

Hoquiam High School Student Handbook



2023-2024

Grizzly PRIDE!

--Respectful—Responsible—Positive—Honest--

— Hoquiam School District No. 28 complies with all federal rules and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America designated youth groups. —

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HHS Fight Song

Cheer, cheer, cheer for our Hoquiam High,
Let the echoes ring,
For we will reign today,
The crimson and gray,
Best in the west, for we will put to the test,
So on, on, on, on,
Straight to the end,
Honor and glory we will win,
We will win!

So fight, fight, fight for Hoquiam High,
Our own school. Rah! Rah!

HHS Alma Mater

True to thee dear Hoquiam High
Crimson and the Gray,
Praise and honor, loyalty,
Now and every day.
Memories of thee we will cherish,
Proud of days gone by.
We're behind you all the way,
Spirit never die.
Here we stand and sing to thee.
Alma Mater true.
Striving for our highest goals,
All success for you.
Raise your voices loud and clear,
Upward to the sky,
While we pledge in word and deed,
Our love for HOQUIAM HIGH



Welcome From Administration

Welcome Back Grizzlies!

What a great time to be a Grizzly! We are so excited about starting this school year and look forward to seeing each of your smiling faces. Our theme for this school year is "Believe." To be successful, each of us must:

- A. Believe in yourself.
- B. Believe in each other.
- C. Believe in our community.

Together we will work on believing that we can and will get better every day. We will work on believing that growing our Grizzly PRIDE is important and fundamental to who we are as an organization and community. Our student leaders and staff have been back and working hard to create fun opportunities for a great school year. Your participation in these activities will make your school year amazing! This year we will focus on three areas:

Attendance: You need to be here to learn.

Engagement: You must engage in the school work and the classes to be successful.

Cell Phone: We have a new policy this year and we expect all students and staff to support this policy to eliminate distractions.

If we can improve in these three areas, our academic performance and school culture will thrive. Now we just have to "Believe" we can get there. Please help us work on these priority areas with your child by supporting our new cell phone policy, promoting school engagement and keeping track of their attendance. Together we can move our students forward in a growing and productive way. We must show our students that our teachers, staff, families, and community believes in them.

Our school schedule start and end times have changed. We will start our school day at 8:10 AM and end at 2:45 PM. Another new feature will be our early releases on Fridays, which start in October. Please look at the school schedule to see what days they are. On this day you will be released at 1:15 PM.

Believe!

Brock Maxfield

Bonnie Jump

Brock M. Maxfield

Bonnie Jump

Principal/CTE Director

Assistant Principal

Hoquiam School District Calendar 2023-24

AUGUST

MON	TUE	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 19/19 Days

MON	TUE	WED	THUR	FRI
				1
4	☺ 5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 21/40 Days

MON	TUE	WED	THUR	FRI
2	3	4	5	▲6
9	10	11	12	▲13
16	17	18	19	▲20
23	24	25	26	■27
30	31			

NOVEMBER 19/59 Days

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	▲17
20	21	◆22	23	24
27	28	29	30	

DECEMBER 11/70 Days

MON	TUE	WED	THUR	FRI
				▲1
4	5	6	7	▲8
11	12	13	14	◆15
18	19	20	21	22
25	26	27	28	29

JANUARY 21/91 Days

MON	TUE	WED	THUR	FRI
1	2	3	4	▲5
8	9	10	11	▲12
15	16	17	18	▲19
22	23	24	25	▲26
29	☼30	31		

SIGNIFICANT DATES

Aug.21-24New Paraeducator Training
 Aug 28.....New Teacher Orientation
 Aug 30.....District Day
 Aug 31..... Building Day/Professional Development

Sept. 4.....Labor Day
 Sept. 5..... First Day of School

Oct. 9.....Mandatory Professional Development– No School
 Oct. 27..... K-8 Conference Prep- Early Release
 Oct. 31- Nov 1...Parent/Teacher Conference- Early Release

Nov. 10.....Veterans' Day Recognized- No School
 Nov. 22Holiday/School Break- Early Release
 Nov. 23-24.....Thanksgiving Break- No School

Dec. 15Holiday/School Break- Early Release
 Dec. 18-29..... Winter Break- No School

Jan. 1.....New Year's Day - No School
 Jan. 15.....Martin Luther King Jr. Day– No School
 Jan. 30.....9-12 (HHS Only) Semester Prep- Early Release

Feb. 19.....Presidents' Day– No School
 Feb. 26 ...Mandatory Professional Development– No School

Mar. 11.....Possible Weather Makeup Day- No School
 Mar. 22 K-8 Conference Prep- Early Release
 Mar. 26-29..... Parent/Teacher Conference- Early Release

Apr. 1-5.....Spring Break- No School

May 20..... Possible Weather Makeup Day- No School
 May 27..... Memorial Day- No School

June 14.....Graduation
 June 17.....Early Release
 June 18.....Last Day of School– Early Release
 June 19.....Juneteenth- Holiday

HOQUIAM HIGH SCHOOL
 Regular Day 8:10 AM – 2:45 PM
 Early Release- 1:10 PM | ½ DAY-11:15 AM

HOQUIAM MIDDLE SCHOOL
 Regular Day 8:15 AM – 2:50 PM
 Early Release- 1:15 PM | ½ Day 11:20 AM

CENTRAL ELEMENTARY
 Regular Day 8:25 AM – 3:00 PM
 Early Release- 1:25 PM | ½ 11:30 AM

LINCOLN ELEMENTARY
 Regular Day. 8:25 AM – 3:00 PM
 Early Release 1:25 PM | ½ Day 11:30 AM

EMERSON ELEMENTARY
 Regular Day 8:25 – 2:50 PM
 Early Release- 1:15 PM | ½ Day 11:20 AM

FEBRUARY 19/110 Days

MON	TUE	WED	THUR	FRI
			1	▲2
5	6	7	8	▲9
12	13	14	15	▲16
19	20	21	22	▲23
26	27	28	29	

MARCH 20/130 Days

MON	TUE	WED	THUR	FRI
				▲1
4	5	6	7	▲8
★11	12	13	14	▲15
18	19	20	21	■22
25	26	27	28	29

APRIL 17/147 Days

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	▲12
15	16	17	18	▲19
22	23	24	25	▲26
29	30			

MAY 21/168 Days

MON	TUE	WED	THUR	FRI
		1	2	▲3
6	7	8	9	▲10
13	14	15	16	▲17
20	21	22	23	★24
27	28	29	30	▲31

JUNE 12/180 Days

MON	TUE	WED	THUR	FRI
3	4	5	6	▲7
10	11	12	13	14
◆17	☺18	19	20	21
24	25	26	27	28

LEGEND

- ☺ First/Last day of School
- Holiday/School Break- No School
- ◆ Holiday/School Break Early Release
- Parent/Teacher Conferences- Half Day Early Release
- Professional Development / Staff Training Day
- ☼ Collaboration-Half Day Early Release
- ▲ Collaboration early release Fridays
- ★ Possible Weather Makeup Day- No School
- K-8 Only- Half Day Early Release
- ☼ 9-12 Only- Half Day Early Release

23-24

10/16-20/23	Homecoming Spirit Week
10/20	Homecoming Football Game
10/21	Homecoming Dance
11/3-11/13	Football
6/10	Baccalaureate
6/12	Class Day
6/14	Graduation Class Of 2024
6/17	Early Release 1 PM
6/18	Last Day of School (Early Dismissal 10:55 AM)

Grade Check Dates

10/17	Six week progress
12/1	12 Week Progress
1/30	End of semester 1
3/15	Six week progress
5/3	12 week progress
6/18	End of semester 2

HOQUIAM HIGH SCHOOL STAFF

ADMINISTRATORS

Brock Maxfield	HHS Principal/CTE	bmaxfield@hoquiam.net
Bonnie Jump	Assistant Prin, Homelink Principal	bjump@hoquiam.net
Shane Krohn	Athletic Director	skrohn@hoquiam.net

OFFICE PERSONNEL

Geri Ford	Office Coordinator	gford@hoquiam.net
Karen Covall	ASB Secretary	kcovall@hoquiam.net
Tammy Pesja	Registrar/ Guidance Secretary	tpesja@hoquiam.net
Tammy Lund	Graduation Specialist and Court Liaison	tlund@hoquiam.net

COUNSELORS

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Jennifer Winkelman	Student last name A-K	jwinkelman@hoquiam.net

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ENGLISH DEPARTMENT

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Charlotte Helland Librarian
Brenda McCoy Music Dept, Color Guard
Tammy Lund Academic Support
Grace Marrujo Academic Support
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ITINERANT PERSONNEL

Susan Priem District/School Psychologist
Amy Butcher McKinney Vento
Bryan Foreman Digital Age Coordinator
Rhianna Culican District Nurse
Sandy Warnick-Ruiz Indian Ed Coordinator
Nick Tucker True North
Simon Lamperein ELL
Kayla Nielson Attendance
Jennifer Wilson School Psychologist Secretary

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HOQUIAM HIGH SCHOOL STUDENT LEADERSHIP

ASB Advisor: Katie Barr

ASB Officers

President: Hannia Alejandre
Vice President: Kristina Goulet
Secretary: Jane Roloff
Treasurer: Paige Shope

Junior Class Officers

President: Oliver Bryson
Vice President: Lexi Black
Secretary: Katlyn Brodhead
Treasurer: Hayden Brook-Andrew

Freshman Class Officers

President: Lincoln Niemi
Vice President: Hallie Burgess
Secretary: Itzia Armas-Rivera
Treasurer: Piper Stankavich

Senior Class Officers

President: Faith Prosch
Vice President: Kayte Sauer
Secretary: Maci Winkelman
Treasurer: Zander Jump

Sophomore Class Officers

President: Joey Bozich
Vice President: Merely Juarez-Perez
Secretary: Kacee Kruger
Treasurer: Hannah Schlessner

HHS STUDENT ATHLETICS/CLUBS:

