

# Hockinson Middle School

## Student and Parent Handbook

2022-2023



**HOCKINSON MIDDLE SCHOOL  
PARENT / STUDENT HANDBOOK  
2022-2023  
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## Vision and Mission Statement

**Every** student will use reading and analysis skills to find evidence, support a claim, and communicate their idea, *because we empower students to become critical thinkers.*

## Core Values

The staff of HMS agree to...

- Create a sense of belonging for each student
- Challenge and inspire each student with rigorous instruction
- Treat mistakes as opportunities for learning
- Cultivate student passions



## *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** and that it is our job to make sure they can.

We are here to support students and help them to grow. Students are encouraged to become acquainted with their counselor, Nicole Schneider, and arrange for an appointment when there is a need.

## **Extra Curricular Activity Schedule And Fees**

### Entire Year

Jazz Band 50.00

### 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

### February-March

Math Olympiad 15.00

### March

Knowledge Bowl 15.00

The following activities are selected by tryouts: Volleyball, Girls' Basketball, Boys' Basketball, Jazz Band, and Flag Team. Families can sign up their student(s) for sports participation using [Family ID](#).

Band members and students participating in extracurricular activities are required to purchase an ASB card. Card purchases help with ASB's funding of transportation costs involved in after school activities and school field trips. ASB cards provide admittance to all HMS athletic events and a reduced price for dances at HMS. ASB Cards 25.00

## **Academic Activities**

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

- Knowledge Bowl
- Math Counts
- Math Olympiad
- STEM Girls

\*A parent permission form is required for participation in all clubs, activities, and athletics.\*

## **Regulations**

The following regulations pertain to all extracurricular activities including but not limited to Cross Country, Volleyball, Basketball, Wrestling, Track, Knowledge Bowl, Flag 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.

## **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.

### **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.

### **Physical Appearance**

Students adhere to the school dress code and sport-specific guidelines when participating in extracurricular activities.

### **Unsportsmanlike Conduct**

Participants shall exhibit appropriate conduct in practices and/or contests. Violation of this rule will be addressed by the coach or a school administrator or designee.

### **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 \$20.00.
- 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).**

## 6th and 7th Grading at HMS

### Standards-based Grading

**Formative** work is used to help a student practice a concept or skill. This work is critical for student success, as it helps students move towards mastery. Formative work counts for 10% of a student's final grade. Teachers will provide students with detailed feedback on their formative work that is designed to help them move towards mastery.

**Summative** work assesses a student's mastery of a content standard. Summative work can take the form of quizzes and tests, performance tasks, essays, or other projects. Summative work counts for 90% of a student's final grade

### Grading Scale

Student grades on all assignments are tracked in Schoology. Teachers will update Schoology with student grades on a weekly basis to help students, and their families, track progress.

Grades shown in Schoology are rounded to the nearest hundredth. Final grades will be given using the following scale:

|     |                      |  |
|-----|----------------------|--|
| 4   | exceeds standard     | Student work shows mastery of grade level expectation and shows the ability to transfer the skill to a new context and / or apply their learning with depth and complexity |
| 3.5 |                      | Student work shows mastery of the grade level expectation and the student is working towards a more sophisticated understanding of the content                             |
| 3   | meets standard       | Student work shows that the student has mastered the grade level expectation   |
| 2.5 |                      | Student work shows partial mastery of the grade level expectation and the student is making strong progress toward the standard  |
| 2   | approaching standard | Student work shows partial mastery of the standard and the student is making some progress towards the grade level expectation   |
| 1.5 |                      | Student work shows some evidence of progress towards the grade level expectation   |
| 1   | below standard       | Student work shows little or no evidence of progress towards the grade level expectation and / or no work was submitted  |

### Late Work

Each teacher will determine the length of time students have to complete and turn in late formative assignments. Students are expected to communicate with their teachers if they are

absent or need additional time to complete assigned work so that they can work together on a plan to get late work submitted. For excused absences, students will have, at minimum, the length of their absence to complete any missing assignments.

If a student misses a summative assessment, it is the student's responsibility to communicate with their teacher to create a plan to make-up the assessment. Each assessment covers different grade level standards, so it is important that every assessment is completed in a timely manner in order for the teacher to provide feedback and an accurate grade.

