracts are due every Friday in the main office in order to determine eligibility for each successive week. Students are able to attend practice while on academic probation. If special circumstances exist (ie. family illness), an appeal may be made to the athletic director.

ACADEMIC SUSPENSION PERIOD: A student who fails to make the grade requirements during academic probation or does not turn in their probation contract shall be placed on suspension for one week. The student shall not compete in nor attend any contest during the suspension period. If, at the end of the suspension period, the student is passing in classes required above, the student may then be reinstated for interscholastic competition. Students are able to attend practice while on academic suspension.

Physical Appearance

Students shall maintain the dress and grooming standards of the team. First offense: verbal warning. Repeated offenses: removal from the activity for five (5) school days.

Unsportsmanlike Conduct

Participants shall exhibit appropriate conduct in practices and/or contests. First offense: verbal warning. Repeated offense: removal from the activity for five (5) school days.

Athlete's School Attendance

A student shall attend school for at least one-half day on the day of an event. If a student receives an unexcused absence for any portion of the day, he/she shall be ineligible to participate in the contest or activity on that day. If excused, the student may participate if he/she was in attendance for one-half day or at least 3 periods. If reported sick for any periods, students may not attend extra curricular events. In the event of a doctor or dentist appointment, please provide a note from the doctor. Exceptions to these rules may be made by the building principal or designee in advance of the event.

Absence from practice

A student is expected to be in attendance at all team practices unless excused for illness or by prior approval. Penalty: ineligible to participate in next contest.

Requirements and Fees

- A physical examination form signed by a licensed physician is required prior to the 1st day of participation (tryouts and/or practice). **Physicals are valid for 2 years.**
- Concussion form signed by the parent.
- Proof of family medical insurance or school insurance.
- Medical emergency authorization form signed by the parent.
- Athletic/Activity permission form signed and dated by student and parent.
- WIAA Jr. High Wrestling Weight Permit for wrestling.

- \$50.00 participation fee per league sport. Fees are to be paid to the office by the day before the first competition. Fees not paid will result in non-participation in games/contests until fees are paid.
- Participants must be a member of the Associated Student Body and purchase an ASB card for \$15.00.

All forms are available at the main office and on the Hockinson Middle School website.

Spectators

- Applaud good performances.
- Work cooperatively with contest officials and supervisors in keeping order.
- Refrain from negative comments about officials, coaches, participants.
- Stay off the playing area at all times.
- Show respect for public property and equipment.

Uniforms

Game uniforms are furnished by the district. Students must purchase other expendable equipment. Students are responsible for uniforms and equipment issued to them for a particular sport. If a uniform is lost or damaged, the athlete will be expected to pay for it.

Appeal Process for Sports Suspension

When infractions occur within the athletic program, the following process may be followed:

- Upon the imposition of penalty for infractions of said rules or regulations, any aggrieved student and parents of said student shall have the right to an informal conference with the building principal and/or designee, activities director, and coach (Building Hearing Committee) to request that they refrain from enforcing the decision of the coach or asks the coach to reconsider.
- If the students and parents do not make a written request for this informal conference within five (5) school days of the action grieved, they will be waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the request.
- If the parties are unable to agree at the informal conference, the aggrieved party may appeal to the Building Eligibility Committee. The Building Eligibility Committee consists of the athletic director and three student peers and three building staff members named by the building administrator. The Building Eligibility Committee must meet within three school days of the appeals request. The aggrieved party and the coaches shall be available as a resource.
- The Building Eligibility Committee will hear the case in detail and will render a decision within three (3) school days after hearing the case.
- The aggrieved party may appeal to the superintendent of school within three (3) school days of the appeals decision. The superintendent of schools, after hearing the case in detail, shall render a decision within the (10) school days after the hearing. This decision shall be final.

Attendance

Direct line: 448-6441

Fax: 448-6449



Every day is an important day at HMS. Class attendance enables the students to instill the concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enable the student to hear and participate in class discussions, and involves the student in educational experiences. Good attendance is one of the tools for success in school.

- A telephone call to the attendance office, in the morning, from parents, is requested when their child will be absent from school. You may also use Family Access to report an absence.
- When student's return after an absence, state law and board policy require that they **must** bring a note from home signed by a parent/guardian stating why the student was gone and the dates they missed. This needs to be received by the attendance office within 72 hours of the students return.
- Excused absences in excess of five (5) consecutive school days, or seven (7) total per month, are deemed to cause a serious adverse effect upon the student's educational progress, and therefore, will need to be accompanied by a physician's note to continue to be excused.
- Students that are absent in excess of 15 days within a year due to illness will be required to have a doctor's note to excuse any further absences due to illness.

Excused Reasons for Absence are:

Illness
Verified health care appointment
Family emergency
Prearranged absence request
Religious observance
School related activities
Suspension

- Time missed for truancy must be made up.
- Students out of class without prior teacher or office approval will be considered truant.
- It is a student's responsibility, when returning from an absence, to check with teachers about make up work.
- Students are required to attend at least half the school day(3 periods) to participate in extra curricular events. (If reported sick for any periods, students may not attend.)

Pre-Arranged Absence

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 school 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.