FBLA:	Mrs. King
Honor Society:	Mrs. Pumphrey
Grizzly Prev Squad and True N Staff:	Nick Tucker
FCCLA:	Mrs. Pumphrey
Hope Squad	Mr. Jump
ASL Club:	Mrs. Barr
Esports	TBD
GSA	Mr. Chavez
Football	Jeremy McMillian
Cross Country	Dave Beeler
Boys Golf	Terry Helland
Girls Soccer	Corrie Schmidt
Volleyball	Heather Bozich
Boys Basketball	Jeff Niemi
Girls Basketball	Chad Allen
Wrestling	Terry Helland
Baseball	Steve Jump
Fastpitch	Kieth Reynvaan
Track	Chad Allen
Boys Soccer	TBD
Girls Golf	Patty Sundstrom
Cheer and Drama	Tamara Helland
Knowledge Bowl:	Staff

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HHS BELL SCHEDULE

	Navigation Schedule	Regular
First Period	8:10-9:00	8:10-9:10
NAVIGATION	9:05-9:35	9:15-10:10
Second Period	9:40-10:30	none
Third Period	10:35-11:25	10:15-11:10
Lunch	11:30-12:00	11:15-11:45
Fourth Period	12:05-12:55	11:50-12:45
Fifth Period	1:00-1:50	12:50-1:45
Sixth Period	1:55-2:45	1:50-2:45

	Friday Early Release	½ day release
First Period	8:10-9:00	8:10-8:40
Second Period	9:05-9:50	8:45-9:10
Third Period	9:55-10:40	9:15-9:40
Fourth Period	10:45-11:30	9:45-10:10
Lunch	11:35-12:05	none served
Fifth Period	12:10-12:55	10:15-10:40
Sixth Period	1:00-1:45	10:45-11:15

HHS BUILDING HOURS

The High School building will be open **at 6:30 a.m.** Students should arrive no earlier than **6:30 a.m.** If students arrive earlier than **6:30 a.m.**, the students shall be under the direct supervision of a teacher/sponsor in the classroom or in the Student Center. Students will not loiter in parking areas during lunch, before or after school. Normally classrooms and buildings will be locked by 3:00 p.m. to enable the custodians to clean and secure the buildings.

After Hours Use - Arrangements should be made with the Office Coordinator for all activities which will be inside the buildings after hours. Arrangements should be made at least 24 hours in advance. The teacher sponsoring the activity or organization will complete a facilities use request for use.

HHS FEE SCHEDULE

State Audit procedures require that transactions for ASB and District be maintained separately. This will require students and parents to write separate checks for ASB Fees and District Fees.

ASB FEES

ASB Card	\$25.00
Athletic Fee	\$25.00 (per sport)

Extra P.E. Uniform

Shirt	1st one free-Extra is \$7.00 ea.
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DISTRICT FEES

Band (uniform)	\$17.00
Band Instrument	\$35.00/\$50.00
Choir	\$15.00

ACTIVITIES & ATHLETICS

Student activities at Hoquiam High School provide opportunities for students to engage in special interests in addition to the more formal class activities. Student activities aid in the development of academics, but they should be selective. Regular classroom work must come first. Students should be involved in as many activities as possible without hurting their grades. This is a good way to explore your interest in certain subjects and to become better acquainted with other students and instructors.

Some of the clubs, organizations, or activities that may be of interest to you are Athletics, Art, Band, Choir, Color Guard, Cheerleading, Drama, Future Business Leaders of America (FBLA), Family, Career and Community Leaders of America (FCCLA), Grizzly Prevention Squad, Knowledge Bowl, Student Body Leadership, National Honor Society, and Yearbook.

Absence due to School Activities

Students who are absent from school due to their approved involvement in scheduled school activities (examples: vocal contests, track meets, band concerts, athletic games, ASB activities, etc.) that are scheduled during the school day shall not be counted as being absent from class(es) nor will it be recorded as an absence in the teachers' grade books. However, students are responsible for all assignments or tests that occurred in class while they were gone upon their return to class the following school day.

*Students shall obtain the assignments from their teachers prior to their leaving school to participate in the activity.

Absenteeism/Effect on Participation in Extracurricular Events

A student participating in an extra-curricular activity (sports, instrumental, vocal music, drama productions, clubs, class trips, etc.) must be in school all day in order to participate on that day. Exceptions due to valid extenuating circumstances shall be granted only through the building administrator or designee. Students are to be in attendance at school the day following the activities.

Activity Accounting

All money handled by the various organizations and classes shall be deposited daily with the ASB Bookkeeper of Hoquiam High School. All money shall be deposited in the bank by 3:00pm daily by the ASB Bookkeeper.

All expenditures from organizations or other accounts shall be authorized by the appropriate club/organization officers and advisor and approved by the principal. Established policies for the payment of all bills shall apply to all ASB and non-ASB invoices.

Announcements in the Daily Bulletin

The High School Office will provide staff an electronic copy of the daily bulletin. The bulletin will be divided into 4 sections: weekly activities, cafeteria menu, student announcements, and teacher announcements.

Items to be printed in the bulletin need to be turned into the High School Office no later than 1:00 p.m. They need to have the approval of the appropriate sponsor and must be written legibly. All items submitted for publication in the bulletin must be approved by the principal or designee.

Associated Student Body Card

Members of Hoquiam High School have the privilege of purchasing a student body card. It admits the student to all home athletic events and other student activities. Students must show this card for admission to all activities; otherwise they will pay full price. Student body card purchasers become members of the Associated Student Body (ASB). Any student participating in interscholastic activities is required to have a student body card.

Calendar of Activities

A calendar of activities is kept in the High School Office. To eliminate conflicts, sponsors and student officers are urged to schedule events as early in the year as possible. All dates need to be approved by the principal or AP before they are placed on the calendar.

Citizenship (Eligible to Participate)

Creditable school citizenship is required for participation in Hoquiam High School activities. Acceptable school citizenship includes regular and punctual attendance, and a quality of conduct, which promotes the best interest of the school. This includes following the rules and regulations of HHS.

Referrals of a student to the office of the principal for misbehavior may be considered sufficient reason to declare a student ineligible. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

The same standard of acceptable school citizenship shall be applicable to all school activities including athletics, ASB office, band, chorus, clubs, organizations, and any other activity.

Concussion Information

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion, and most sport concussions occur without loss of consciousness. Signs and symptoms of concussions may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. (The complete Concussion information Sheet is available in the HHS Office and on the HHS Web page.

Insurance

The school does not pay for student accident insurance to cover students. However, the school offers parents the opportunity to participate in a group student insurance plan. Information is available at the HHS Office. All students participating in interscholastic athletics shall obtain some type of accident insurance.

Permits to Participate

All students must complete and turn in to the advisor a "Parent's Permission Statement" form before they can participate in any off-campus school activity. This policy does not apply to students participating in the regularly scheduled athletic contests.

Purchases

Nothing may be purchased in the name of Hoquiam High School without a purchase order submitted or the use of the ASB credit card pre-approved by the appropriate sponsor and the principal prior to the order being placed or an item bought. You will not be reimbursed for anything bought without going through the proper procedures.

School News- Submissions

News concerning the high school, (any department, activity, club, or organization) must be approved by the appropriate sponsor and turned into the high school office before release for publication.

Secret Organizations

The high school does not recognize secret organizations. Sororities, fraternities, gangs or secret societies of the community are not school organizations. Conduct by students while in school such as hazing or intimidation, special attire (including pins and insignia or other identifying symbols), improper activity on campus, or any other influence of a sorority, fraternity, gang or secret society that interferes with the normal conduct of the educational program are not permitted.

School Spirit

School spirit means many things. Some of the ways students can contribute to good school spirit are through:

1. Showing loyalty to the various functions of the school and representing the school with pride.
2. Supporting the school and doing his/her utmost to keep his/her scholastic and activity standard high.
3. Being courteous to teachers, officials, adults, fellow students, and students from other schools.
4. Showing pride in students' accomplishments.
5. Exhibiting good sportsmanship: Being fair, courteous, and generous, a good loser and a graceful winner.

ATHLETIC & ACTIVITY PROGRAMS

Requirements for Participation

In Order to Participate in Athletics, You Must:

1. Have a physical on file for the current school year.
2. Have medical insurance. If you do not have medical insurance, then you must purchase school insurance. Forms are available in the office.
3. Have a completed clearance/consent form on file for the current sport season.
4. Purchase an ASB card. The cost is \$25.00. This card allows entry to all HHS home-sporting events free of charge.
5. Pay an Athletic fee of \$25.00 per sport.
6. Sign and adhere to the Athletic Code of Conduct. **The Athletic Code of Conduct is in effect 365 days a year.**
7. Be in compliance with minimum grade and attendance requirements for athletics.
8. Have a completed Safety Guideline/Warning Agreement and Concussion Policy on file for each sport season.
9. Register online in Final Forms.

Letter or Award Policies (Athletics and Activities)

HHS has adopted specific criteria pertaining to the issue of lettering and awards in each sport/activity, which is on file in the Athletic Director's office.

Sportsmanship

Hoquiam High School stresses sportsmanship and good conduct in all school events. Students shall:

1. Avoid actions that will offend or embarrass any individual athlete.
2. Regard game officials as fair, accept their decisions as final, and treat them as guests.
3. Respect the property of any school and individuals.
4. Refrain from actions, which display poor sportsmanship such as: throwing items, "booing", shouting at opposing players, etc.
5. Treat the opponents, coaches, players, and fans as honored guests.
6. Show appreciation of good play by both teams.

Attendance/Absences

Attendance is essential in order for students to have the maximum opportunity for success. When students are in class, they gain knowledge from instruction and build upon their own knowledge. Students that are enrolled in a public school between the ages of 8 and 17 must attend full time in accordance with Washington State truancy laws (Please see RCW 28A.225.010 for more information and School Board Policy 3121). It is the parent/guardians responsibility to ensure their student is in attendance when school is in session. Attend Today, Achieve Tomorrow!