**Retake Policy**

If a student scores below a 3 on a summative assessment and wants to retake a summative assessment to improve their score, they can arrange to do so with their teacher. Teachers will provide one retake opportunity and students can improve their grade up to a 3 (3.5 in HS level courses).

Teachers are here to support students, so your student should communicate with the teacher about any needed support or resources.



## 8th Grade Grading at HMS

### Standards-based Grading

**Formative** work is used to help a student practice a concept or skill. This work is critical for student success, as it helps students move towards mastery. Formative work counts for 10% of a student's final grade. Teachers will provide students with detailed feedback on their formative work that is designed to help them move towards mastery.

**Summative** work assesses a student's mastery of a content standard. Summative work can take the form of quizzes and tests, performance tasks, essays, or other projects. Summative work counts for 90% of a student's final grade

### Report Card Grades

Because we want to prepare students to enter into high school, we use the Hockinson High School letter grade scale when assigning final grades to students in grade 8 classes. Students' final grades are calculated using the following scale:

| HHS 0-4 or HMS 4pt | Letter Grade if using HHS Final Grade Only: A-F Scale | Percent       |
|--------------------|---|---------------|
| 4 - 3.60           | A   | 100 - 90      |
| 3.59 - 3.36        | A-  | 89.75 - 84.00 |
| 3.35 - 3.11        | B+  | 83.75 - 77.75 |
| 3.10 - 2.88        | B   | 77.50 - 72.00 |
| 2.87 - 2.64        | B-  | 71.75 - 66.00 |
| 2.63 - 2.40        | C+  | 65.75 - 60.00 |
| 2.39 - 2.16        | C   | 59.75 - 54.00 |
| 2.15 - 1.92        | C-  | 53.75 - 48.00 |
| 1.91 - 1.68        | D+  | 47.75 - 42.00 |
| 1.67 - 1.20        | D   | 41.75 - 30    |
| 1.19 - 0           | F   | 29.75 - 0     |

### Grading Scale for Assignments

Student grades on all assignments are tracked in Schoology. Teachers will update Schoology with student grades on a weekly basis to help students, and their families, track progress.

Grades shown in Schoology are rounded to the nearest hundredth.

|     |                  |  |
|-----|------------------|--|
| 4   | exceeds standard | Student work shows mastery of grade level expectation and shows the ability to transfer the skill to a new context and / or apply their learning with depth and complexity |
| 3.5 |                  | Student work shows mastery of the grade level expectation and the student is working towards a more sophisticated understanding of the content                             |

|     |                      |   |
|-----|----------------------|---|
| 3   | meets standard       | Student work shows that the student has mastered the grade level expectation  |
| 2.5 |                      | Student work shows partial mastery of the grade level expectation and the student is making strong progress toward the standard |
| 2   | approaching standard | Student work shows partial mastery of the standard and the student is making some progress towards the grade level expectation  |
| 1.5 |                      | Student work shows some evidence of progress towards the grade level expectation  |
| 1   | below standard       | Student work shows little or no evidence of progress towards the grade level expectation and / or no work was submitted         |

**Late Work**

Each teacher will determine the length of time students have to complete and turn in late formative assignments. Students are expected to communicate with their teachers if they are absent or need additional time to complete assigned work so that they can work together on a plan to get late work submitted. For excused absences, students will have, at minimum, the length of their absence to complete any missing assignments.

If a student misses a summative assessment, it is the student's responsibility to communicate with their teacher to create a plan to make-up the assessment. Each assessment covers different grade level standards, so it is important that every assessment is completed in a timely manner in order for the teacher to provide feedback and an accurate grade.

**Retake Policy**

If a student scores below a 3 on a summative assessment and wants to retake a summative assessment to improve their score, they can arrange to do so with their teacher. Teachers will provide one retake opportunity and students can improve their grade up to a 3 (3.5 in HS level courses). Retakes are not permitted for open-note tests in grade 8.

Teachers are here to support students, so your student should communicate with the teacher about any needed support or resources.

## **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, enables 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 Skyward 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 attend at least half the school day (3 periods) to participate in extracurricular 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 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(s) 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 displays of affection (e.g. kissing, sexual contact) are 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 a shirt and 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 and waistbands (bra straps excluded).
- Fabric covering all private parts must not be see-through.
- 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's 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 exist.
- Specialized courses may require specialized attire, such as uniforms or safety gear.
- Clothing may not depict, advertise 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 a 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. Cell phones are not to be used during class time, unless the student is specifically directed by the teacher. Other electronics, including school issued Chromebooks 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:** The student will be directed to place their phone in a designated spot. The phone can be picked up at the end of class.
- **2nd Offense:** The phone will be taken and turned into the office. Parent is called, must pick up.
- **3rd Offense:** The phone will be taken and turned into the office. An administrator will determine appropriate

consequences.