Truancy

Definition: A student who is absent without the knowledge and consent of his/her parent or leaves school once arriving on campus without the knowledge and consent of the school is truant. 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.
- obtains a pass to go to a certain place on campus and does not report there.
- fails to attend a scheduled assembly or report to a designated area.
- falsifies parental notes.
- fails to verify his/her absence within the required 48 hour limit.

After-School Supervised Activities

Students are not to be in the building or on campus after school unless they are supervised by a staff member or parent. If a student stays after school to work on a teacher directed project or is involved in a school activity, he/she may not leave campus and then return without permission from the building principal.

Students must be in attendance for at least three class periods to participate in after-school activities (if reported sick for any periods, students may not attend).

Affection (PDA)

Public display of affection such as kissing, hugging or hand holding is not appropriate behavior on the school campus.

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>

"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."

SCHOOL DISTRICT POLICIES

Alcohol / Drugs

School authorities may seize any contraband substance or object, which violates a school rule or poses a hazard to the safety and good order of the school. The law allows school authorities to search students, their lockers, and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.

Students who are under the influence or who possess, sell or use alcohol, illegal, wrong and harmful drugs or controlled substances on school property or at school-sponsored activities or events will be suspended or expelled from school and law enforcement personnel will be notified. HSD Policy #2121P

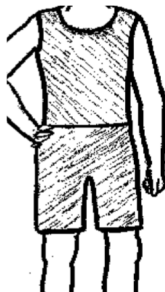
Appearance/Dress Code

Hockinson Middle School promotes standards of "Dressing for Success." Students' appearance shall be clean, neat, safe, and shall not disrupt the education process. Proper and appropriate standards of appearance, grooming, and apparel will help students succeed in the work world and other social/public settings. Students at the middle school whose appearance, grooming, and/or apparel is not suitable will be asked to come to the office in order to remedy the situation. Parents will be notified to work together with the school. Students may be offered a change of clothes, allowed an opportunity to change, and/or taken home by parent for a change of clothes to remedy the concern. Student dignity will be a priority consideration. This policy relates to all school functions. No student while on the school district campus or while attending school sponsored activities shall wear clothes that display or promote tobacco, alcoholic beverages, racism, obscenities, illegal drugs, gang activity, gang attire, sex, or anything representing hatred. Notebooks and/or other personal belongings that display or promote tobacco, alcoholic beverages, obscenities, racism, illegal drugs, and sex will be confiscated and returned to parents via parent conference.

All students must wear clothing that is safe. Dark glasses, pins, spikes, chains, baggy or saggy pants worn below the hips are not allowed. Undergarments (boxers, underwear, bras, and camisole straps) must be covered at all times. Clothing that is overly revealing: pants with holes or rips, tank tops with large arm holes, razorback and T back tank tops, spaghetti strap tops or dresses, and shirts that reveal the midsection of stomach are not acceptable. Shorts or Skirts must be longer than mid thigh and not overly revealing.

Footwear appropriate for the activity must be worn at all times.

The shaded portion of this figure represents those parts of the body that need to be covered (in all positions, e.g., sitting, standing, bending, reaching) while attending school.



Bring Your Own Device (BYOD) Policy No. 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 Policy and Regulation 2314.

Limited personal use of the District's wireless network shall be permitted if the use:

1. Imposes no tangible cost to the district;
2. Does not unduly burden the District's computer or network resources;
3. 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 Policy and Regulation 2314.

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:

1. Laptops, netbooks, and tablet PCs

2. Tablet devices such as iPads, Android-based tablets and Windows-based tablets
3. eReaders such as Kindle or Nook
4. Mp3 players such as iPods
5. 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 2314, Electronic Information System (Network), 3200 Students Responsibilities and 3207 Harassment, Intimidation, Bullying and Cyber-bullying. Students shall not send, share, view or possess pictures, text messages, emails, 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 busses 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 cyberbullying 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.

ry, 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.

Personal Security

Personal Information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.

Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.

Students should notify their teacher or other adult whenever they come across information, messages, or other electronic communications that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

The unauthorized duplication, installation, use, storage or distribution of copyrighted software or materials on district computers or network is prohibited.

The unauthorized removal or altering of copyrighted software or materials from district computers or network is prohibited.

All users of the system shall comply with current copyright laws.

Users of the system shall not plagiarize materials that they locate and copy from the Internet or other media.

Plagiarism is defined as taking the ideas of writings of others and presenting them ideas and writings as if they originated with the user.

Filtering and Monitoring

All network-capable computers shall access the Internet via content-filtering technology. The content-filter shall block or filter access to visual depictions or text deemed to be obscene, child pornography, or otherwise considered harmful to minors or lack educational value.

District staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

The use of anonymous proxies ("anonymizers") or any other attempt to conceal system use is prohibited.

Bus Expectations

At dismissal time, bus students are to board buses in the middle school bus loading area only.

Bus notes to ride a bus other than the student's own bus needs to be approved at the office before school or during the student's lunch time.

Bus riders need to stay on their bus while at the high school. Stepping off the bus at the high school without authorization will result in an automatic referral. Once a student is on the bus they need to stay on the bus until they reach their bus stop.