BECCA Law

- A. One (1) unexcused absence. The school must inform the parent/guardian when there is one unexcused absence. This is often done by a “robo call” phone call home.
Please be sure your telephone number is current with the school district.
- B. Two (2) unexcused absences. After two unexcused absences within a month, the school is required to request a conference with the parent/legal guardian and student to discuss the causes of the unexcused absences and solutions to prevent further absences.
- C. Five (5) unexcused absences in one month. A referral to the Community Engagement Board to enter into a written agreement with the family, where the parent/guardian, student and school agree on steps to resolve the attendance problem.
- D. Seven (7) unexcused absences within a month or fifteen (15) unexcused absences in a school year. The school district is compelled to file a petition of truancy with the juvenile court and make a referral to the Community Engagement Board.

Attendance Expectations

1. Students are to attend all classes and arrive on time.
 - a. An absence of a class period is defined as ANY time you miss a class or are more than 10 minutes late.
 - b. An absence of the entire day of school is defined as missing the majority of hours or periods in an average school day.
2. Parents are to provide a valid excuse for each student's absence.
 - a. Contacting the High School Office, 360-538-8210.
 - b. Sending a signed note to school with the date of absence and reason for absence.
 - c. Providing a note from a doctor, dentist, physical therapist, etc.
 - i. An absence should be excused within 48 hours.
3. If a student is more than 10 minutes late to their class throughout the day a signed note must be provided from another teacher or staff member.
 - a. If a student shows up to class after the 10 minute tardy period without a signed note the student will be marked unexcused absence.
4. Students in athletics or school activities will be excused from school for planned events pertaining to sports and activities.
 - a. Students must be in attendance at school for the entire school day to be eligible to participate that day.
 - b. Medical or dental appointments need a note from the doctor's office the same day.

Modified Campus Policy

Hoquiam High School operates on a modified closed campus policy. Students who need to leave the school during the day MUST check out through the High School office PRIOR to leaving campus. Along with signing out through the office a parent/guardian must call or provide a note before the student may leave campus.

Students (18+) eighteen years or older are NOT allowed to check themselves out of school UNLESS they are emancipated and have provided the required documentation/proof to the high school authorities.

Excused Absences

If a student is going to be absent, please call the school at 360-538-8210 before 9:00am the day of absence. An absence should be excused within 48 hours.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the teacher. Failure to complete missed assignments will result in loss of credit for those assignments.

The following are valid excuses for student absences or tardies:

- Participation in a school-approved activity
- Medical appointments (including but not limited to medical, counseling, dental, or optometry)
- Illness, health condition, family emergency, or religious purpose
- Mandated court appearances
- Absence directly related to the students homeless status
- Short term suspension
- Mental Health
- Pre-arranged absence agreed upon by principal and parent/guardian.
 - The form for pre-arranged absences are located in the office. This form needs to be filled out and returned to the office two weeks prior to the absence.

If a student is to be released for health care related to family planning or abortion; the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol, or mental health treatment confidential. Students fourteen and older have the same confidentiality right regarding HIV and sexually transmitted infections.

Unexcused Absences

All absences other than those listed above are considered unexcused. In order to instill the values of attendance, responsibility and accountability, students are required to be at school. Absences that do not meet state, school, or Board Policy are unexcused.

An unexcused absence is when the student misses all or part of a class period without teacher or office permission, or fails to report to where they have been directed.

The following are not valid excuses for student absences or tardies:

- Baby-sitting
- Car trouble
- Over-sleeping
- Salon appointments
- Missing the bus

Tardiness

The schedule allows 5 minutes to change classes. Students, especially those who change buildings between classes, may have little time to waste. Proper planning and utilization of time will eliminate tardy problems. Students need to be seated in class before the bell rings or you will be marked tardy. If a student is more than 10 minutes late to class, with no note from a staff member, the student will be marked as unexcused absence.

COURSES and GRADING

Course Description Handbook

A course description handbook detailing courses offered at Hoquiam High School is available in the Counselor's office and on the HHS website www.hoquiam.schoolwires.net.

Course Selection (Scheduling)

During the spring of each school year students will select courses for the next school year. The selections of classes are a very important part of the student's education. Students need to keep in mind what they are preparing to do after graduation from high school when enrolling in classes. In addition, students should keep in mind that they must take certain classes as a freshman and sophomore in order to prepare for state mandated proficiency exams and to qualify for enrollment in many upper division classes. Thus, careful consideration by each student and his/her parents should be given so that preparation for future vocations and postsecondary education will be appropriate.

Credit Retrieval

This program is designed to provide assistance to those students who are experiencing academic difficulty which endangers their chances of graduation. Placement is voluntary, and the student must meet specific eligibility criteria.

College and Career Readiness

CTE offers a unique opportunity to engage students in an enormous variety of subjects, incorporating academic, creative and technical skills, with the specific goal, nowhere else represented in education, of preparing students for all of life that comes after high school.

Tech Prep is an agreement Hoquiam High School has with Community Colleges and Technical Schools where students are able to earn credit in these post-secondary institutions by taking certain high school career and technical education courses. A student has to achieve a B or better to earn credit at the post-secondary institution. Most of these agreements are with Grays Harbor Community College and include Woodshop, Business and Publishing.

Work Based Learning program provides opportunities for employed students to earn high school credit through the cooperation of their job site and the CTE program at HHS.

Dropping Courses

Students must make an appointment with the high school Counselor for a conference concerning dropping a course and the reasons for desiring to do so. Before the student can drop the course, the Counselor and the Principal must approve it after consulting with the teacher. Permission will rarely be granted after the first five (5) days of the semester.

Grade Point Averages

The grade point averages for grades 9-12 shall be calculated in the following manner:

1. Each student's "grade point average" shall be the sum of the point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
2. The numerical value of grades are:
A=4.0 A-=3.7 B+=3.3 B=3.0 B-=2.7 C+=2.3 C=2.0 C-=1.7 D+=1.3 D=1.0 F=0.0

- The minimal passing mark/grade is D=1.0. Pass/Fail, Credit/No Credit and Satisfactory/Unsatisfactory marks may also be used as authorized by the authorizing agent in the High School Office. These non-numbered marks/grades shall be clearly identified and excluded from the calculation of grade point average.

Otherwise, marks/grades for all courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each semester or other term and for the cumulative credits earned for all courses attempted in high school.

Grading Scale

Teachers shall use the grading scale listed below for all of your high school classes to assist in making communication with parents concerning student's grades an easier process.

100-92.5=A	92.49-89.5=A-	89.49-86.55=B+	86.54-82.5=B	82.49-79.5=B-
79.49-76.5=C+	76.49-72.5=C	72.49-69.5=C-	69.49-66.5=D+	66.49-59.5=D
59.49-0=F				

Grade Reports to Parents

Six-week reports of student progress shall be issued to the parents of each student on a regular report form. Students shall be issued a grade on their report card to indicate their proficiency in the subjects at the end of each six-week period.

An Incomplete may be given when a student has not completed the required work within the six-week grading period. An Incomplete must be removed within 10 school days after the semester ends or the work automatically becomes a zero, with the grade calculated accordingly.

Valedictorian and Salutatorian

Hoquiam High School recognizes the top two students of each class as the Valedictorian and the Salutatorian. In the event that there are multiple Valedictorians, no salutatorian will be recognized. Transfer students must be enrolled at the beginning of their senior year or prior to be eligible for this honor. Only students who take and receive grades in Core classes will be eligible.

In calculating the Valedictorian for the graduating class, the student with the highest weighted GPA after seven semesters will be the Valedictorian. Calculation for this honor will take place at the end of February. In the event that a three-year graduate has the same or higher GPA as a four-year graduate, the students will be classified as co-valedictorians.

Honor Graduate Requirements

Hoquiam High School recognizes all seniors graduating with a 3.5 GPA or higher and have taken the necessary requirements as Honor Grads. The selection for this honor will take place at the end of February after the 7th semester. Only students who take and receive grades in Core classes will be eligible. Students who transfer in their senior year will be considered eligible for this honor. Students starting an online class at the beginning of a grading period must complete the class by the end of that grading period to be eligible for this honor. The online class must be designated as a Common Core class or higher in the core subject areas for eligibility. The calculation for Honor Grad, Valedictorian, and Salutatorian will start when students take high school level classes or higher. (Ex. 8th grader taking Algebra will be calculated into the overall GPA.)

Honor Roll

Although achievement in many areas of endeavor is important and should be rewarded, one of the loftiest goals should be the attainment of academic excellence. Hoquiam High School's Honor Roll exists to recognize those who achieve that goal. Honor Roll is defined as a minimum of 3.5 GPA each semester.

Online, Running Start, and Correspondence Course Eligibility

Students starting a required online class at the beginning of a grading period must complete the class by the end of that grading period to be eligible for this honor (enrichment and schedule conflicts are exempt). Online classes must be designated as a Common Core class or higher in the core subject areas for eligibility. Running start students and students that take Correspondence classes will be eligible to be an Honor grad, Salutatorian or a Valedictorian as long as they meet the overall Core Requirements for graduation. Students taking Summer School online classes must complete these classes by the start of the school year to be eligible for Honor Grad, Salutatorian or Valedictorian.

Progress Reports (Bi-weekly)

Progress reports shall be sent home to parents every two weeks upon request of the parent.

Required Community Service Learning

The rationale behind this curriculum comes from the national movement to help students apply what they've learned in the classroom, develop leadership and communication skills, become more caring and responsible citizens, and help meet the community needs. Service learning is active learning during which students have shown much higher retention through hands-on activities.

