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<th>Principal</th>
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<td>Anna-Melissa Lyons-6/7/8</td>
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<td>Georgine Tomayer-8th</td>
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<td>Lori-Ann Marano</td>
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<td>Fitness/Health</td>
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<td>Kristin Elgin</td>
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<tr>
<td>Jennifer Brinkman</td>
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</table>

Contact Information -
Phone: 448-6440
Attendance: 448-6441  
Fax: 448-6449  
Parents may contact their student's teacher by e-mail firstname.lastname@hocksd.org  
Hockinson School District Webpage:  
www.hocksd.org
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 the Hockinson School District is:

- to collaborate toward our common purpose
- to challenge our assumptions by continuously 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!

We Believe That

“Kids Do Well If They Can”

It is our job to make sure they can.

School Times
Main Office Hours
Monday - Friday
8:00 a.m.– 3:45 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**

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### Extra Curricular Activity

**Schedule And Fees**

**Entire Year**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Jazz Band</td>
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</table>
| September-October
| Volleyball     | 50.00|
| Cross Country  | 50.00|
| October-December
| Wrestling      | 50.00|
| Girls’ Basketball | 50.00|
| January-February
| Boy’s Basketball | 50.00|
| April-May
| Track          | 50.00|
| March-May
| Flag Team      | 25.00|
| February
| Math Counts    | 15.00|
| February-March
| Math Olympiad  | 15.00|
| March
| 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.

### 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.

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 are 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:

- Score of 2 or above on the 4 point scale for each class.
- For grade based classes: C or better

#### Progress Monitoring System:

HMS has established a grade monitoring system to ascertain the student’s status in their required classes. To monitor a student’s continued academic eligibility students’ progress will be monitored every two weeks during the season to determine academic eligibility.

Students are expected to complete all classroom assignments in order to be eligible to participate in extracurricular activities. This rule may be waived by the building principal in certain exceptional circumstances.

### 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.

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**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
- STEM Girls
- Spelling Bee
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.

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).

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.

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.

Excused Reasons for Absence are:
- **Illness**
  - Verified health care appointment
  - Family emergency
  - Prearranged absence request
- **Religious observance**
- **School related activities**
- **Suspension**
  - It is a student’s responsibility, when returning from an absence, to check with teachers about make up work.
  - Students are required to attended 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.

Tardiness
If a student is continuously late to class we will schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all. The purpose of the conference will be to analyze the causes of the student’s tardiness and to problem solve next steps to eliminate the tardiness.

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.

General School Procedures

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

Appearance/Student Dress
The responsibility for the attire of a student rests primarily with the student and the parents or guardians, provided that it meets the following for safety and respect:

Dress and Grooming Expectations
- Students must wear clothing including both shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, on the sides, and back.
- Clothing must cover undergarments, waistbands (if accidentally exposed) and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Shirts must be long enough to meet the waist of the pant, skirt or short.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable to all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exits.
- Specialized courses may require specialized attire, such as uniforms or safety gear.
- Clothing may not depict, advertised or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student’s attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

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

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

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

HSD Policy #3224P

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

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.

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.

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 created.
• Water only in the classroom. Unless medically necessary.

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 safe; 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.

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

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.”

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, is prohibited.

School Socials
School socials 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 social, he/she must remain there until picked up by a parent. Students will not be dismissed from class to change clothes for socials.

• Every HMS student has an opportunity to attend HMS socials.
• Students from other schools will not be allowed to attend.
• HMS dress code will be enforced at all socials.
• Socials 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.)

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.

SCHOOL DISTRICT POLICIES

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 but not limited to 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 permisibility or particular use of technology prior to engaging in the use.
3. Loss of access to personal mobile learning devices can occur if the school becomes concerned about its appropriate use. Concerns may include but are not limited to: safety, potential for disruption to the educational process, and security issues related to connecting a personal device to the district network.
4. The student requester and his/her parent(s)/guardian(s) should be aware that Hockinson School District does not have control of the information on the Internet, but takes all measures possible to protect our students through internet filtering and education of appropriate use.
5. Use of personal mobile devices is prohibited in locker rooms, restrooms, nurses’ offices and other locations that are private in nature.
6. Phone calls, texting, and instant messaging are not allowed in classrooms unless directed by a teacher.
7. Technical support will not be provided for personal devices. Students must take full responsibility for setting up and maintaining the device.
8. When using a personal wireless device the student must access the Internet through the District’s content filtered wireless network and not their personal data plan. Students using unauthorized networks without staff permission will be subject to disciplinary action.
9. Unauthorized streaming of audio or video is not allowed at any time.
10. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including, but not limited to suspension, criminal charges, and expulsion.
11. Students must be aware of appropriateness of...
communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students including that which is prejudicial or discriminatory, promotes the destruction of property or illegal activity, and/or knowingly or recklessly posting false or defamatory information about a person or organization. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

**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.
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-bring 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 be comes 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 their 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: Copyright Compliance
Board Policy 3207: Prohibition of Harassment,

Board Policy 5231: Intimidation and Bullying
Board Policy 3241: Student Records
Board Policy 4040: Classroom Management, Corrective Actions or Punishment
Board Policy 4400: Public Access to District Records
Board Policy 5281: Election Activities
Board Policy 5281: Disciplinary Action and Discharge

Legal Reference:

18 USC §§ 2510-2522: Electronic Communications Privacy Act

Management Resources:

Policy News, October 2012: Updates and Corrections
Policy News, February 2012: Federal Guidance Requires Changes to Electronic Resources Policy
Policy News, June 2008: Electronic Resources Policy
Policy News, June 2001: Congress Requires Internet Blocking at School
Policy News, 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 or 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. which 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.