Students' Conduct on Buses

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 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 on 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 on 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 . When the bus has come to a complete stop and the air brakes are heard the students may stand to leave the bus.
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 for Repeated Infractions for Suspension/Denial of Transportation for Severe Infractions

Bus 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 privilege and parent conference.

Cell Phone-Electronics Policy

Cell Phones can only be used before school, during lunch and after school. No use during class time unless indicated in teacher's syllabus. Other electronics, including school issued iPads should only be used during class at the direction of the teacher. When electronics are used without permission or for reasons other than directed:

- **1st Offense**: Taken and turned into office. Student can pick up after school. Parent is emailed.
- **2nd Offense**: Taken and turned into office. Parent is called, must pick up.
- **3rd Offense**: Taken and turned into office. Parent must pick up, school service will be assigned for lunch.
- **4th Offense**: Taken and turned into office. Parent must pick up and student has in-house suspension.
- **5th Offense**: Taken and turned into office. Parent must pick up and student has in-house suspension. Electronic device privilege revoked for semester or other time deemed appropriate by administration.

Closed Campus

Once students arrive at school, they are to remain on the middle school campus until dismissal time for the day or until they have checked out through the office. This includes after school activities when students are not chaperoned by their parents.

The stores across the streets are off limits until after students leave for home. Students who violate this policy will be disciplined.

Contacting Students During the School Day

Parents are asked to refrain from contacting students for matters that are less than urgent.

There are times when it is a necessity for parents to contact their child during the school day. In this event, parents should call the main office (360-448-6440) with the message. The office will convey the message to the student at the first opportunity.

Dances

School dances are planned by the HMS leadership class. It is the responsibility of the student committee to acquire chaperons for the dance.

Once a student enters a dance, he/she must remain there until picked up by a parent. Students will not be dismissed from class to change clothes for dances.

- Every HMS student has an opportunity to attend HMS dances.
- Students from other schools will not be allowed to attend.
- HMS dress code will be enforced at all dances.
- Dances are held after school from 3:30 to 5:00.

- All rules and regulations of the Hockinson School District apply to dances.
- Inappropriate dancing or unsafe dancing will result in students being removed from the dance and parents called.
- Students must attend at least three periods to participate in after-school activities. (if student is reported sick for any period he may not attend the dance.)

Disruptive Devices and Toys

Items such as roller blades, skateboards, Heelies, electronic devices or other such toys are not acceptable at school, and may be confiscated.

Items confiscated may be picked up after school on the first offence. A conference with the principal and parents will be scheduled on the second offence.

Possession of mace, drug paraphernalia, and other potentially disruptive items will result in disciplinary measures and a law enforcement agency will be contacted.

Early Checkout

Students who need to leave school during the day must be signed out by a parent or guardian in the school office. Written or verbal approval is required from the parent or guardian if someone else picks up and signs out the student from school.

Electronics - HSD Policy 2022

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

Therefore, the Hockinson School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

Expectations

Electronic resources shall not be used in any way that disrupts or detracts from the education and work environment. The Board permits the use of electronic resources for educational and operational purposes. The Board further permits the limited non-disruptive use of electronic resources during non-instructional and non-operational times in locations designated by teachers and administration. Limited personal use of the District's electronic resources shall be permitted if the use:

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

The use of electronic resources during school-related activities may be permitted in accordance with guidelines established by the district. Classroom teachers have the authority to permit, limit, or prohibit the use of electronic resources in their class.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. Students and staff may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable 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.

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 with both district and personal resources. Noncompliance with acceptable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

The Hockinson School Board directs the superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy. The district will strive to minimize exposure or access to questionable content through the use of electronic filters and content selection.

Use of the Internet

The question of Internet safety includes issues regarding the use of the Internet, Internet-ready, and other electronic devices in a manner that promotes safe online activity for children, protects children from cybercrimes, including crimes by online predators and cyberbullying, and helps parents shield their children from materials that are inappropriate for minors.

A student will be allowed to utilize the District's network to access the Internet 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 learning standards 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 standards which cannot be

addressed in the alternative assignment. To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the district will use the following four-part approach. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

1. Filter

All district-owned devices in all district facilities capable of accessing the Internet must use a filtering system to prevent access to obscene, racist, hateful or violent material.

Students are permitted to access only the district's network using electronic devices, both district-owned and personal. Access to private networks on school property is not permitted. These private networks include, but are not limited to, personal cellular data plans, hot spots or proxy services which bypass the district filtering system.

2. Supervision

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.

If electronic resources are used inappropriately, users are subject to disciplinary action, including suspension or expulsion, and losing the privilege of accessing electronic resources in the future consistent with District policies. In addition staff may confiscate or with reasonable articulable suspicion search students' district and student-owned devices. Content or images that violate criminal law will be forwarded to law enforcement.

3. Instruction

All users will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Responsibilities:

1. Users are expected to act responsibly and thoughtfully when using technology resources. Students and teachers bear the responsibility to inquire with school teachers and/or administrators when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
2. Loss of access to electronic resources including 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 device to a private network.
3. Students 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.