The Hoquiam High School Social Studies Department has adopted service learning as a part of its curriculum from grades 10-12. The amount of service will vary with the grade level of each class as follows:

World History	(Grade 10/yearlong class)	15 hours
United States History	(Grade 11/yearlong class)	20 hours
Global Issues	(Grade 12/yearlong class)	30 hours

Teacher's Assistants

Students shall perform the expectations, duties and responsibilities in a consistent, "superior" manner. Any student assistant who abuses the privilege of being an assistant by skipping class, or being habitually tardy to class or other misconduct may be dismissed from the program. Excellent attendance shall be maintained and waivers will normally not be approved. Each student assistant may receive one-half credit per semester. To clarify the role of expectations of the Teacher's Assistant program:

- ALL T.A.s must complete the online Business Procedures course.
- The T.A. will be involved in meaningful activities that support the staff member in his/her regular duties.
- T.A.'s will carry hall passes when it is necessary to leave the classroom.
- Daily attendance will be taken.
- Limit of 1 T.A. per teacher per semester. (Main Office, Counseling Office or Science may have 2)
- Students can only T.A. for one teacher per semester.
- No T.A.'s will be assigned during a teacher's preparation period.

GRADUATION REQUIREMENTS

Washington requires public high school students to complete a minimum number of credits to graduate. Many local school districts, however, require students to earn credits beyond the state minimum. Students must fulfill all requirements of their local district to be eligible to graduate.

Subject	Minimum requirements for our school district* Class of 2021+	Minimum requirements for public, four-year colleges and universities	Recommended courses for highly selective colleges and universities
English	4 credits	4 years	4 years
Math	3 credits	3 years	3-4 years
Science (one must be a lab)	3 credits	2 years	3-4 years
Social Studies(including U.S. and Washington state history)	3 credits	3 years	3-4 years
World language(same language)	2 credits	2 years	3-4 years
Arts	2 credits	1 year	2-3 years
Health and fitness	1.5 credits Fitness .5 credit Health	**Up to 2 credits may be waived	
Career Technical (CTE)	1 credit		
Electives	4 credits		
Total	24 credits**		

High School & Beyond Plan

The High School & Beyond Plan has been a graduation requirement since 2009. Specific elements and requirements began in 2017-18, with additions from SHB 2686 for the 2018-2019 school year for all students in middle and high school. The High School & Beyond Plan (HSBP) is developed around three questions: Who am I?, What can I become?, How do I become that? This graduation requirement helps all students get the most out of high school and think about their future. Starting in 7th or 8th grade you will complete a Career Interest Inventory and continue developing and revising this plan through the 12th grade. You will work with your school counselor, advisor and/or teachers to create your own individual plan, called a “personalized pathway”, and will revise your plan annually to adjust for changing interests or postsecondary plans (what you plan to do the year following graduation from high school). Your post high school goals may include four-year colleges or universities, two-year community or technical colleges, apprenticeship programs, industry standard certificate programs, military training, on-the-job training, transition program from an IEP or other options you may choose.

Required elements of your High School & Beyond Plan

1. Identification of your career goals using a career interest inventory.
2. Identification of your educational goals.
3. A four-year course plan with an individualized personalized pathway that fulfills graduation requirements and aligns with your career and educational goals, with information about dual credit programs and the College Bound Scholarship.
4. By the end of 12th grade, a current résumé or activity log.

5. If you have not met standard on your state assessment, this plan must include interventions and academic supports, additional courses, or both that will enable you to meet the high school graduation requirements.

Waiver of Graduation Requirements

The following procedure shall be followed in graduation waiver requests:

- A. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.

An individual student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation provided there is a direct relationship between the failure to meet the requirement and the student's ability. When a 12th grade student transfers from another high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied and the student successfully passes a full schedule of classes during his/her 12th year of school.

- B. Any waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:

1. Request shall be initiated by the parent or the eligible student;
2. The principal shall investigate the request for waiver of graduation requirements;
3. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation;
4. The principal shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request;
5. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date;
6. All state statutory requirements must be satisfied except that Washington State History and government, pursuant to WAC 180-51-075, and physical education, pursuant to RCW 28A.230.050, may be waived. In the latter instance, an individual student may be excused from physical education upon written request of a parent or guardian on account of physical disability, employment or religious belief or because of participation in directed athletics or military science and tactics.

This shall not alter the credit requirements established by the board.

HOQUIAM HIGH SCHOOL

CODE OF CONDUCT & BEHAVIOR EXPECTATIONS

Administrative discretion shall guide the disciplinary process.

Just as education is important to our society, teaching discipline and maintaining order are imperative to education. Teaching and learning are fragile processes, difficult enough under the best of circumstances. The special relationship between teacher and pupil requires a secure environment for both. Achieving excellence depends upon a school environment that is physically safe and sufficiently tranquil so attention can be focused on the task of learning. Learning requires attention. Students cannot be educated in a setting of disorder, disruptive elements, and excessive behavior problems. Students can realize their greatest opportunities for growth with an excellent school management system. Hoquiam High School's discipline philosophy is that all students practice behaviors, which contribute to a positive school climate and do not interfere with teaching and learning. Students are expected to take ownership of their own behavior, follow directions, treat each other with kindness and respect, and learn the value of productive work and good citizenship. Doing so will help students become persons of good character. The goal is to help students acknowledge inappropriate behavior, to self-evaluate, to take ownership of choices and decisions, and to develop a plan for improving behavior.

All students and staff of public primary, elementary, middle and high school, have the inalienable right to attend campuses that are safe, secure, and peaceful. School climate refers to the quality of life and interaction in a school. The school officials and staff as a body and individually have a responsibility to create a school climate so that education and the purpose of the Hoquiam High School policies, rules, regulations, and procedures is to provide a school climate (school climate refers to the quality of life and human interaction in a school) conducive to providing a safe, healthy, and cooperative environment for the purpose of fostering education to teach and learn. Hoquiam High School policies, rules, regulations and procedures are designed to support such a safe, secure and peaceful full school climate.

On the following pages are some of the rules and regulations at Hoquiam High School. In the event that everything is not covered, we shall expect common sense to apply. **Administrative discretion shall guide the disciplinary process.**

Compliance with Rules (District Policy 3240P)

Students shall comply with all rules adopted by the district. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other time when the school is being used by a school group(s),
- Off the school grounds at a school activity, function, or event, or
- Off the school grounds if the actions of the student materially or substantially affects the educational process or staff/student safety.

GUIDELINES FOR STAFF REGARDING STUDENTS

School must exist in an environment of respect. Respect for the process of learning is the cornerstone of any successful school system. We seek a student body and staff who feel free to learn and who enjoy the process of their own academic growth. However, the freedom to learn is built on a foundation of discipline. One cannot learn effectively in an environment of chaos. One cannot reap success from knowledge never acquired.

Appearances of Impropriety

The following activities may create the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable, these activities should be reported to the appropriate administrator as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home (unless as an essential function of the job); and/or;
- Social networking with students for non-educational purposes.

Disciplinary Action

Substantiated violations of this policy may result in disciplinary action up to and including dismissal. The proven violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will result to Child Protective Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

Professional Boundaries

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

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

Inappropriate boundaries are acts, omissions or patterns of behavior by a school employee that do not have an educational purpose and result in abuse of the staff/student professional relationship.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal or other administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal (or other administrator) if they become aware of a situation that may constitute a violation of this policy.

Unacceptable Conduct

Examples of inappropriate boundaries include, but are not limited to, the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment or Sexual Harassment of Students;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol or drugs;
- Sending students on personal errands;
- Disclosing personal, sexual, family, employment concerns, or other private matters to students;
- Maintaining personal contact, other than legitimate school business, with a student outside of school by phone, texting, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters without including the parent/guardian;
- Socializing outside of school-sponsored events, except as participants in organized community or

- other appropriate activities; and/or,
- Giving a student a ride alone in a vehicle in a not-emergency situation.

GUIDELINES FOR STUDENTS

After School Detention (ASD)

Students may be assigned after-school detention (or other options) by an administrator as a disciplinary action. Detention will be supervised by an assigned employee. The time and location is determined by administration. The expectations of students in detention are as follows:

- Arrive on time
- Sign in & Sign out to ensure credit of time served
- Bring school work or a book to read silently
- NO talking to or interrupting other students
- Stay for the duration of time assigned

The only reason(s) that students will be excused from ASD are in accordance with our Excused Absence Policies: Appointments: Doctor, Court, Counseling. All appointments will require documentation to qualify for Detention Deferral. Parent/Guardian must call and speak with the Assistant Principal 24 hours in advance to arrange for another Detention date. Student's failure to report on time to the assigned ASD will result further disciplinary action

Agitating Incidents

Students shall not be involved in situations that cause, contribute to, stir up, or accelerate a disruption/misconduct incident or one that results in harm to another individual.

Articles Prohibited

Students shall not bring to school articles that are either disruptive to the educational process and/or of such value that the items are in danger of being stolen. This includes firecrackers, toys, electronic devices, water guns, water balloons, skateboards, peashooters, pagers, lasers, tasers, etc. Glass containers are also prohibited. Such items will be confiscated. Appropriate disciplinary action may be imposed.

Assembly Conduct

Assembly shall be related to the educational process and applicable to school policies and educational objectives. It shall be conducted in an orderly manner and not interfere with the educational process. The assembly cannot impede the free movement of traffic in any way. When students participate as members of approved student body organizations, they shall participate as authorized by the principal or his designee. All students shall attend these school-sponsored assemblies.

Authority of Staff

Staff and the administrators stand in the place of the parent during such time as students are under their supervision. Staff shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal. We have been entrusted with the welfare of our student body. It is our responsibility, obligation, and duty to provide a "duty of care/supervision" at a high level.

Time of supervision shall be continuous from the beginning of the staff's arrival at school in the morning until their departure from school (not to exclude supervision of students that they are responsible for at extracurricular activities).