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 of 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% 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
<table>
<thead>
<tr>
<th>Potential Damage or Issue</th>
<th>Potential Associated Fines/Fees</th>
<th>Covered by HAP Enrollment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost or Stolen Device</td>
<td>$379</td>
<td>HAP reduces fee to $150</td>
</tr>
<tr>
<td>Note: Loss must be reported to Technology staff within one week of Discovery</td>
<td></td>
<td>Student is not eligible for HAP for Remainder of year, non-Hap fees And fines will apply to new device</td>
</tr>
<tr>
<td>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.)</td>
<td>$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</td>
<td>Yes Up to <strong>two</strong> 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</td>
</tr>
<tr>
<td>Defective iPad (ex: will not charge or turn on, faulty speaker, defective microphone, etc.)</td>
<td>N/A</td>
<td>Replaced by district at no cost provided no damage (screen cracked, dent on sides, etc.) to device is apparent</td>
</tr>
<tr>
<td>Defective charger or brick (ex: does not charge device, or takes more than overnight to fully charge device, etc.)</td>
<td>N/A</td>
<td>Replaced by district at no cost, provided no accidental damage or excessive wear (exposed wiring etc.) to accessory is apparent</td>
</tr>
<tr>
<td>Lost or damaged iPad USB charging cable (ex: exposed wires, cracked plastic cover, marker or stickers, etc.)</td>
<td>$10</td>
<td>No Even if due to accident or excessive wear related to mishandling</td>
</tr>
<tr>
<td>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.)</td>
<td>$30</td>
<td>No iPads must be kept in a protective case at all times. If case appears missing or non-functional a replacement case will be issued and a $30 fine automatically added to the student’s account</td>
</tr>
<tr>
<td>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.)</td>
<td>$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</td>
<td>No</td>
</tr>
<tr>
<td>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</td>
<td>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</td>
<td>No At no time should security settings/profiles be removed or bypassed. Only apps from the Hockinson App Catalog are allowed. Apps from the Apple Store are not permitted. At no time should the device be reset.</td>
</tr>
</tbody>
</table>
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.

**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.

**Prohibition of Harassment, Intimidation and Bullying (Policy 3207)**

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

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

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

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

**Behaviors/Expressions**

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

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

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

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

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

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

Students with Individual Education Plans or Section 504 Plans
If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student’s IEP or Section 504 team to determine whether the incident had an impact on the student’s ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student’s disability. During the meeting, the team will evaluate issues such as the student’s academic performance, behavioral issues, attendance, and participation in extracurricular activities.
If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student’s IEP or Section 504 plan, to ensure the student receives a FAPE.

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

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

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

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

Sexual Harassment of Students Prohibited (Policy 3205)
This District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

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

Under federal and state law, the term “sexual harassment” includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

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

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

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

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

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

Student Discipline
“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include:

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom when possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees

The Superintendent shall establish and make available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of the District’s rules of student conduct, including behavior standards that respect the rights, person, and property of others. Students and staff are expected to work together to develop a positive climate for learning.

Minimizing exclusion, engaging with families, and supporting students
Unless a student’s presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the District must first consider other forms of discipline.

These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. The accompanying procedure will identify a list of other forms of discipline for staff use. However, staff members are not restricted to that list and may use any other form of discipline compliant with WAC 392-400-025(9).

School personnel must make every reasonable attempt to involve parents and students to resolve behavioral violations. The District must ensure that associated notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions are in a language the student and parents understand; this may require language assistance. Language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The District’s use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning.

As described in the procedures, the District will offer educational services to students during suspension or expulsion. When the District administers a long-term suspension or expulsion, the District will timely hold a reengagement meeting and collaborate with parents and students to develop a reengagement plan that is tailored to the student’s individual circumstances, in order to return the student to school successfully. Additionally, any student who has been suspended or expelled may apply for readmission at any time.
Classroom Management, Discipline and Corrective Actions

Definitions

- “Behavioral violation” means a student’s behavior that violates the District’s discipline policies.
- “Classroom exclusion” means the exclusion of a student from a classroom or instructional activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
  - (a) A teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
  - (b) The student remains under the supervision of the teacher or other school personnel during such brief duration.
- “Corrective action” means discipline, classroom exclusion, suspension, emergency expulsion, or expulsion.
- “Culturally responsive” has the same meaning as “cultural competency” in RCW 28A.410.270
- “Discipline” and “other forms of discipline” means all forms of corrective action used in response to behavioral violations other than classroom exclusion, suspension, expulsion or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035
- “Discretionary discipline”, means any disciplinary action taken in response to student misconduct that violates the rules, policies, or procedures adopted by the board of directors, other than the misconduct listed in one or more of the categories in this procedure set forth below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.” Discretionary discipline cannot include long-term suspension or expulsion.
- “Disruption of the educational process” means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
- “Emergency expulsion” means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student’s current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to other students or school staff, or an immediate and
judicial decree or order identifies a specific person

**“Suspension”** means a denial of attendance for a period of time up to, but no longer than, one calendar year from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time and may not be imposed as a form of discretionary discipline. An expulsion may be extended beyond the length of an academic term if: 1) the school principal petitions the district superintendent for an extension; and 2) the district superintendent authorizes the extension pursuant to the superintendent's office for the calendar year in which the alleged misbehavior occurs, and may not be imposed except for the offenses listed below in the section entitled ‘Suspension, Expulsions, and Discretionary Discipline.