4. Use of electronic devices, including district owned and personal devices, is prohibited in locker rooms, restrooms, nurses' offices and other locations that are private in nature. Phone calls, texting, and instant messaging are not allowed in classrooms unless directed by a teacher.
5. When using an electronic resource students must access the Internet through the District's content filtered wireless network and not a private network. Students using unauthorized networks without staff permission will be subject to disciplinary action.
6. Unauthorized streaming of audio or video is not allowed at any time.
7. Users 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 in accordance with District policies.
8. Users must be aware of appropriateness of communications when using district or personally owned devices on the district network. 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 student's district or personally-owned electronic device or file when administration has a reasonable suspicion that a violation has occurred.

Cross References:

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

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. No stickers, markings on the inside and no decorations on outside. The appropriate time to use lockers is at the beginning or end of lunch, during passing time, and before and after school.

Legal Reference:

18 USC §§ 2510-2522	Electronic Communications Privacy Act
Pub. L. No. 110-385	Protecting Children in the 21 st Century Act

Management Resources:

<i>Policy News</i> , October 2012	Updates and Corrections
<i>Policy News</i> , February 2012	Federal Guidance Requires Changes to Electronic Resources Policy
<i>Policy News</i> , June 2008	Electronic Resources
<i>Policy News</i> , June 2001	Congress Requires Internet Blocking at School
<i>Policy News</i> , August 1998	Permission required to review e-mail

Adoption Date: 04.25.06
Hockinson School District
Revised: 11.28.11, 12.10.12

Electronics - HSD Procedures 2022P

K-20 Network Acceptable Use Guidelines/ Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

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

Acceptable network use by district students and staff include:

- A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research;
- C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
- E. Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network after checking with Tanna Colwell to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

Unacceptable network use by district students and staff includes but is not limited to:

- A. Personal gain, commercial solicitation and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the Ed Tech Director.
- D. Support for or opposition to ballot measures, candidates and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- F. Unauthorized access to other district computers, networks and information systems;
- G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or
- J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

- A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure

that student use conforms to the mission and goals of the district; and

- F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- G. The district will provide a procedure for students and staff members to anonymously request access to Internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- A. Age appropriate materials will be made available for use across grade levels.
- B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communications;
- D. If you write down your user account password, keep it in a secure location;
- E. Do not store passwords in a file without encryption;
- F. Do not use the "remember password" feature of Internet browsers; and
- G. Lock the screen or log off if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- A. The network;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders and electronic communications;
- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

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

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific

records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (*district's user agreement*), Electronic Resources policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Date: 06.01; 06.08; 06.11; 02.12; 10.12; 07.13

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 a district-owned device, is to be reported to responsible school personnel. Any cyberbullying that occurs at school on personally-owned devices should also be reported to 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 Google Drive, 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, images or other content that are related to specific assignments and that students are authorized or legally permitted to reproduce or use.
8. Back up important data and school work on the device regularly to ensure that this data is not lost in the case of a lost or damaged device. Backing up to iCloud at least weekly is recommended. In addition, students should regularly verify that documents are saving correctly to district-provided cloud services like Google Drive. Please request assistance from teaching or technology staff if you need help with these processes.
9. Make the iPad available for inspection by any administrator or district technology staff member, including any email messages or files sent or received to or from any Internet location using district technology. Files, images, and emails stored and information accessed, downloaded or transferred on or using 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 or tape 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 and apps or network configurations. This includes adding extra password protection or restrictions to a device that prevents district technology staff from accessing information or changing or removing security 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 computers and

iPads. Only apps from a special Hockinson App Catalog are permitted on student iPads. Students may not download apps directly from the Apple App Store. This includes the intentional introduction of 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.

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. Each student is responsible for their own charger.
- 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 use near water such as a pool or bathtub. Do not leave the iPad outside.
- Do not stack objects on top of your iPad device or allow it to bend or warp. Carefully place iPads into backpacks or bags and take care not to throw or mistreat the backpack or bag when a device is inside.

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 following HAP Information and HAP Coverage/Exclusion pages. A HAP Enrollment/Waiver Form, available in the school office, 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 HAP Information and Enrollment forms.

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 that you have read the student handbook 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 or restricted in the future. Furthermore, students may be subject to additional disciplinary action outlined in the Hockinson Student Code of Conduct.

2016-17 Hockinson Assurance for iPads (HAP) Information

The educational program at Hockinson Middle and High Schools now includes an iPad that will be issued to your child for their use at school and home during the school year. We are very excited to be able to make these powerful tools available to our students thanks to our voters. We also understand that both students and parents are naturally concerned about keeping these tools secure and in good working order.

Like textbooks, library books, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. The iPad is no different, but it does represent an increased cost to the district and liability to students and parents. Our experience with technology has shown that even when students take great care with these tools, loss and accidents will happen. District policies and practices require that a fine be levied to cover the repair or replacement cost of district property.

For the 2017-2018 school year we are offering the Hockinson Assurance Program for iPads (HAP) as a way for families to reduce the financial risk if an iPad is accidentally damaged or lost. This program is completely voluntary.

The Hockinson Assurance Program for iPads works as follows:

- Prior to iPad distribution, parents make a payment of **\$30** to enroll in HAP.