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is

expected to correct the student(s) involved. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any high school student who strikes, slaps, kicks, flips off, or curses a teacher may be suspended from school and may be subject to charges filed with the proper authorities. RCW 28A.635.010 "Any person who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor, the penalty for which shall be a fine. Also, parents may be requested to appear for a conference before the student is allowed to reenter school. (WAC 148-120)

Any high school student who, singly or in concert with others, to intimidate by threat of force or violence or to interfere by force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies is in violation of the law and school policies. Violating this section can result in suspension and charges with authorities resulting in a gross misdemeanor. (RCW 28A.635.100 and RCW 28A.635.090)

Staff does not have the authority to send students from the school grounds for the purpose of running errands, driving their vehicles, going to town, or returning to their homes. Students wishing to leave school must proceed to the HHS Office, secure permission from the school authority, and sign the check-out sheet.

Dance Policy

Dances are sponsored by classes and organizations of Hoquiam High School and are for Hoquiam High School students only. Parents and faculty are welcome to all dances.

1. All school rules will be enforced at dances. Any student who engages in fighting, harassment, or other disruptive behavior shall be immediately dealt with accordingly by the administrator on duty. Ticket price will not be refunded if a student is asked to leave the dance.
2. Dress Code for all HHS dance events:
 - a. Ladies
 - Strapless/spaghetti straps are allowed (for formal dances only)
 - Dress/skirts must be as long or longer than fingertip length
 - Slits no higher than fingertip length
 - Backless to waist is permitted – below the waist is not permitted
 - No excessively low cut dresses or tops
 - b. Gentlemen
 - Shirts must cover the front and back and remain on at all times
3. Appropriate physical contact only! Sexually suggestive dancing will not be tolerated. If the behavior looks questionable, it will be stopped. Students will be given one warning and the second infraction the student(s) will be asked to leave the dance.
 - No inappropriate touching
 - No grinding
 - No "making out" (no overt and/or prolonged public displays of affection)
 - No straddling legs
 - No front to back dancing
 - No four on the floor
4. The district seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. Students may be asked to submit to a Breathalyzer.
5. Backpacks and bags will only be admitted with the approval of the administrator on duty. Purses will be allowed. No outside containers, food or drinks included, will be allowed.
6. Students will be allowed to enter the dance up to an hour after the dance starts. No students will be allowed to leave the dance and return without prior approval of the administrator on duty.

7. Administrators, security and chaperones at the dance will have the authority to remove any student or guest from school dances for a violation of school or dance rules. An attempt to notify parents will occur if the student is asked to leave.
8. Students age 21 and over will not be permitted to attend any school sponsored dance.
9. Students in less than 9th grade will not be permitted to attend a school sponsored dance.

Disciplinary Reports

Parents shall be contacted by mail, telephone and/or forms hand carried by students if the student is involved in any disciplinary situations in which disciplinary action is imposed. When students are suspended from school, parents will be notified by letter and/or telephone.

Disruptive Conduct

Conduct which materially and substantially interferes with the educational process is prohibited. Disciplinary measures will be implemented by the faculty and administrators to further respect safety and enhance the educational learning environment.

Dress and Appearance

In keeping with district goals of excellence in all programs and activities, students are requested to help maintain a high level of appearance by dressing accordingly. A dress code exists to insure that the educational environment will not be disrupted. Our manner of dress, among other things, will determine the reputation of our school and community. Studies show that students who dress for success are more successful. In order to maintain this high standard, students will be fully clothed. The dress code at Hoquiam High School requires that student dress be appropriate and not “disrupt the educational process.” Therefore, clothing must not offend or cause a safety hazard/concern to others.

1. No undergarments will be showing.
2. No underwear and sleepwear as outerwear clothing.
3. Undergarments must be worn at all times.
4. No dog collars, spiked bracelets, spiked belts, spiked necklaces or any clothing with spikes are to be worn or carried.
5. Shirts that show excessive bare midriff, excessive cleavage, or tank tops that show exposed skin/undergarments etc. are not allowed.
6. No sheer or see-through clothes.
7. No halter-tops, tube tops or one-shoulder tops.
8. Shoes must be worn at all times.
9. Sunglasses may not be worn in the building unless prescribed by a physician.
10. Chains of any kind deemed inappropriate may not be brought into the school and worn. They will be collected.
11. Bandanas may not be worn on school grounds.
12. No pants with holes more than 4 inches above the knee on the front or back of the pants may be worn on school grounds.
13. All students wearing shorts and skirts must be no shorter than 4 inches from the knee all the way around. Shorts or skirts that are not within 4 inches from a student’s knee are not permitted.
14. Pants must be worn at or near the waist. No showing excessive underwear.
15. Garments and/or hats that have alcohol, drug, sexual or negative ethnic/racial comments or connotations are not allowed to be worn at school or at school related activities (home or away).

Clothing will be neat, clean and not be a distraction to the educational process. Clothing must meet safety standards of the individual classes. We acknowledge that a correlation exists between appropriate grooming, personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. This document informs students and parents that Hoquiam’s dress code is designed to allow for student comfort while maintaining an environment conducive to teaching and learning in the best available educational setting.

In all cases, school administrators will make the final determination regarding specific dress code violations. If you have reason to believe an item may not be school appropriate... it probably is. Students are expected to be cooperative whenever their attire is determined inappropriate. Argumentative, hostile or defiant behavior will be subject to other disciplinary violations and progressive consequences including, but not limited to, suspension. If a garment or wearing style (sagging pants, exposed undergarments or exposed midriff) is deemed inappropriate, the student will be referred to an administrator and the student may be denied entrance to class until the dress code violation is resolved. If a student is found in violation of the dress code policy, an effort will be made to notify a parent/guardian/contact to bring a change of attire. Other times, the student may be given an option to borrow a t-shirt and/or sweatpants, if or when supplies are available, from the office. Students with their own transportation may be authorized by a parent/guardian and an administrator to return home in order to change into school appropriate attire. This will be an excused absence (less than ½ hour), unless this practice becomes excessive. Please check your student's attire on a daily basis to assure that students maximize their learning opportunities and avoid attire that is not compliant with the dress code.

Electronic Equipment & Cell Phones

Revised School Board Policy 3245 (10/2015) states Telecommunication devices will be turned off when students arrive on campus. However, each school addresses the appropriate times for use of telecommunication devices in their student handbook. Students are expected to adhere to all rules established by school administration.

1. 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.
2. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or school vehicles.
3. By bringing a cell phone or other electronic device 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 may be referred to law enforcement.
4. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

Hoquiam High School Electronics and Cell Phone Policy

(Regular school hours are 8:10 am until the student's lunch time, and after lunchtime until 2:45pm.)

At Hoquiam High School, we understand that your cell phones and other personal electronics are important connections to your family and community. They are often ways of grounding yourself and giving yourself important brain breaks. Cell phone usage can also detract from the learning process. **We believe personal technology (ex. phones and headphones/pods) is never appropriate during instructional time unless you have teacher permission.** Students should never take pictures of or record others without permission; this may constitute bullying.

1. All classrooms will use a phone collection system at the beginning of each class. (door shoe holders)
2. Students caught with cell phones will be asked to give them to the teacher.

- A. First offense - phone given back at the end of the period.
- B. Second offense - phone will be sent to the office for the day. (call home)
- C. Third offense - student sent to office. Phone for the day. Parents will pick up phone.
- D. Fourth offense - student sent to office. Phone for the day. Parent picks up. (For a week: Check the phone in the morning and give back at the end of the day.)
- E. Fifth offense + - Student sent to office. (Student gets ISS) Parent comes to get the phone.

3. Refusal to hand over phone. (Insubordination)

- A. Send to the office. (out for the class period and phone call home)

During this time, administration and or counselors will investigate the nature of the refusal.

- B. Send to the office.

4. Theft of another phone.

- A. First Offense - Send to office. ISS - OSS. + Restitution.
- B. Second Offense - OSS + Restitution

Falsifying Documents

Because forging names and otherwise falsifying documents is a serious breach of trust, students who forge notes or falsify documents are subject to penalty as specified by the discipline code.

Fighting

No student shall engage in fighting (or provoke a fight) during the school day, on school property (including buses), or at extracurricular activities. Students promoting a fight may be liable for their actions (present or not present). For this purpose promoting a fight means to help arrange, introduce, or to encourage the development of a fight.

Firearms/ Weapons

Any elementary or secondary school student who is determined to have carried a firearm into, 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, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis. Parents and law enforcement will be notified. As defined in RCW 9.41.250 and RCW 9.41.280 include: "[Any instrument or weapon of the kind usually known as slingshot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirt, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any device commonly known as 'nunchucks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with a wire, rope, or other means; Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge or impulse or any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge or impulse or any device commonly known as 'throwing stars,' which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon

dioxide, or other gas" (RCW 9.41.280).

Food and Drink - Consuming

While the school might be willing to grant certain limited privileges pertaining to eating food and drinking soft drinks during the school days, it cannot deal with the related problems. These problems interfere with the educational environment, with classrooms, distractions from the appearance and sanitary conditions of the building/campus and learning processes. They cause extra work or expense in the maintenance of the buildings. Students (and the club/organization involved in providing edible items) shall demonstrate the responsibility needed to see that the problems of trash, throwing and/or spilling consumable items, consuming items in the classroom/labs/educational setting, and or selling items during the 6 fifty-five minute class periods does not occur. Food and drink will not be permitted in the classrooms, with the exception of water. Students are also prohibited from having glass or breakable containers for safety precautions.

In the event that these problems do occur, the individual(s) shall be subject to discipline (and/or the loss of privilege to sell, buy and/or have and consume.) Edible items shall be temporarily or permanently removed/prohibited by the building administrator.

Food and Drink - Selling of

School organizations and clubs shall obtain the approval of the high school principal before they will be allowed to sell food and drinks to the student body. Approval shall be conditional upon the organization satisfactorily meeting its goal and objectives, conducting business in a reasonable and responsible manner and adhering to all high school policies and regulations and any other responsible policies as set forth by the building administrator.