**Superintendent authority**
The superintendent will have the authority to discipline, suspend or expel students. The superintendent will:

- Identify the conditions under which a teacher may exclude a student from his or her class; and
- Designate which staff members have the authority to initiate or to impose discipline, suspensions or expulsions.

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

No form of discipline will be enforced in such a manner as to prevent a student from accomplishing a specific academic grade, subject or graduation requirements.

**Notification of suspensions of students eligible for special education services**
The principal will notify special education staff of any suspensions to be imposed on a student who is currently eligible for special education services or any student who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that the district can ensure compliance with special education discipline procedures.

**Notification of procedures relating to student behavior**
Principals in each school will annually publish and make available to students, parents or guardians, staff, and the community the rules, policies, and procedures of the district that establish misconduct and the written procedures for administering corrective action. The publication will also define student rights and responsibilities relating to student behavior.

Pursuant to the Drug-Free Schools and Communities Act (Amendments of 1989), students and parents will be given annual notice of the standard of conduct for the district requires regarding controlled substance and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

The District will also, in consultation with staff, students, student’s families, and the community, periodically review and update the District’s rules, policies, and procedures related to student discipline.

**Fundamental rights**
When administering discipline under this chapter, the school district must not:

1. Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained
Certificated staff will have the responsibility to:

1. Expect students to comply with school rules;
2. Develop and/or review building rules relating to student conduct behavioral expectations and at least once each year. Building rules will be consistent with district rules relating to student conduct and control;
3. Receive any complaint or grievance regarding corrective action of students. Certificated staff will be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged;
4. Use such reasonable action as is necessary to protect himself/herself, a student, or others from physical abuse or injury;
5. Assign a student after school detention for up to 30 minutes with due consideration for bus transportation.

Rights and responsibilities of certificated staff

Certificated staff will have the right to:

- Expect students to comply with school rules;
- Develop and/or review building rules relating to student conduct behavioral expectations and at least once each year. Building rules will be consistent with district rules relating to student conduct and control;
- Receive any complaint or grievance regarding corrective action of students. Certificated staff will be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged;
- Use such reasonable action as is necessary to protect himself/herself, a student, or others from physical abuse or injury;
- Assign a student after school detention for up to 30 minutes with due consideration for bus transportation.

Certificated staff will have the responsibility to:

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

Principals will have the responsibility to:

- Impose suspension or expulsion when appropriate;
- Notify parents when students are suspended or expelled; and
- Confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions that may be employed in the event of rule infractions.

Restrictions on Corrective Action

Educational Services

The district will not suspend the provision of educational services as a disciplinary action, nor will schools suspend the provision of educational services to a student in response to behavioral violations.

Schools will provide the student the opportunity to receive educational services during a suspension, expulsion, or emergency expulsion. The educational services must enable the student to:

- Continue to participate in the general education curriculum;
- Meet the educational standards established within the district; and
- Complete subject, grade-level, and graduation requirements.

Such services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of exclusionary discipline. Examples of an alternative setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

When providing a student the opportunity to receive educational services under this section, the school must consider:

- Meaningful input from the student, parents, and the student's teachers;
- Whether the student’s regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student’s academic achievement; and
- Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.

For students subject to suspension or emergency expulsion up to five (5) days, a school must provide at least the following:

- Course work, including any assigned homework, from all of the student’s regular subjects or classes;
- Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student’s regular subjects or classes; and
An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.

For students subject to suspension or emergency expulsion for six (6) to ten (10) consecutive school days, a school must provide at least the following:

- Course work, including any assigned homework, from all of the student’s regular subjects or classes;
- An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion; and
- Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student’s regular subjects or classes. School personnel will make a reasonable attempt to contact the student or parents within three (3) school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:
  - Coordinate the delivery and grading of course work between the student and the student’s teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student’s regular subjects or classes; and
  - Communicate with the student, parents, and the student’s teacher(s) about the student’s academic progress.

For students subject to expulsion or suspension for more than ten (10) consecutive school days, a school will make provisions for educational services in accordance with WAC 392-121-107.

Unexcused absences and tardiness
Students will not be suspended or expelled from school for absences or tardiness.

Denial or Delay of a Nutritionally-Adequate Meal
Prohibited
Students will not be subjected to correction action in a manner that would result in the denial or delay of a nutritionally-adequate meal to a student.

Language Assistance
The District will ensure that notices and communications required in connection with any corrective action are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

Corporal Punishment
District staff may not administer corporal punishment, including any act that willfully inflicts or willfully causes the infliction of physical pain on a student. Corporal punishment does not include:

- The use of reasonable physical force by a school administrator, teacher, school personnel, or volunteer as necessary to maintain order or to prevent a student from harming themselves, other students, school personnel, or property;
- Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student; or
- Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational educational projects.

Restraint and Isolation
District staff may not use isolation, restraint, or a restraint device on any student, except as provided for in RCW 28A.155.210, 28A.600.485, WAC 392-172A-02105, and 392-172A-02110.