This payment can be reduced or waived if a family qualifies for free or reduced school lunches. If you plan to apply for the Federal Free/Reduced lunch program please see the appropriate option on the enrollment form.

- In the event a student iPad is accidentally damaged, the normal fine for repair costs (typically between \$40 and the full \$379 value of the iPad) will be waived, and the iPad will be repaired at no cost to the family. **The number of free repairs per year is capped at two.** Accidents must be reported to district technology staff within one week of occurrence. Defective devices will be replaced or repaired at no cost to the family.

- Willful damage of the device will still result in a fine totaling the amount of the repair. This includes, but is not limited to, intentional screen scratching, defacing the iPad, removing required identifying marks or stickers, etc. will be assigned fines based on the severity of the damage and/or required repairs or replacements.

- In the event an iPad is lost or stolen off-campus, the normal fine for the full replacement value of \$379 will be reduced to **\$150** provided the loss is reported to district technology staff within one week of discovery. Upon payment of this fine (or creation of an approved payment plan), the student will be issued a replacement iPad. However, the parent will not be eligible to enroll in HAP for a second time in the same school year and will be financially responsible for replacement or repair costs associated with this second iPad. If the iPad is stolen off-campus, the parent must also file a police report within 24 hours and bring a copy to school. In the event the lost or stolen iPad is recovered in working condition, the fine will be refunded.

- Families who choose to enroll and have more than two children in the district receiving iPads at either the Middle or High Schools will only be required to pay for two HAP enrollments to cover all district-owned devices in the family each school year.

- **Exclusions** - The iPad charger, cable, protective case and other accessories issued with the iPad are **NOT** covered by the HAP program. If these items are lost, defaced, or damaged a fine will be issued for replacement cost. An equivalent replacement item may be accepted in lieu of the fine. Defective items are replaced at no cost.

- If a student leaves the District, but does not return the iPad, they will be fined for the full replacement costs of the device and accessories, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering district property.

If you choose not to enroll in the HAP program, you will be financially responsible for the full costs for repair or replacement of the iPad.

2017-2018 Hockinson Assurance for iPads (HAP) Coverage and Exclusions

Potential Damage or Issue	Potential Associated Fines/Fees	Covered by HAP Enrollment?
Lost or Stolen Device Note: Loss must be reported to Technology staff within one week of Discovery	\$379	HAP reduces fee to \$150 Student is not eligible for HAP for Remainder of year, non-Hap fees And fines will apply to new device
Cracked or damaged screen, due to accident or dropping iPad damage due to other accident (ex: headphone jack or charger broken off inside iPad, jammed home button, etc.)	\$25—\$379 depending on severity and repairs needed, fines will be charged In the amount of the replacement parts needed and in some cases the cost of professional repair services if damage is too severe to repair in-house ex: replacement screen = \$18 or \$34, water immersion resulting in dead device = \$379	Yes Up to two total accident repairs per year—accident must be reported and documented within one week of incident Repairs beyond two will be charged at the base cost of the repairs or repair service, the same as it will be for those without HAP
Defective iPad (ex: will not charge or turn on, faulty speaker, defective microphone, etc.)	N/A	Replaced by district at no cost provided no damage (screen cracked, dent on sides, etc.) to device is apparent
Defective charger or brick (ex: does not charge device, or takes more than overnight to fully charge device, etc.)	N/A	Replaced by district at no cost, provided no accidental damage or excessive wear (exposed wiring etc.) to accessory is apparent
Lost or damaged iPad USB charging cable (ex: exposed wires, cracked plastic cover, marker or stickers, etc.)	\$10	No Even if due to accident or excessive wear related to mishandling
Lost or damaged case (ex: graffiti from markers, stickers or other decoration, ripped or cut elastic bands, broken plastic corners, cuts or rips in cover or interior fabric, etc.)	\$30	No iPads must be kept in a protective case <u>at all times</u> . If case appears missing or non-functional a replacement case will be issued and a \$30 fine automatically added to the student's account
Intentional damage to iPad or accessories (ex: throwing or stepping on iPad, graffiti or defacing of iPad, case or charger, intentional scratching, removing required labels, scratching out engraving, etc.)	\$379 replacement iPad \$10 replacement charging cable \$10 replacement charging brick \$30 replacement case And/Or cost of replacement parts or repairs for device to be restored to beginning-of-year condition Plus applicable discipline procedures as needed	No
Changing, removing or bypassing iPad security settings, removing required management profiles or management apps (AirWatch Agent app), installing unauthorized apps from the Apple App Store, changing account information, or resetting device	Violating these rules will result in applicable discipline procedures and device restrictions as appropriate Resetting device can result in additional fines to cover the cost of any paid apps installed on the device at the time of reset—typically \$10-\$20	No At no time should security settings/profiles be removed or bypassed. <u>Only</u> apps from the Hockinson App Catalog are allowed. Apps from the Apple Store are not permitted. At no time should the device be reset.

Student iPad Expectations

In Hockinson School District teachers have the charge of classroom activities and will determine how and when technology devices are used in their classroom. However, students who are using district-owned devices have charge of their own behavior and decisions related to using technology. Using technology devices at school is a privilege, not a right, and may be revoked by teachers and/or administrators at any time, particularly if the expectations detailed below are not met.