Hallways

Schools are designed foremost to enhance learning, and the instruction that facilitates it, which takes place in the classroom. It is not possible to keep traffic in the halls from being somewhat distracting to the learning process. Therefore, every effort should be made to keep hall travel to an absolute minimum and all necessary travel as quiet and unobtrusive as possible. Students who have hall passes, regularly assigned duties in the building, who are released from class early, or who arrive in the building during class time for any reason shall make every effort to keep distraction to a minimum by refraining from talking, running, or stopping at the door of any classroom

DISCRIMINATION

Hoquiam School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:

Mike Villarreal, mvillarreal@hoquiam.net

325 W Chenault St 360 538-8200

Title IX Officer and Section 504 Coordinator:

Jason Ihde, Jihde@hoquiam.net

325 W Chenault St, 360 538-8200

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below).

For a copy of your district’s nondiscrimination policy and procedure, contact your school or district office or view it online here: hoquiam.schoolwires.net

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district’s sexual harassment policy and procedure, contact your school or district office, or view it online here: hoquiam.schoolwires.net

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or

designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Harassment, Intimidation, and Bullying/Cyber Bullying -

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or Bullying" means any intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

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, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Harassment, Intimidation, and Bullying Prevention

(District Procedure RCW 28A.300.285)

It is Hoquiam School District's responsibility to.

1. Disseminate information on harassment, intimidation, and bullying, the name and contact information for making a report to a school administrator, and the name and contact information for the district compliance officer in each school and on the district website. The district policy and procedure will be available in each school in a language that families can understand. Annually the superintendent will ensure that a statement summarizing the policy and procedure is provided to student, staff, volunteer, and parents.
2. Educate students annually with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying on appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to the form via the school website.
3. Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas, and the use of the Incident Reporting Form.
4. The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.
5. The district compliance officer will serve as the district's primary contact for harassment, intimidation, and bullying, provide support for building administrators, receive the Incident Reporting Forms, ensure implementation of policies and procedures, assess training needs of staff

- and students, update district policies, and create a student safety plan when appropriate.
6. All staff members are required to intervene when witnessing or receiving reports of harassment, intimidation, or bullying.
 7. Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person is the school who witnesses this behavior may report incidents verbally or in writing to any staff member.

Filing an Incident Report Form

<http://hoquiam.schoolwires.net/cms/lib01/WA01001145/Centricity/Domain/9//HIB/HIB-Form-4-2011.pdf>

1. Students may fill out a report anonymously, confidentially, or non-confidentially. Anonymous or confidential reports may result in no discipline action taken based solely on the report, but school officials will be more aware of situations surrounding the report.
2. All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. Unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.
3. All unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. A student may have a trusted adult with them throughout the report and investigation process.
4. During the investigation, the district will ensure that no further incidents occur. This may include seating changes in class, at lunch or on the bus. It may also identify a staff member who will act as a safe person for the person filing the complaint. It may also include altering the alleged aggressor's schedule and access to the complainant.
5. Within two days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that the complaint was received and direct the families to the district's policy and procedure for harassment, intimidation, and bullying.
6. In rare cases, where after consultation with the student and appropriate staff the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow policy for reporting suspected cases to Child Protective Services.
7. The investigation shall include a minimum:
 - a. An interview with the complainant
 - b. An interview with the alleged aggressor
 - c. A review of any previous complaints involving either the complainant or the alleged aggressor.
 - d. Interviews with other students or staff members who may have knowledge of the alleged incident.
 - e. The principal or designee may determine that other steps must be taken before the investigation is complete.
 - f. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating: The results of the investigation, whether the allegations were found to be factual, whether there was a violation of policy, the process for the complainant to file an appeal if the complainant disagrees with the

results.

9. After the completion of the investigation the school or district designee will institute any corrective measures necessary. (This applies to false accusations as well. They may result in a punishment.)
10. If the incident is unable to be resolved or there is a need for an appeal at the school level, the principal or designee shall request assistance from the district.
11. Persons found to be subjected to harassment, intimidation, or bullying will have district support services available to them for support.
12. No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

School contacts include: Mr. Maxfield or Mrs. Jump: 538-8210

District compliance officer contact: Heather Dyson Phone: 538-8200

Harassment-Sexual

The high school is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Any allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Language

Students must not use vulgar or obscene language, writing, pictures, signs, or acts. Violation may result in disciplinary action.

Leaving Class without Permission

A student is not to leave a classroom, athletic field, shop, or any assigned area without permission. If a student should leave such an area without permission, he/she will be referred to the office for appropriate action.

Loitering

Students are prohibited from loitering in any of the parking areas without authorization from school authorities.

Lunch Period Building Use

Students are not allowed in classroom buildings unless authorized by school personnel.

Matches & Lighters

Using or possessing matches, lighters, or other fire-producing devices is prohibited and will result in disciplinary action.

Motor Vehicles & Parking Lots

Hoquiam High School is attempting to keep its parking policy as simple and democratic as possible. Please remember, however, that parking on campus is a privilege rather than a right.

1. The upper parking lot is reserved for faculty and staff only. Please do NOT park your vehicle in the upper parking lot, spaces reserved for visitors, fire lanes or handicapped designated spaces. Students are not to park in the Shop, Gym or staff parking areas. **Violators will be subject to disciplinary**

sanctions and possible fines.

2. All 501-518 and 801-811 slots are reserved for Hoquiam High School Staff, Hoquiam District Staff, and Visitors. Students shall not park in those slots.
3. Standard rules for auto safety will be enforced. In order to protect the safety of all students reckless or unsafe driving, speeding and other safety hazards will be strictly enforced. Violations will result in revocation of parking privileges, citation by police or both.
4. In order to protect student vehicles and to promote student safety and avoid disruptions to the educational process, students are not allowed to loiter in the parking areas at any time during, before or after the school day.
5. Students may not go to their cars during the school day without the permission of a staff member.
6. Students cannot possess or stow drugs, alcohol, weapons, tobacco products or other contraband in vehicles at any time while on campus. Students are responsible for any contraband found in their vehicles.
7. Students who get rides to school from parents or others are asked to have your ride drop you off and pick you up in the bus turn-around area in front of the school to avoid unnecessary congestion in the upper (staff) parking lot which also serves as our handicapped bus drop-off.
8. Students who are involved in a school activity may not drive to and from the activity without the express written approval of a school administrator. Grizzly athletes and co-curricular participants will ride to and from events in a Hoquiam School district bus or van.
9. Grades 9-11 parking is limited to the lot south of the gym. Seniors will park in the designated slots south of the Science wing.
10. The speed limit on the HHS campus is 10 MPH.
11. The speed limit in the parking lot is 5 MPH. Please drive your vehicle in a careful and responsible manner.

Washington State law requires all vehicles to stop when the bus has red lights flashing on the back and the stop paddle is out. This is to ensure the safety of students who are loading or unloading the bus.

Posting Items

Materials are not to be posted on the walls or bulletin boards unless approval has been given by the building principal. The item(s) shall be posted only in the areas designated by the building administration. The student(s) shall take down the materials on or before the specified date.

Public Display of Affection

One of the responsibilities of the public school is to help teach behavior generally acceptable to society. Public displays of affection are not usually considered appropriate. Consequently, students are to refrain from them. Physical contact that exceeds the holding of hands is considered excessive and will not be accepted.

Listed below are a few brief, not comprehensive, examples of acceptable and unacceptable Public Display of Affection (PDA) student behaviors. This should help you to understand and clarify the PDA guidelines and expectations.

Examples of **acceptable** PDA in this Public School Environment:

- Holding hands.
- Arm around waist above the hips and below the rib cage.
- Arm on shoulder in an appropriate and acceptable manner.

Examples of **unacceptable** PDA in this Public School Environment:

- Kissing.
- Inappropriate physical body contact.
- Crossing of legs with him/her on benches, walls, etc.

- Hand in pockets, etc.
- Sitting on another person's lap.
- Hands on another person's legs.

School Sponsored Activities

Students who are engaged in school-sponsored activities (athletics, cheerleading, etc.) and violate district-adopted rules of conduct may be suspended or excluded from all or any specific activities. The principal may suspend a student from an extracurricular activity for general school misbehavior (i.e., drinking, swearing, etc.), even though unrelated to the activity.

School Property

Since school property belongs to all citizens, it is the responsibility of all of us to see that it receives proper care. Students are held responsible for the care of all books, supplies, apparatus, or equipment furnished by the Board of Education. Students should do their part in keeping the buildings and grounds neat and clean. When property is damaged or lost, whether intentionally or inadvertently, it will be charged to the student responsible.

Lockers - Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times and, as such, are under the supervision of the building administrators. The use of a school locker is a privilege, not a right, and it may be searched without prior notification being provided to the student. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant.

1. Seven (\$7.00) dollars will be utilized to purchase a school issued lock for use on the student locker.
2. Only the school issued lock sold to the student can be used on the locker. The student shall maintain a school issued lock on the locker at all times. Otherwise students cannot be assured that their possessions are secured.
3. Damages to a locker may result in the student being denied the use of a locker and or fined.
4. If absolutely no damage occurs to the locker and the locker is completely clean (no paper, marks, tape residue, etc.) at the end of each use cycle, the student will not be fined.
5. The student to whom the locker was issued must be utilizing the locker in a consistent manner to retain use of the locker.

Textbooks - Textbooks are furnished by the school district. Students are expected to use care at all times in handling them. Students are responsible for the condition of and/or loss of their books at the end of the year. Students will be charged for lost or damaged books.

Cost to replace includes fines and/or shipping and handling fee. The age of the book is determined from the year the book was put into use by the department (not the copyright date).

1st & 2nd year book – Full price 3rd year book – Less 10% 4th year book – Less 20%
 5th-7th year book – Less 30% 8th year book – Less 40%

The following schedule of fines may also be used by the Teacher/Librarian/Administrator:

Slight marking (works, small blots, etc.)	\$1.00
Much marking (words, scribbling, blots, phrases, etc.)	\$4.00
One torn page	\$1.00
Several torn pages	\$4.00
Broken binding or covers torn loose	\$6.00
Cuts on cover	\$5.00
Replacement ELA/Math Student Text	\$20.00

Search and Seizure

School authorities may seize any contraband substance or object the possession of which is illegal or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or to any school-sponsored function. The school may employ the use of K-9 units to ensure the safety of students and staff.