Alternative forms of corrective action
The board encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. District administrators may consider alternative forms of corrective action—including programs intended to lessen the time of exclusion from class attendance—that have been approved by the board and/or superintendent.

Except in cases involving exceptional misconduct, district administrators must impose alternative forms of corrective action for incidents of misbehavior prior to imposing a suspension or expulsion for the same type of misbehavior.

Student disciplinary boards
The board recognizes that a student’s behavior may be positively influenced when an incident giving rise to corrective action is reviewed by a panel of the student’s peers. The board may, in its discretion, authorize the establishment of one or more student disciplinary boards composed of students, which may also include teachers, administrators, parents or any combination thereof. The student disciplinary board may be authorized to prescribe reasonable discipline and may recommend suspension or expulsion to the appropriate school authority. The school authority will be authorized to set aside or modify the student disciplinary board’s recommendation.

Student discipline
The district will administer student discipline to maintain a safe and supportive school environment that is conducive to student learning.

The methods employed in administering the rules of student conduct involve professional judgment. Such judgment should:

- Provide due process and ensure fairness and equity in administration;
- Implement the policy and procedure in a culturally responsive manner;
- Respond to the needs and strengths of students;
- Facilitate collaboration between school personnel, students, and families;

Provide a safe and supportive learning environment for all students.

No form of discipline will be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements. Appeal procedures have been established in order to provide for an opportunity for every corrective action to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

Detention
For minor infractions of school rules or regulations, or for minor misconduct, staff may assign students detention.
A teacher may exclude a student from the teacher's classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision. A school district may authorize other school personnel to exclude a student from a classroom or instructional or activity area for behavioral violations of the district's discipline policy. The teacher or other school personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations, unless the student's presence poses an immediate and continuing threat of material and substantial disruption of the educational process.

In administering other forms of discipline, the teacher or other school personnel may consider using best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

A classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded from the student's classroom, instructional area, or activity area. When a student is excluded from the student's classroom, instructional area, or activity area for longer than the balance of the school day, the school district will provide the student and the student's family notice and due process for a suspension, expulsion, or emergency expulsion, as appropriate. A student may not be removed from school during a classroom exclusion unless the school district provides such notice and due process for a suspension, expulsion, or emergency expulsion.

The school will provide the student an opportunity to make up any assignments and tests missed during a classroom exclusion.

A student may be removed immediately from a classroom or instructional or activity area for longer than the balance of the school day unless the school district provides the student a written or oral grievance, as appropriate.

### Grievance and appeal process for student discipline

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.

At such conference the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

After exhausting this remedy, the parent/guardian and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent or designee.

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

Alternatively, the board may delegate its authority to hear and decide discipline and short-term suspension grievance appeals to a school district disciplinary appeal council established pursuant to WAC 392-400-310(1).

### Classroom Exclusions

A teacher may exclude a student from the teacher's classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision. A school district may authorize other school personnel to exclude a student from a classroom or instructional or activity area for behavioral violations of the district's discipline policy. The teacher or other school personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations, unless the student's presence poses an immediate and continuing threat of material and substantial disruption of the educational process.

In administering other forms of discipline, the teacher or other school personnel may consider using best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.
A. Two or more violations of the following within a three-year period:

1. Criminal gang intimidation in violation of RCW 9A.46.120;
2. Gang activity on school grounds in violation of RCW 28A.600.455;
3. Willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
4. Defacing or injuring school property in violation of RCW 28A.635.060; and

B. A felony;

b. Manslaughter;
c. Indecent liberties committed by forcible compulsion;
d. Kidnapping;
e. Arson;
f. Assault in the second degree;
g. Assault of a child in the second degree;
h. Robbery;
i. Drive-by shooting; and
j. Vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;

2. Any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to register as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;

3. Inhaling toxic fumes in violation of chapter 9.47A RCW;

4. Any controlled substance violation of chapter 69.50 RCW;

5. Any liquor violation of RCW 66.44.270;

6. Any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;

7. Any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;

8. Any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;

9. Any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and

10. Any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;

C. Two or more violations of the following within a three-year period:

1. Criminal gang intimidation in violation of RCW 9A.46.120;
2. Gang activity on school grounds in violation of RCW 28A.600.455;
3. Willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
4. Defacing or injuring school property in violation of RCW 28A.635.060; and

D. Any student behavior that adversely affects the health or safety of other students or educational staff.

Unless otherwise required by law, school administrators are not required to impose a long-term suspension or expulsion for the misconduct listed above, and whenever reasonable school administrators should first consider alternative sanctions.

For student behaviors—including specific offenses contained in Policy 3240 and procedure 3240P—that do not fall within one or more of the categories listed above, schools may only impose discretionary discipline as defined in this procedure. Schools may not impose long-term suspension or expulsion as a form of discretionary discipline, but may impose other sanctions up to and including short-term suspension in a manner consistent with this procedure.

Short-term suspension

Conditions and limitations

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

No student in grades kindergarten through fourth grade will be suspended for more than a total of ten (10) school days during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the suspension.

No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten school days during any single trimester.

Continuation of educational services

The district will not suspend the provision of educational services during a period of short-term suspension and will provide the student the opportunity to receive such services. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of a short-term suspension. Examples of alternative setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning. Upon a student’s return, the student will be provided the opportunity to make up assignments and tests that may have been missed during the suspension if the assignments or tests have a sub.