1. Students are expected to act **responsibly** and **honorably** when using district-owned technology resources including iPads. This includes being **respectful** of the devices themselves and any content on them, especially content created by teachers and other students. Changing unauthorized settings, removing email or other accounts, deleting student work, or locking/disabling devices are examples of disrespectful behavior.
2. Students must be aware of the **appropriateness of communications** when using district-owned devices. Inappropriate communication is prohibited in public or private messages, email or 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 inappropriate information about a person or organization.
3. 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.
4. Unauthorized and/or personal **streaming of audio or video** is not allowed at any time.
5. 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.
6. The use of mobile learning devices at school may not, in any way:
 - a. Disrupt the educational process of the school district.
 - b. Endanger the health and safety of the student or any one else.
 - c. Invade the rights and privacy of others at the school.
 - d. Involve illegal or prohibited content of any kind.
 - e. Involve cyber-bullying.

Disciplinary action above and beyond the loss of iPad privileges will likely result if any the above activities occur.

7. Students are expected to take the initiative to **check with teaching staff** if they are uncertain whether a particular activity, website, or device use is appropriate at school and report any inappropriate content they may encounter accidentally.

Proper Care and Feeding of an iPad

First of all, don't feed your iPad! Food and water are not good friends with electronics.

Keep the screen clean and scratch free

- Use a clean, lint-free, soft cloth
- Keep the *glass* side away from rough or dirty surfaces and don't sit items on the glass
- Use only water if liquid is needed, a slightly damp cloth works great

Avoid storage in locations where critters with teeth, like dogs and toddlers, can reach the iPad. Other hazards are leaving it on a chair or couch where someone can sit on it and leaving it on the floor to be stepped on. Look for a table, bookcase, when you sit the device down.

Leave the iPad in its case! Taking it out could break the case and make the device more likely to be damaged.

Watch the battery

- There is no need to power off the device, just put it to sleep by closing the case or clicking the sleep button; unless you need to fix something (see below)
- Charge the battery every night if it is less than 75% or so
- Every month or two let the battery run all the way out and then fully recharge your iPad – on a weekend or day off school is preferable – this resets the battery indicator so it is more accurate
- If your battery is low make it last longer by:
 - * Lowering the screen brightness
 - * Turning off location services and notifications
 - * Turning off screen when not in use
 - * Turning off wifi (turn on Airplane mode)
 - * Avoiding audio and video playback or multimedia apps with audio and video

Charge your iPad using an iPad power brick or car adapter, some mobile phone and other tablet bricks/adapters are not the correct voltage and will not charge your device

Avoid extreme temperatures, leaving an iPad in a car on a hot day or overnight during winter is likely to damage it. Sitting it directly in front of a fireplace or heater could be a problem too.

Fixing a problem or frozen app

- Force close the app - double press home & swipe up to close app
- Turn off iPad – hold sleep button, swipe to power off
- Reboot iPad – press and hold sleep and home buttons at the same time for 15 sec or so.

Bluetooth Keyboard: Sync your Bluetooth keyboard by turning the keyboard on and pressing the connect button. The blue light should start to flash. Go to settings > Bluetooth. You should see your keyboard listed. Tap it and type in the code it shows on your keyboard. That's it!

Recommendation: The iPad should live in your backpack unless you are actively using it. You are less likely to forget it that way, you always know where it is, it is harder to see for someone to steal it, and (provided you are nice to your backpack) it is more protected!

Family Education Rights and Privacy Act (FERPA) - Student Records

Hockinson School District, in order to protect the rights and privacy of parents and students and to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA), designates the following categories of personally identifiable information from student records as directory information: the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, academic recognition, and other similar information.

It is the right of the parent of a student or any student who has attained the age of 18 to:

1. Refuse to permit the designation of any or all of the aforementioned categories of personally identifiable information with respect to that student as directory information. **Any such student or parent must notify the school district in writing of such refusal within ten days of the publication of this notice. Such written refusal should be addressed to Superintendent, Hockinson School District, 17916 NE 159 St, Brush Prairie, Washington 98606.**
2. Inspect and review the student's education records within 45 days of the day the District receives a request for access.
3. Request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.
4. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent, such as for legitimate educational reasons in the interest of the student.
5. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W. Washington, D.C. 20202-4605.

Upon request, the District discloses without consent education records to officials of another school district in which a student seeks or intends to enroll. See Hockinson School Board Policy/Procedure 3231 for more information.

Firearms and Weapons on School Premises

It is prohibited for any person to carry onto school premises, school transportation, or areas of facilities being used for school purposes, any firearms, dangerous weapons as defined by **RCW 9.41.250**, devices commonly known as "nunchaku sticks," devices known as "throwing stars," air gun or any device considered a weapon. All school district premises and areas in reasonable proximity to those premises shall be considered a "WEAPON FREE ZONE." **RCW 9.41.280 and 1996 c 295 s 13; RCW 9.41.250; RCW 28A.600.010; RCW 28A.600.230 and 1989 c 271 s 246; RCW 9.41.280.**

Regulations/Procedures

1. Any student found to be in violation of the prohibition against firearms contained in this policy shall be expelled, subject to applicable due process.
2. Any student found to be in violation of any prohibition in the policy other than the "firearms" prohibition may be expelled, subject to due process.
3. The school district will notify law enforcement authorities and the student's parent or guardian of any allegation or indication of violation of this policy.