1. Authority to Conduct a Search: The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.
2. General Inspection: School authorities will be making general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable suspicion exists.
3. Locker/Desk/Storage Area Inspections: All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct or violation of a school policy, the administrator or designee may search the container.

Security

Surveillance cameras are located in common areas both inside and outside school for the safety and security of staff and students. However, vigilance by staff and students in reporting unsafe behavior or conditions remains the single best way to insure a safe and secure campus. Report all unsafe behavior or conditions to the HHS Office immediately.

Student Expression

Freedom of student expression is part of the district's instructional program. Free speech may not be used to disrupt the educational process.

1. No material is to be distributed by non-students on school property without express permission of the principal or his designee.
2. Students are entitled to distribute printed or written materials at reasonable times and places (set forth by the school administrator), provided that the author or person responsible for the materials is noted thereupon. No student may publish, or distribute on school property, written materials, which have libelous or obscene content.
3. No unauthorized commercial solicitation will be allowed on school property at any time unless approved by the building principal.
4. All meetings on school property may function only as a part of, and under the sponsorship of, approved Student Body organizations and/or authorization by the principal or his designee.
5. Violators will be referred to the principal or his designee, who may take appropriate disciplinary action up to, and including, recommendation for suspension from school.

DEFINITIONS OF DISCIPLINARY TERMS

Arson: Any student who starts a fire on school premises is subject to a charge of arson. Arson is a felony and legal authorities may be notified.

Explosives: Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets, or pipe bombs.

Fighting: Using violent physical means such as blows with fists, open hand, legs, head, elbows, knees, feet, teeth, or a weapon to try to overpower somebody. This includes boxing. Fighting is also arguing or quarreling with somebody.

Intimidation of a School Employee: WAC 148-120 Any time a student or staff member uses a means of violence to frighten a staff member into persuasion, or dissuasion. This can include blackmail, verbal threats, physical threats or extortion.

Principal Hearing: When a student is repeatedly referred to the administration for disciplinary action other than "exceptional misconduct," the student will be referred for a hearing with the assistant principal. The assistant principal will render a decision to a) place the student on probation and continue the student in school, b) suspend the student long-term, or c) expel the student. Violation of the assistant principal's probation contract will result in additional disciplinary action.

Progressive Discipline/Cumulative Records: Discipline files will be kept for each student throughout their high school career. These files may be used as a reference in providing a background for determining patterns of behavior for which corrective action is necessary. Progressive corrective action or punishment for inappropriate behavior patterns or similar cumulative violations may be assigned based upon the student records.

Sale of Drugs, Alcohol, Controlled or Mind-Altering Substances: The selling and/or distribution of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance or any "look-alike" substances purported to be such, is a major violation. In addition, non-prescription/over the-counter medications such as, but not limited to, diet pills, caffeine pills, painkillers, and cold medicines are prohibited unless under the direction of a school nurse or physician.

Sexual Harassment: Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip. Examples of Sexual Harassment: · Pressuring a person for sexual favors · Unwelcome touching of a sexual nature · Writing graffiti of a sexual nature · Distributing sexually explicit texts, e-mails, or pictures · Making sexual jokes, rumors, or suggestive remarks · Physical violence, including rape and sexual assault.

Weapons: It is unlawful for a person to carry a weapon onto school premises, school provided transportation, or areas of facilities while being used exclusively by public or private schools. Weapons as defined in RCW 9.41.250 and RCW 9.41.280 include: "[Any instrument or weapon of the kind usually known as slingshot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirt, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any

device commonly known as 'nun-chukka sticks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with a wire, rope, or other means; or any device commonly known as 'throwing stars,' which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280).

Zero Tolerance Policy: The Hoquiam School District has determined that certain types of misconduct, by their very nature, provide good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. The following types of misconduct are in this category and will result in emergency expulsion:

DISCIPLINE ACTION

The following discipline action code will be used by administrators in enforcing discipline at Hoquiam High School and as a means of providing consistency in the application of disciplinary measures. **The code is provided as a guide and not as a tool for argument.** The administrator will review the discipline referral, talk with the student, gather evidence if necessary, and determine the proper consequence. In all cases, the decision of the consequence and penalty will rest with the administrator. Parents and students should note that these guidelines are neither exhaustive nor restrictive. **The administrator may take other enhanced disciplinary action not specifically outlined when deemed necessary.**

Administrative Progression of Discipline

The following disciplinary actions are listed in order of relative severity.

1. **Teacher Detention**- Detention may be assigned and monitored by teachers as a consequence of violating classroom rules. The time must be made up during lunch or prior to the start of school or after school. Detention will not be made up during any part of the school day while classes are in session. Detention will not occur until the next school day, unless contact has already been made with a parent by the teacher concerning the incident.
2. **Administrative Detention**- Administrative detention is the least severe of the disciplinary measures. Detention sessions are assigned before school, lunch, after school or during early release times. Students arriving after assigned time are not admitted to detention. Instead, they are reported as absent and subject to additional discipline. Students are required to bring books and are not allowed to communicate with peers. Failure to comply with the rules of administrative detention will result in the student being dismissed from the detention immediately and subsequently referred for additional disciplinary action. Administrative detention time will take priority over all extracurricular activities unless excused by the principal.
3. **In-School Suspension**- Hoquiam High School will utilize a program of in-school suspension consisting of isolation, discipline, and work on classroom assignments and I.S.S. assignments. The successful implementation of an I.S.S. program requires the cooperation of students, parents, and school staff. The building administrator will assign a student to I.S.S. after the disposition of the incident. Students will not be allowed to practice or participate in any extra-curricular activity until the I.S.S. has ended and the student has satisfactorily completed all disciplinary phases and has been released by the administration to return to his/her regular classes.

A student attending in-school suspension shall receive credit for all work successfully completed in I.S.S. and participation points, if so awarded in the classroom. The student, when reporting to the in-school suspension room, shall bring all his/her books, supplies and materials needed for the entire day. He/she will not be permitted to leave the area during the school day unless authorized by

the building administrator. The student will not take breaks by the periods as other students do. The student must be on task at all times. If a student, placed on I.S.S., violates the rules of the I.S.S. program, he/she shall receive additional disciplinary penalties.

4. **Suspension**- Suspension means a denial of attendance (other than for the balance of the immediate class, subject, or activity period for discipline purposes) in any single subject or class, or full schedule of subjects or classes for a stated period of time. A suspension includes the denial of access by the student upon any real and personal property that is owned, leased, rented, or controlled by the school district without the written prior approval of the building principal or designee. Students will not be allowed to practice or participate in any extra-curricular activity until the suspension has ended, and the student has satisfactorily completed all disciplinary phases, and has returned to his/her regular classes. By state law, suspension is considered to be an excused absence, so students may make up work missed due to the suspension.
- **Short-term Suspension**- A suspension for any portion of a calendar day up to but not exceeding ten consecutive days
 - **Long Term Suspension**- a suspension that exceeds a short-term suspension as defined above.
 - **Expulsion**- A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. Expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.
 - **Emergency Expulsion**- An immediate expulsion (see above) for an indefinite period of time due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

Disciplinary Action Code

Arson, Bomb Threat, Burglary

Expulsion/Long term Suspension/Restitution.

Assault

Assault is an intentional act by one person that creates an apprehension in another of an imminent harmful or offensive contact. The act required for an assault must be overt. Although words alone are insufficient, they might create an assault when coupled with some action that indicates the ability to carry out the threat. A mere threat to harm is not an assault; however, a threat combined with a raised fist might be sufficient if it causes a reasonable apprehension of harm in the victim. Intent is an essential element of assault.

- 1st referral - 10 days OSS - Emergency Expulsion - Referral to Authorities.
- 2nd and subsequent referrals - Long term OSS or Expulsion - Referral to Authorities.

Hoquiam High School Electronics and Cell Phone Policy

(Regular school hours are 8:10 am until the student's lunch time, and after lunchtime until 2:45pm.)

At Hoquiam High School, we understand that your cell phones and other personal electronics are important connections to your family and community. They are often ways of grounding yourself and giving yourself important brain breaks. Cell phone usage can also detract from the learning process. **We believe personal technology (ex. phones and headphones/pods) is never appropriate during instructional time unless you have teacher permission.** Students should never take pictures of or record others without permission; this may constitute bullying.

3. All classrooms will use a phone collection system at the beginning of each class. (door shoe holders)

4. Students caught with cell phones will be asked to give them to the teacher.
 - F. First offense - phone given back at the end of the period.
 - G. Second offense - phone will be sent to the office for the day. (call home)
 - H. Third offense - student sent to office. Phone for the day. Parents will pick up phone.
 - I. Fourth offense - student sent to office. Phone for the day. Parent picks up. (For a week: Check the phone in the morning and give back at the end of the day.)
 - J. Fifth offense + - Student sent to office. (Student gets ISS) Parent comes to get the phone.

3. Refusal to hand over phone. (Insubordination)
 - A. Send to the office. (out for the class period and phone call home)

During this time, administration and or counselors will investigate the nature of the refusal.

- B. Send to the office.

4. Theft of another phone.
 - A. First Offense - Send to office. ISS - OSS. + Restitution.
 - B. Second Offense - OSS + Restitution

Cheating/Plagiarism

Intentional deception in the preparation or completion of any school assignment, examination or project or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.

- 1st referral-1.5 hours After School Detention (ASD).
- All subsequent referrals-Students can be removed from the class, earning a Failing Grade.

Note: A grade of "0" on the assignment/test will be given for cheating in all incidents.