The principal will notify special education staff of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section) the principal will notify relevant special education staff so that
the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

**In-school suspension**

Students who are denied attendance at school are denied the opportunity to learn. The district has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification.

Students who are assigned to in-school suspension are expected to comply with the expectations of staff. The superintendent will establish guidelines for the operation of the in-school suspension program.

Suggested guidelines for in-school suspension are as follows:

- A student who is assigned to in-school suspension will agree to the conditions specified by the school principal. Unless the student is of majority age, the principal will inform the parent or guardian. The student’s or parents’ or guardians’ notification will include the number of days the student will be assigned to in-school suspension.
- In-school suspension is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
- The student will be denied the opportunity to participate in any school activities while in in-school suspension.
- While in-school suspended, the student and staff may develop a behavior agreement as discussed below.
- Any behavioral violation may result in imposition of other corrective actions.
- Specific rules and building procedures will be developed by the building principal or designee.

**Exceptional misconduct**

A student may be short-term suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruption to the operation of the school that immediate suspension is warranted. In cases of exceptional misconduct, the district may impose a short-term suspension without first attempting alternative forms of corrective action. The superintendent, following consultation with a representative ad hoc citizens’ committee, will recommend for board adoption, the nature and extent of the corrective actions that may be imposed as a consequence of exceptional misconduct. (See Procedure 3240P). An administrator may grant an exception may be granted by an administrator when warranted by extenuating circumstances.

**Prior notice and conference**

Prior to the short-term suspension of a student, the principal or designee will conduct a conference with the student and provide:

- An oral or written notice of the charges;
- An oral or written explanation of the evidence in support of the allegation(s); AND
- An oral or written explanation of the short-term suspension that the District may impose.

The District will provide the student with an opportunity to present his/her explanation of the allegation(s).

If the short-term suspension is to exceed one (1) calendar day, the principal or designee will notify the student’s parent/guardian of the reason for the suspension and its duration either orally, email, or by U.S. mail as soon as reasonably possible. The notice will also address the parent/guardian’s right to an informal conference pursuant to WAC 392-400-255 and the fact that the district may reduce the student’s suspension as a result of such conference.

**Grievance and appeal process for short-term suspension**

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

The parent/guardian and student after exhausting this remedy will have the right, upon two (2) school business days’ prior notice, to present a written and/or oral grievance to the superintendent.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days’ prior notice, will have the right to present a written or oral grievance to the board at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. Such a meeting is not subject to the Open Public Meetings Act, and need to be noticed or open to the public.

The board will notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

**Readmission**

The district will allow any student who has been short-term suspended to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process and Reengagement, below)

**Reporting**

Principals will report all short-term suspensions and the reasons therefor to the superintendent or designee within twenty-four (24) hours after the imposing the short-term suspension.

**Emergency expulsion**

**Limitations**

An emergency expulsion may not be imposed solely for the purposes of investigating student conduct.

The district superintendent or a designee may immediately expel and remove a student from school prior to a hearing without other forms of corrective action if the superintendent or designee has good and sufficient reason to believe that the student’s presence poses:
• An immediate and continuing danger to students or school staff; OR
• An immediate and continuing threat of substantial disruption of the educational process.

Such emergency expulsion must end or be converted to another form of corrective action within ten (10) school days of the date of the expulsion. If the district converts an emergency expulsion to another form of corrective action, the district will provide the student and/or parents/guardians with notice and due process rights appropriate to the new corrective action.

Notice of hearing

The district will notify the student and his/her parents/guardians of the emergency expulsion and of their opportunity for a hearing by:

• Hand-delivery of written notice within twenty-four hours of expulsion (school districts must document delivery of the notice by obtaining the signature of the student’s parents/guardians acknowledging receipt or the written certification of the person making the delivery); OR
• Certified letter mailed within twenty-four hours of the expulsion (reasonable attempts to contact the parents/guardians by phone or in person will also be made as soon as reasonably possible).

The district’s written and oral notice of emergency expulsion and opportunity for hearing will:

• Be provided in a language the student and/or a parent/guardian can understand, if other than English;
• Specify the alleged reasons that the student’s presence poses an immediate and continuing danger to students, school staff, or poses an immediate and continuing threat of substantial disruption of the educational process.
• Set forth the date on which the emergency expulsion began and when it will end;
• Set forth the right of the student and/or his or her parents/guardians to a hearing for purposes of contesting the allegations as soon as is reasonably possible; and
• Set forth the facts that:
  • A written or oral request for a hearing must be received by a designated school employee, or his or her office, on or before the end of the third school business day after receipt of the notice of opportunity for hearing; AND
  • If the request is not received within three school business days, then the right to a hearing may be deemed waived and the emergency expulsion may be continued, if deemed necessary, for up to ten (10) school days from the date of the student’s emergency expulsion from school without any further opportunity for the student or his or her parent/guardian to contest it.

As a best practice, the district should provide a schedule of school business days with the notice.

The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the notice of opportunity for hearing. The family may request the hearing in writing or orally, but must make or provide the request to the district employee specified in the notice or their office. If the District does not receive a hearing request within the required period, the district may deem the right to a hearing waived, and the district may impose the emergency expulsion for up to ten (10) school days from the date of the expulsion from school.