Food and Eating Areas

Lunches are to be eaten in the dining area only.

- Be seated when you eat.
- Use inside voices.
- Keep your table clean.
- Place garbage in trash cans. Plastic bottles and aluminum cans dropped in the recycle bins.
- All drink containers that are taken out of lunch room must have screw on lids .
- Notify staff immediately regarding spills and assist our custodians by helping clean up any mess you may have created.
- Vending machines are not available during lunch times. Please do not put money in the vending machines at these times. Timers are on the machines and they will not dispense.

Medication at School

Parents must provide a signed form from the doctor for both over-the-counter or prescription medication. Over-the-counter medication brought to school should be new, never been opened. **This form needs to be renewed each year** 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.** Medication not picked up at the end of the year will be disposed of.

Plagiarism and Cheating

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." Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network, cannot be tolerated in the school environment. Copying another student's work or copying from other published or non-published source and using it as one's own is considered plagiarism. It is illegal and against school rules.

Parent and Student Rights in Administration of Surveys, Analysis or Evaluations (PPRA)

All instructional materials, including supplementary materials and teachers manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning:

1. Political affiliations;
2. Potentially embarrassing mental or psychological problems;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of close family members;
6. Privileged or similar relationships;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income other than information necessary to establish eligibility for a program without the prior consent of adult or emancipated students, or written permission of parents.

The district will make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for

marketing, sales or other distribution purposes.

Promotion/Retention

The board recognizes that the rate of physical, social, emotional and academic growth will vary among individual students. Since each student grows at his/her own rate, these individual growth characteristics shall be recognized in classroom programming. After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects in relation to ability and grade level.

Retention should not be considered except in those instances where there is a strong likelihood that the student will benefit with minimum social and emotional disruption.

The superintendent shall establish procedures which provide that parents will be informed at least one (1) grading period in advance of any retention decision on the part of school.

Sales

Selling of candy, food, gum, or other items, not sponsored by the school, will be prohibited.

Searching of Students & 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 shall 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 shall 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 illegal drugs, alcohol, weapons, or contraband on school grounds, transportation or at school events.

Prior to conducting a search, school officials shall 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.

2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.
3. 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 shall develop procedures regulating searches of students and their personal property.

Prohibition of Harassment, Intimidation and Bullying

(HSD Policy #3207. Entire policy available online at the district website or for your convenience in the Policy/Procedure section of this handbook)

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons 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:

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

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).

Sexual Harassment

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or

communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

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

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

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

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

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

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in a staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

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

Tobacco- and Nicotine-Free Policy

Washington State Law (RCW 28A.210.310) prohibits the use of tobacco on school property.

Hockinson School District recognizes that tobacco creates a health hazard for nonusers as well as users. In order to protect the health of students, staff, and the general public, to provide a healthy working environment, and to promote good health for students and staff, tobacco use or possession shall be prohibited in all district facilities, on all district property, and in all district vehicles.

Tobacco used is defined as smoking any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment or materials, or chewing or sniffing of a tobacco product. This policy applies to students, teachers, and visitors. It also includes any group which wishes to use the campus. Violations of this policy will result in disciplinary procedures. Line-of-sight rule will be enforced.

Washington law prohibits use or possession of tobacco by anyone under 18 years of age. Violations will be referred to a law enforcement agency.

Violation of Law on School Grounds

If students are involved and/or implicated in matters of law violation, legal authorities will be notified. If a student is found guilty of a civil offense while on school grounds or at a school activity, the corrective action will depend upon the nature of the violation. The penalty will not be invoked until the student has been found guilty.

Student Discipline

The Hockinson Middle School Discipline Policy is designed as a basic set of rules, definitions and guidelines implementing Hockinson School District's policies 3240 and 3241 and procedures 3240P and Chapter 392-400 WAC. See Policy/Procedure section.

The discipline policy for the Hockinson Middle School is designed to provide an environment that is conducive to learning for all students. Students will avoid problems by showing respect for others and being careful with property.

While this policy covers most situations that may arise, it is not all inclusive. Building administrators must make judgments in some circumstances on a case by case basis. A copy of the full Hockinson School District Policy, State Laws, and Regulations is available on the district website and at <http://apps.leg.wa.gov/WAC/>.

Most discipline referrals will be dealt with by conferences with the students and/or parents, telephone calls home, referrals for counseling, detention, contracts or school service. Only for serious problems will the following discipline plan be implemented and suspension days administered, with days increased if problems continue.

WAC 392-400-205 Definitions:

1. **Discipline** shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district.
2. **Suspension** shall mean a denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
3. **Short Term Suspension** shall mean a suspension for any portion of a calendar day up to and not exceeding 10 consecutive school days and not to exceed an aggregate of 15 school days per semester.
4. **Long Term Suspension** shall mean a suspension which exceeds a "short term suspension" as defined in # 3 of this section and will not cause the student to lose grades or credit for an excess of one semester during the same school year.
5. **Expulsion** shall mean denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
6. **School Business Day** shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the superintendent of school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

Appeal Process: Short Term 392-400-320 and Long Term Suspension / Expulsion 392-400-310

Short Term Suspension ...Any student, parent, guardian shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. During such conference the student, parent or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved.