### **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 subject to school discipline.

The school campus (including grounds) is closed to community members (except for parent volunteers) during school hours and during extra curricular activities.

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

Parents are asked to refrain from contacting students, except in the case of a family emergency.

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, sports equipment or other such toys are not acceptable at school, and may be confiscated. (Sports equipment needed for practices can be checked into the office.)

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

Possession of mace, drug paraphernalia, and other potentially dangerous / 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.**

### **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.

### **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 the lunchroom 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**

A limited number of lockers will be available for students during the 22-23 school year. Locker requests will be accepted on a first-come, first served basis. Students may request a locker by completing the locker request form. Students can access their lockers before school, after school, during passing period, or during the first five minutes of lunch, while on their way to the cafeteria.

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

Students who have excessive tardies or behavior issues in the hallway will lose locker privileges for the school year.

### **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 the 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.

- 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
- Once a student enters a social, he/she must remain there until picked up by a parent.
- All rules and regulations of the Hockinson School District apply to dances.
- Students will not be dismissed from class to change clothes for socials.
- 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 a 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.

### **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. Only one application is necessary for multiple schools. Applications are good for two years.

## **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 students. Students 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 students in his/her charge. The bus driver shall have final authority and responsibility.
3. Students shall ride on their regularly assigned bus at all times unless permission has been granted by the appropriate officials.
4. No student shall be permitted to leave the bus except at his/her regular stop without written permission from school authorities.
5. Each student 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. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students 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 student will light matches or any other item on the school bus.
9. Students shall not possess or use tobacco, alcohol, drugs, or any other controlled substance on a bus.
10. Students shall not use profanity, obscene language or obscene gestures on the bus.
11. Students shall respect the rights and safety of others on the bus.
12. No student shall open a window on the school bus without first asking permission from the driver.
13. No student 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. Students 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 students with handicapping conditions.
16. Each student 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 student will be allowed to talk to the driver more than is necessary.
18. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
19. Students 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 student may stand to leave the bus.
20. Students 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, Students should be in view of the driver at all times.
21. Students must cross the highway only in front of the school bus and never behind it.
22. Students 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 students at the bus loading area. Students should refrain from pushing and shoving other students.
24. Students 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 students 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 Buses**

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

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

### **Bus Citations**

If discipline problems occur on the school bus which requires corrective 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.

## Policy No. 3245 **Students: Students and Telecommunication Devices**

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers, and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
- B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;
- C. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action.

## Policy No. 2022 **Instruction: Electronic Resources and Internet Safety**

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 and safe users of information, media, and technology to succeed in a digital world.

Therefore, the Hockinson School District will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. 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 with electronic resources, 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. Students and staff may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying that is determined to disrupt the safety and/or well-being of the school, students, or staff is subject to disciplinary action. Access to the District's network is a privilege, not a right. All users shall be required to comply with administrative regulations and guidelines governing the use of the system with both district and personal resources. Noncompliance with acceptable regulations may result in suspension or termination of privileges and

other disciplinary action consistent with District policies. The Hockinson School Board directs the superintendent or designee to create strong electronic resources and develop related educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities regarding this policy and to develop procedures to support this policy. The Superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access the Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities. The Policy No. 2022 Instruction district will strive to minimize exposure or access to questionable content through the use of electronic filters and content selection.

### **Internet Safety**

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

#### **1. Filter**

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks, Wi-Fi and all 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. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable 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 and the Network Use Agreement. 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. Policy No. 2022 Instruction

#### **4. 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.

. Loss of access to electronic resources including mobile learning devices can occur if the school becomes concerned about its appropriate use. Concerns may include but are not limited to: safety, potential for disruption to the educational process, and security issues related to connecting a device to a private network.

3. Students and his/her parent(s)/guardian(s) should be aware that Hockinson School District does not have control of the information on the Internet, but takes all measures possible to protect our students through internet filtering and education of appropriate use.