Prehearing and hearing

If the district receives a request for hearing within three (3) school business days after receipt of notice, the school district will immediately schedule and give notice of a hearing to commence as soon as reasonably possible and no later than the second school business day after receipt of the request for hearing.

The student and his/her parents/guardians have the right to:

• Be represented by legal counsel;
• Inspect in advance of the hearing any documentary and physical evidence that the district intends to introduce at hearing;
• Question and confront witnesses (see WAC 392-400-305 for procedure if a school district witness does not appear);
• Explain the alleged misconduct;
• Present relevant affidavits, exhibits, and witnesses.

The district and/or its representative have the right to inspect in advance of the hearing evidence that the student and his/her parents/guardians intend to introduce at the hearing

The hearing will be conducted before a hearing officer appointed by the superintendent. Such hearing officer will not be a witness to the alleged conduct. Ideally, the individual selected to be the hearing officer will possess both district administration experience and/or legal training and/or prior experience conducting quasi-judicial hearings. Either a tape-recorded or verbatim record of the hearing will be made.

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

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

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

The hearing officer will determine, based solely on the evidence presented at hearing, and set forth in his/her written decision:

• Findings of fact as to whether the student has been afforded appropriate procedural due process (e.g., notice, opportunity to inspect evidence prior to hearing);
• Findings of fact as to the alleged misconduct;
• A conclusion as to whether the student’s immediate and continuing danger to students and/or school staff OR immediate and continuing threat of substantial disruption of the educational process providing rise to the emergency expulsion has terminated; AND
• A conclusion as to whether the emergency expulsion shall be converted to another form of corrective action.
or stand as imposed.

Within one (1) school business day after the date upon which the hearing concludes, the hearing officer will issue the decision and the district will provide notice of such decision to the student and the student’s parents/guardians and legal counsel, if any, by depositing a letter in certified U.S. mail.

If the hearing officer concludes in his/her decision that the emergency expulsion shall be converted to another form of corrective action, the district must provide notice of all due process rights to the student and parent/guardian for the appropriate corrective action. For appeals from a hearing officer decision regarding an emergency expulsion, see Appeals of long-term suspension and expulsion, below.

Long-term suspension

Conditions and limitations

Schools may not impose a long-term suspension unless the student’s misconduct falls within one or more of the categories listed in this procedure above (“Suspension, Expulsions, and Discretionary Discipline”). If the student’s behavior falls within one or more of such categories, a student may be long-term suspended for violation of school district rules provided that the long-term suspension does not exceed the length of an academic term as defined by the school board. A long-term suspension may not be imposed as a form of discretionary discipline, as defined in this procedure.

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

No student in grades kindergarten through fourth grade will be long-term suspended during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the suspension.

No student in fifth grade and above will be long-term suspended in a manner that causes the student to lose academic grades or credit for longer than one semester or trimester during the same school year.

The principal will notify special education staff of any long-term suspension to be imposed for a student who is currently eligible for special education services or those whose behavior falls within one or more of such categories. The principal will notify special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Exceptional misconduct

A student may be long-term suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruptive effect on the operation of the school that an immediate resort to a long-term suspension is warranted. In cases of exceptional misconduct, a long-term suspension may be imposed without first attempting alternative forms of corrective action. The superintendent, following consultation with a representative ad hoc citizens’ committee, will recommend for board approval, the nature and extent of the corrective actions which may be imposed as a consequence of exceptional misconduct (See Procedure 3240P). An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances.

Notice of hearing

Prior to imposing a long-term suspension, the district will provide the student and/or his/her parents/guardians a written notice of opportunity for hearing. The notice will be delivered in person or by certified mail. The notice will:

• Be provided in a language the student and his or her parents/guardians can understand, if other than English;
• Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
• Set forth the proposed long-term suspension;
• Set forth the right to a hearing for the purpose of contesting the allegation(s); AND
• Set forth the facts that:
  • A written or oral request for hearing must be received by the superintendent or their office on or before the end of the third school business day after the notice is received; and
  • If such a request is not received within that period, the hearing will be deemed waived and the proposed long-term suspension may be imposed without further opportunity for the student and/or their parent/guardian to contest it.

As a best practice, the district should provide a schedule of school business days with the notice.

The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the notice of opportunity for hearing. The request may be provided in writing or orally, but must be provided to the district employee specified in the notice or their office. If a request for hearing is not received within the required period, the district may deem the right to hearing waived and the long-term suspension may be imposed.

Pre-hearing and hearing

If a request for hearing is received within three (3) school business days after receipt of notice, the school district will schedule a hearing to begin within three (3) school business days after the date of receiving the request.

The student and parent/guardian have the right to:

• Be represented by legal counsel;
• Inspect in advance of the hearing any documentary and physical evidence that the district intends to introduce at hearing;
• Question and confront witnesses (see WAC 392-400-305 for procedure if a school district witness does not appear);
• Explain the alleged misconduct; and
• Present relevant affidavits, exhibits, and witnesses.

The district and/or its representative has the right to inspect in advance of the hearing evidence that the student and his/her parents/guardians intend to introduce at the hearing. Either a tape-recorded or verbatim record of the hearing will be made.

The hearing will be conducted before a hearing officer appointed by the superintendent. Such hearing officer will not be a witness to the alleged conduct. Ideally, the
Any student who has been long-term suspended will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process and Reengagement, below)

Readmission
Any student who has been long-term suspended will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process and Reengagement, below)

Reporting
Principals will report all long-term suspensions and the reasons therefor to the superintendent or designee within twenty-four (24) hours after the imposing the expulsion.