Subsequent to the building level meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting or to the school district disciplinary appeal council if the board has delegated its responsibility to hear and decide such grievances to the council pursuant to

WAC 392-400-317. The board or council shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The short term suspension shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

Long Term Suspension and Expulsion

Appeals from decisions which impose either long term suspension or an expulsion upon a student shall be governed as follows:

Any student, parent, or guardian shall have the right to an informal conference with the building principal or his or her

designee for the purpose of resolving the grievance.

If the building decision is not determined by the student, parent or guardian to be resolved, the student and his or her parent(s) or guardian(s) shall have the right to appeal the decision to the disciplinary appeals council as designated by the district's school board. Notice indicating that the student and his or her parent(s) or guardian(s) desire to appeal the decision shall be provided to either the office of the school district superintendent or to the office of the person who rendered the decision within three school business days after the date of receipt of the decision. The notice of appeal shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule or policy of the district.

If an appeal is not taken to the Disciplinary Appeal Council within the required school business day period, the suspension or expulsion decided upon may be imposed as of the calendar day following expiration of the three school business day period.

If a timely appeal is taken to the disciplinary council, the suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

- A long-term suspension or non emergency expulsion may be imposed during the appeal period for no more than ten consecutive school days or until the appeal is decided, whichever is the shortest period;
- An emergency expulsion may be continued during the appeal period for so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and
- Any days that a student is temporarily suspended or expelled before the appeal is decided shall be applied To the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

Infraction / Prohibited Student Conduct Chart

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of an infraction / exceptional misconduct. The appeal process for short and long-term suspensions shall remain in effect for short and long range suspensions imposed as a result of this procedure:

Infraction	Minimum Corrective Action	Maximum Corrective Action
Assault / Threat of (the use of excessive physical force or threatening the use of physical force against another person, including use of a weapon or other instrument for the purpose of inflicting injury)	Discipline to Short Term Suspension	Expulsion
Cheating / Plagiarism	Conference to Short Term Suspension	Long Term Suspension
Closed Campus Violation	Discipline	Long Term Suspension
Damaging or setting fire to school property devices	Short Term Suspension	Expulsion
Disobedience / Defiance, Lying to Staff, Withholding Illegal Information	Discipline to Short Term Suspension	Long Term Suspension
Disruptive Conduct (use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school)	Discipline to short Term Suspension	Long Term Suspension / Expulsion
False Alarm	Long Term Suspension Prosecution Referral	Expulsion

Infraction	Minimum Corrective Action	Maximum Correction Action
Fighting / Encouraging the Act of Fighting	Short Term Suspension 1st Offense: Minimum 3 day Suspension 2nd Offense: Minimum 5 day Suspension 3rd Offense: Minimum Long Term Suspension/Expulsion	Expulsion
Gangs / Gang Activity	Short Term Suspension	Expulsion
Harassment, Bullying, or Intimidation	Discipline to Short Term Suspension	Expulsion
Inappropriate Displays of Affection	Discipline	Short Term Suspension
Intentional Misuse of School Equipment / Supplies / Facilities	Discipline to Short Term Suspension	Expulsion
Lewd Behavior / Sexual Misconduct	Discipline to Short Term Suspension	Expulsion
Obscene or Disruptive Material	Discipline to Short Term Suspension	Expulsion
Plagiarism	Discipline Work not assessed for credit	Short Term Suspension
Possessing and/or using alcohol, illegal chemical substances, drug paraphernalia (includes look-a-likes)	Short Term Suspension Prosecution Referral	Long Term Suspension (90 days) Expulsion Prosecution Referral
Possession and or use of over the counter medications	Discipline to Short Term Suspension	Long Term Suspension
Distribution/Trafficking of illegal substances and prescription medications	Expulsion Prosecution Referral	Expulsion
Possessing / Using Tobacco Products	Short Term Suspension Prosecution Referral	Long Term suspension

Infraction	Minimum Corrective Action	Maximum Correction Action
Possessing and/or using weapons or explosive devices	Mandatory Expulsion For Firearms Any Penalty up to Expulsion for Dangerous Weapons	Mandatory Expulsion For Firearms Any Penalty up to Expulsion for Dangerous Weapons
Racial or Sexual Harassment or Discrimination	Discipline to Short Term Suspension	Expulsion
Simple Assault (non-consented touching or application of undue force to another person)	Discipline to Short Term Suspension	Long Term Suspension
Theft	Discipline to Short Term Suspension	Expulsion
Threatening, verbal abuse, or fighting words	Short Term Suspension 1st Offense: Minimum 3 day Suspension 2nd Offense: Minimum 5 day Suspension 3rd Offense: Minimum Long Term Suspension/Expulsion	Expulsion
Trespass	Discipline to Short Term Suspension	Expulsion
Unauthorized use of Technology	Discipline to Short Term Suspension	Expulsion