4. Use of electronic devices, including district-owned and personal devices, is prohibited in locker rooms, restrooms, nurses' offices and other locations that are private in nature.

5. Phone calls, texting, and instant messaging are not allowed in classrooms unless directed by a teacher.

6. 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.

7. Unauthorized streaming of audio or video is not allowed at any time.

8. 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.

9. 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.

## **Procedure 2022P Electronic Resources and Internet Safety**

### **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 includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically-fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world. 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. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

**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 web pages 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), when authorized, including portable devices with network capabilities to the district network after checking with the IT Director 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 and district policy.

#### **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 malware, including 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. Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- 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.

K. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

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, miss-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.

E. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

### **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; Page 3 of 5 Procedure 2022P

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 may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets.

H. 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 district network, including when accessed on students' personal electronic devices and on devices provided by the district, such as laptops, netbooks, and tablets;
- 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.

#### **Educational Applications and Programs**

District staff may request students to download or sign up for applications or programs on the students' personal electronic devices. Such applications and programs are designed to help facilitate lectures, student assessment, communication, and teacher-student feedback, among other things.

Prior to requesting students to download or sign up for educational applications or programs, staff will review "terms of use," "terms of service," and/or "privacy policy" of each application or program to ensure that it will not compromise students' personally identifiable information, safety, and privacy. Staff will also provide notice in writing of potential use of any educational application or program to [insert title and position], including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students. Staff should also, as appropriate, provide notice to students' parents/guardians that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of application or program.

#### **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. Page 5 of 5 Procedure 2022P

#### **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.

#### **Accessibility of Electronic Resources**

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the

district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures. District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with the Assistant Superintendent

## Policy No. 3241 **Students: 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 re-engagement meeting and collaborate with parents and students Page 2 of 4 Policy No. 3241 Students to develop a re-engagement 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.

### **Staff authority**

District staff members are responsible for supervising students during the school day, during school activities, whether on or off campus, and on the school bus. Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent will identify other staff members to whom the Superintendent has designated disciplinary authority. After attempting at least one other form of discipline, teachers have statutory authority to impose classroom exclusion for behaviors that disrupt the educational process. Because perceptions of subjective behaviors vary and include implicit or unconscious bias, the accompanying procedures will seek to identify the types of behaviors for which the identified district staff may administer

discipline.

### **Ensuring fairness, providing notice, and an opportunity for a hearing**

When administering discipline, the District will observe all of the student's constitutional rights. The District will notify parents as soon as reasonably possible about classroom exclusion and before administering any suspension or expulsion. The District will provide opportunities for parent participation during an initial hearing with the student. The District will provide parents with written notice, consistent with WAC 392-400-455, of a suspension or expulsion no later than one school business day following the initial hearing. As stated above, language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The District has established procedures for review and appeal of suspensions, expulsions, and emergency expulsions, consistent with WAC 392-400-430 through 392-400-530. The District has also established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation.

### **Development and review**

Accurate and complete reporting of all disciplinary actions, including the behavioral violations that led to them, is essential for effective review of this policy; therefore, the District will ensure such reporting. The District will periodically collect and review data on disciplinary actions taken against students in each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042, including students who qualify for special education or Section 504. The data review will include classroom exclusion, in-school and short-term suspensions, and long-term suspensions and expulsions. The district will invite school personnel, students, parents, families, and the community to participate in the data review. The purpose of the data review is to determine if disproportionality exists; if disproportionality is found the District will take action to ensure that it is not the result of discrimination and may update this policy and procedure to improve fairness and equity regarding discipline.

### **Distribution of policies and procedures**

The school District will make its discipline policies and procedures available to families and the community. The District will annually provide its discipline policies and procedures to all district personnel, students, and parents, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. The school district will ensure district employees and contractors are knowledgeable of the discipline policies and procedures.

## **Policy No. 3207 Students: Prohibition of Harassment, Intimidation or Bullying**

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. As defined in legislation, "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010, or other distinguishing characteristics, when the 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**

This policy recognizes that 'harassment,' 'intimidation', and 'bullying' are separate but related behaviors. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors; however, this differentiation should not be considered part of the legal definition of these behaviors. 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.



Specific training requirements are included in the accompanying procedure.

### **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 aggressor, and to restore a positive school climate. Page 2 of 3 Policy No. 3207 Students 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 aggressor or 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, or participating in an investigation. 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 district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.