Expulsion
Conditions and limitations
Schools may not expel a student unless the student’s misconduct falls within one or more of the categories listed in this procedure above ("Suspension, Expulsions, and Discretionary Discipline"). If the student’s behavior falls within one or more of such categories, a student may be expelled for a violation of school district rules, provided that the expulsion does not exceed the length of an academic term as defined by the school board. An emergency expulsion may not be imposed as a form of discretionary discipline, as defined in this procedure.

The nature and circumstances of the alleged violation must reasonably warrant the harshness of expulsion. No student will be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or there is good reason to believe that other forms of corrective action would fail if used.

The district will make reasonable efforts to assist students in returning to an educational setting prior to, and no later than, the end date of the expulsion.

An expulsion may not exceed the length of the academic term unless:
- The school petitions the superintendent for an extension; AND
- The superintendent authorizes the extension in compliance with the superintendent of public instruction’s rules adopted for this purpose (see Petition for Extension of One Year Expulsion below).

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

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, will be expelled from school for not less than one calendar year pursuant to RCW 28A.600.420 with notification to parents/guardians and law enforcement. The superintendent may modify the expulsion of a student on a case-by-case basis.

Firearm Exception
In accordance with RCW 28A.600.420, a school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The superintendent may modify the expulsion on a case-by-case basis.

A school district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. These provisions do not apply to:
- Any student while engaged in military education authorized by the school district in which rifles are used;
- Any student while involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by the district; or
- Any student while participating in a rifle competition authorized by the district.

Notice of hearing
Prior to the expulsion of a student, the district will provide the student and/or his/her parents/guardians a written
notice of opportunity for hearing. The notice will be delivered in person or by certified mail. The notice will:

- Be provided in a language the student and his or her parents/guardians can understand, if other than English; Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
- Set forth the proposed expulsion;
- Set forth the right to a hearing for the purpose of contesting the allegation(s); AND
- Set forth the facts that:
  - A written or oral request for hearing must be received by (insert designated staff member) or their office on or before the end of the third school business day after the notice is received; and
  - If such a request is not received within that period, the hearing will be deemed waived and the proposed long-term suspension may be imposed without further opportunity for the student and/or their parent/guardian to contest it.

Prehearing and hearing

If a request for hearing is received within three (3) school business days after receipt of notice, the school district will schedule a hearing to begin within three (3) school business days after receipt of notice.

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The student and parent/guardian have the right to:

- Be represented by legal counsel;
- Inspect in advance of the hearing any documentary and physical evidence that the district intends to introduce at hearing;
- Question and confront witnesses (see WAC 392-400-305 for procedure if a school district witness does not appear);
- Explain the alleged misconduct;
- Present relevant affidavits, exhibits, and witnesses. The district and/or its representative has the right to inspect in advance of the hearing evidence that the student and his/her parents/guardians intend to introduce at the hearing. Either a tape-recorded or verbatim record of the hearing will be made.

The hearing will be conducted before a hearing officer appointed by the superintendent. Such hearing officer will not be a witness to the alleged conduct. Ideally, the individual selected to be the hearing officer will possess both district administration experience and/or legal training and/or prior experience conducting quasi-judicial hearings.

The hearing is a quasi-judicial process exempt from the Open Public Meeting Act (OPMA). To protect the privacy of student(s) and others involved, the hearing will be held without public notice and without public access unless the student(s) and/or the parent(s)/guardian(s) or their counsel requests an open hearing. Regardless of whether the hearing is open or closed, the district will comply with the Family Educational Rights and Privacy Act (FERPA) in regard to confidentiality of student education records.

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

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

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

The hearing officer will determine, based solely on the evidence presented at hearing, and set forth in his/her written decision:

- Findings of fact as to whether the student has been afforded appropriate procedural due process (e.g. notice, opportunity to inspect evidence prior to hearing);
- Findings of fact as to the alleged misconduct; AND
- A conclusion as to whether the expulsion is appropriate OR whether a lesser form of corrective action should be imposed.

The hearing officer will issue the decision and the district will provide notice of such decision to the student’s legal counsel, or if none, to the student’s and his/her parents/guardians.

The student and parent/guardian will have the right to appeal the hearing officer’s decision to the school board or school district disciplinary appeal council by filing a written or oral notice of appeal at the office of the superintendent or the hearing officer within three (3) school business days after the date of receipt of the decision. If a timely notice of appeal is not provided to the district, the expulsion may be imposed as of the calendar day following expiration of the three (3) school business day period.

If a timely notice of appeal is received, see Appeal Process for Long-Term Suspension or Expulsion, below.

Readmission

Any student who has been expelled will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process and Reengagement, below)

Reporting

Principals will report all long-term suspensions and the reasons therefor to the superintendent or designee within twenty-four (24) hours after the imposing the expulsion.

Petition for extension of expulsion

The principal or designee may petition the superintendent for authorization to exceed the length of one academic term for a student’s expulsion when warranted because of a perceived risk to public health and safety. The petition may be submitted any time after final imposition of the expulsion and prior to the end of the expulsion. The petition will include:

- A detailed description of the student’s misconduct, the school rules that were violated, and the public health or safety concerns of the district;
- A detailed description of the student’s academic, attendance and discipline history, if any;
- A description of the lesser forms of corrective action that were considered and the reasons why they were rejected;
- A description of all alternative learning experiences, vocational programs and/or other educational services that may be available to the student;
- The proposed extended length of the expulsion;
- Identification of special education services or accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, if appropriate;
A copy of the petition will be delivered in person or by certified mail to the student and his/her parents/guardians in a language they can understand, if other than English, if feasible. Rights Act of 1964. The student and/or parents/guardians may submit a written or oral response to the petition within ten (10) school business days of receipt of the petition.

Within eleven (11) school business days, but no later than twenty (20) school business days from delivery of the petition to the student and parent/guardians, the superintendent will issue a written decision granting or denying the petition. The superintendent, in his/her discretion, may grant the petition if evidence exists that if a student was to return at or before one calendar year, he/she would pose a risk to public health or safety. The written decision will include a description of rights and procedures for appeal.

The student and/or parents/guardians may appeal the decision within ten (10) school business days of receipt of the decision to the school board.

The district will report the number of petitions submitted, approved and denied to the office of the superintendent of public instruction annually.

**Board option to delegate authority to hear appeals**

The board may delegate its authority to hear and decide long-term suspension and expulsion appeals to a school district disciplinary appeal council established by the board. Members of such councils will be appointed by the board for fixed terms and shall consist of no less than three persons. If such a council is established, the student and/or his/her parents/guardians have the right to appeal the hearing officer decision to the board or the disciplinary appeal council.

**Appeal process for long-term suspension and expulsion**

If a timely notice of appeal is received, the long-term suspension or expulsion may be imposed during the appeal period if:

- The long-term suspension or nonemergency expulsion is imposed for no more than ten (10) consecutive days or until the appeal is decided, whichever is the shortest period.
- Any days that the student is suspended or expelled before the appeal is decided are applied to the term of suspension or expulsion and will not limit or extend the term of the suspension or expiration; and
- A suspended student who returns to school before the appeal is decided will be provided the opportunity upon return to make up assignments and tests missed by reason of suspension if:
  - Such assignments or tests have a substantial effect on the student’s semester or trimester grades or grades; OR
  - Failure to complete such assignment or tests would result in denial of course credit.

The board will schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting will be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent/guardian, and/or counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the board deems reasonable.

Prior to adjournment, the board will agree to one of the following procedures:

- Study the hearing record or other materials submitted and record its findings within ten (10) school business days; OR
- Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; OR
- Hear and try the case de novo before the board within ten (10) school business days.

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

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

Within thirty (30) days of receipt of the board’s final decision, any parent and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the Superior Court Clerk of the County.

**Readmission Application Process**

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

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

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

**Reengagement Meeting and Plan**

For any student who has been subjected to a long-term suspension or expulsion, the district will convene a reengagement meeting with the student and their parent(s)/guardian(s) to discuss a plan to reengage the student. The reengagement meeting does not replace an appeal hearing to challenge the suspension or expulsion, nor does it replace a petition for readmission. Before convening a reengagement meeting, the district will communicate with the student and parents to schedule the meeting time and location.

The reengagement meeting must occur:

- Within twenty (20) calendar days of the start of the student’s long-term suspension or expulsion but no later than five (5) calendar days before the student’s return to school; or
- As soon as reasonably possible, if the student or parents request a prompt reengagement meeting.

The district will collaborate with the student and parents to
under RCW 28A.600.460(3), when directed toward another student, may be removed from the classroom of the victim for the duration of the student’s attendance at that school or any other school where the victim is enrolled.

All District Policies and Procedures can be found at the following web address:

https://www.hocksd.org/board

develop a culturally-sensitive and culturally-responsive reengagement plan tailored to the student’s individual circumstances to support the student in successfully returning to school.

In developing a reengagement plan the district must consider:

- The nature and circumstances of the incident that led to the student’s suspension or expulsion;
- As appropriate, students’ cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
- Shortening the length of time that the student is suspended or expelled;
- Providing academic and nonacademic supports that aid in the student’s academic success and keep the student engaged an on track to graduate; and
- Supporting the student parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.

The district must document the reengagement plan and provide a copy of the plan to the student and parents. The district must ensure that both the reengagement meeting and the reengagement plan are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

Behavior Agreements
The district authorizes staff to enter into behavior agreements with students and parents in response to behavioral violations, including agreements to reduce the length of a suspension conditioned on the participation in treatment services, agreements in lieu of suspension or expulsion, or agreements holding a suspension or expulsion in abeyance.

A behavior agreement does not waive a student’s opportunity to participate in a reengagement meeting under WAC 392-400-710, or waive the opportunity to receive educational services as provided under WAC 392-400-610. The duration of a behavior agreement must not exceed the length of an academic term. The district is not precluded from administering discipline for behavioral violations that occur after the district enters into an agreement with the student and parents.

The school district must ensure that any behavior agreement is provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

Exceptions for protecting victims
The district may preclude a student from returning to the student’s regular educational setting following the end date of a suspension or expulsion to protect victims of certain offenses as follows:

- Teacher victim. A student committing an offense under RCW 28A.600.460(2), when the activity is directed toward the teacher, shall not be assigned to that teacher’s classroom for the duration of the student’s attendance at that school or any other school where the teacher is assigned;

- (2) Student victim. A student who commits an offense