Closed Campus

Permission in writing from the office must be obtained in order to leave campus at any time after arriving on school grounds. No student may leave during the day without first being excused through the office, **except for during Open Campus Lunch**. A student who goes home ill during the day must notify the school nurse's office and check out with attendance prior to leaving. Students who fail to check out will be disciplined and may be considered truant. A student driving another student off campus without permission will serve double detention.

- 1st referral – 1.5 hours LD or ASD and loss of Open Campus Privileges for 2 weeks.
- 2nd referral – 3 hours LD or ASD and loss of Open Campus Privileges for 4 weeks.
- 3rd referral – Loss of Open Campus Privileges for the remainder of semester or 4 weeks depending on what is greater, additional discipline may be assigned by administration.

Defiant/Disruptive Behavior

Defined as defying lawful instructions of school personnel or the bold resistance to that authority. Also, contemptuous behavior or attitude that is manifested by breaking of school rules.

- 1st referral – 1.5 hours LD or ASD.
- 2nd referral – 3 hours LD or ASD.
- 3rd referral – 1-2 days OSS.
- 4th and subsequent referrals – Progressive Discipline.

Destruction of Property/Vandalism:

Defacing, injuring or damaging school property in any way is prohibited.

- All referrals – LD,ASD - Suspension and restitution.

Dress Code Violations

When a student is referred to the office for a possible violation of the dress code, administration/counselors will work with the student to ameliorate the situation as quickly as possible to return the student to class as soon as possible. Students are expected to follow the dress code at all times. Insubordinate or defiant behavior regarding the dress code may result in additional disciplinary action.

- 1st offense – Counselors or administrators will hold a meeting with the student. Parent notified of violation, student has 30mins excused leave campus to correct the violation or choose appropriate attire.
- 2nd offense – LD or ASD 1.5 hrs & Parents will be notified and student must change clothes.
- 3rd offense – LD or ASD 3 hrs & Parents will be notified and student may be sent home to change.

Drugs, Alcohol and Mind-Altering Substances:

We care about the safety of our students. Drugs, alcohol and tobacco will not be tolerated on campus.

Selling and/or Distribution

- All referrals - Emergency expulsion. Contact parents and law enforcement/Expulsion.

Use/Possession

- 1st referral - OSS. Suspension may be modified to a minimum of 5 days if a student participates in an assessment by an agency approved by the Hoquiam Public Schools. Contact parents and law enforcement. If a student does not complete recommendation(s) of the assessment, the remainder of the suspension will be completed.
- 2ND referral – Long-Term OSS - Expulsion from school district.

False Alarms/Fire Apparatus

- 1st referral – OSS. Call Law Enforcement.
- 2nd referral – Long-Term Suspension - Expulsion.

Fighting

Fighting is defined as throwing a punch and/or an exchange of blows (hitting, slapping, pushing, or shoving) or the act of quarreling involving bodily contact. Fighting could result in being arrested. Students who instigate fights, but are not actively involved (that is, students who carry letters or documents, put others up to fighting, carry information back and forth between individuals who subsequently fight) will also face disciplinary action. Fighting or "putting up" a fight will not be tolerated. Fighting rules may also be enforced off campus, as well as, at school activities.

Promoting a Fight (Carrying messages, etc. "he/she said" watching a fight, traveling with a fighter, previous knowledge of a fight without informing a school official.)

- 1st referral – 3 hours LD or ASD.
- 2nd referral - 2-5 days OSS.
- 3rd referral - 5-10 days OSS.

Fighting/Instigating a Fight

- 1st referral -3-10 days OSS.
- 2nd referral – 11-90 days Long Term Suspension.
- 3rd referral – Long term Suspension - Expulsion

Recording A Fight

- 1st referral – 1 days OSS
- 2nd referral – 3 days OSS
- 3rd referral – 10 days OSS

Gambling

The act of gambling, unless specifically approved by school authorities, is prohibited on school property. Students gambling with playing cards or dice will be subject to discipline, including Administrative Detention, ISS, or OSS.

Gang Activity

In accordance with district policy, students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which lead school officials to reasonably believe that such behaviors are gang related and would disrupt and interfere with the school environment, activity or educational objectives; or present a physical safety hazard to self, students, staff, and others; or create an atmosphere in which a student, staff, or other person's wellbeing is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence; or imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person. Due to changes in activities all situations will be administrative discretion.

- 1.5 hours ASD to Expulsion

Harassment/Intimidation/Bullying/Hazing/Cyber Bullying:

No one should be subjected to harassment at School for any reason. All students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Students shall not participate, conspire, to participate, or conspire for others to participate in harassing acts that injure, degrade or disgrace, or could injure, degrade or disgrace other individuals. Acts of harassment, hostility, bullying, hazing, intimidation or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal authorities may be contacted.

- No Contact Agreement may be used in this situation.
- Documented Conference
- ASD - 2 to 10 days OSS - Long term suspension.

Inappropriate Display of Affection

Overt displays of affection or sexually oriented actions that violate standards of acceptable social conduct are prohibited. See Defiance.

Leaving School without Permission

- 1st referral – 1.5 hours LD or ASD - Driver will lose parking privileges for a week.
- 2nd referral – 3 hours LD or ASD - Driver will lose parking privileges for a semester.
- 3rd and subsequent referrals - 2 days OSS-Driver will lose parking privileges for a school year.

Littering in Class/Hallways/Lunch Room/School Grounds, Etc.

- 1st referral – 1.5 hour LD or ASD.
- 2nd referral – 3 hours LD or ASD.
- 3rd referral – 1 day OSS.
- 4th and subsequent referrals - 2 days OSS.

Lying to School Personnel/Forgery

- 1st referral – 1.5 hours LD or ASD.
- 2nd referral – 3 hours LD or ASD.
- 3rd referral - 2 days OSS

Other Disorderly Acts

Administrative discretion depending on seriousness of offense. (This code is used for offenses not specifically addressed in these guidelines and the penalty will be assigned at the discretion of the administrator).

Parking and Vehicle Violations

- 1st referral - warning.
- 2nd referral - \$20 fine & loss of parking privileges for 1 week.
- 3rd referral - \$30 fine & loss of parking privileges for 1 month.
- 4th referral - loss of parking for the remainder of the school year.

Personal Protection Spray Devices (PPSD)

Washington State Law requires that students ages 14-17 have parent permission to carry a PPSD (i.e. mace or pepper spray) on school property. PPSD's may only be used in self-defense as defined by law. Possession, transmission, or use of a PPSD under any other circumstance will be treated as a violation of the District's rule prohibiting weapons.

Profanity, Writing Obscene Note/Letter

- 1st referral – .5 - 1.5 hours LD or ASD.
- 2nd referral – 1.5 - 3 hours LD or ASD.
- 3rd referral – 3 - 6 hours LD or ASD.
- 4th and subsequent referral - 2 days OSS.

Tardy

Arriving to class after the bell without an excuse note from a staff member

- 1st & 2nd Offense - To be determined by Teacher
- 3+ Offenses in a one-week period - 1.5 - 3 hours LD or ASD.
- Repeated/Persistent Tardy Behavior - Parent conference and other disciplinary measures as necessary.

Theft/Possession of Stolen Property

- 1st referral - 3 days OSS. Restitution.
- 2nd referral - 7 days OSS. Restitution.
- 3rd and subsequent referrals - Long-term OSS/Expulsion

Theft in excess of \$100.00 may result in additional disciplinary action and/or report to the police.

Tobacco Use/Possession/Vaping/Vape Products

We truly care about our students at Hoquiam High School. Understanding that tobacco is very addictive, we will do everything possible to stop our students from creating habits that may cause illness to the body. The use of Tobacco of any kind is prohibited on School District property at all times, including school sponsored events and extends to vehicles on campus. Washington State Law RCW 28A.210.310 clearly defines tobacco policies around schools.

Understanding that vape contraptions can be manipulated to hold other products, we take the use and possession of these items very serious. It is a violation of school policy for any student at Hoquiam High School to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes or devices for vaping, at any time on school property or at off-campus, school-sponsored events. Devices or products not clearly marked/labeled as tobacco related will be treated as Drugs and /or Drug Paraphernalia. **Confiscation of product and paraphernalia will be adhered to, along with notification to parents and adherence to tobacco education programs.**

- 1st referral – 1.5 hours LD or ASD and loss of off campus privileges (length to be determined). Tobacco education program.
- 2nd referral - 3 hours LD or ASD and loss of off campus privileges (length to be determined). Tobacco education program
- 3rd referral - 6 hours LD or ASD and loss of off campus privileges (length to be determined).
- 4th and subsequent referral - 5 days OSS

- All detentions or suspensions may be modified if a student enrolls in a smoking cessation class. If the student does not complete the smoking cessation class, the remainder of the ASD or OSS will be served.

Trespassing after Warning/Suspension:

Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Call Law Enforcement.

Verbal/Non Verbal/Disrespect to Staff

- 1st referral – 1.5 hours LD or ASD – 2 days OSS.
- 2nd referral – up to 5 days OSS.
- 3rd referral – up to 10 days OSS.
- 4th and subsequent referral - Long-term OSS.
- (May result in harassment charges.)

Verbal/Non Verbal/Disrespect to Other Students

- 1st referral – 1.5 hours LD or ASD – 2 days OSS.
- 2nd referral – up to 5 days OSS.
- 3rd referral – up to 10 days OSS.
- 4th and subsequent referral - Long-term OSS.
- (May result in harassment charges.)

Weapons/Possession/Use of Weapons on or Adjacent to Campus

- All referrals - Emergency Expulsion.
- Gun or Gun look-alike - Emergency Expulsion.

SCHOOL OWNED ELECTRONIC DEVICES, COMPUTERS AND MEDIA USE POLICIES

E-mail Usage

Students may not use email during the school day, unless approved by the teacher, and only for authorized educational purposes. Upon implementation of the student e-mail server, students will then and only be allowed to use their designated school email accounts on school computers.

Video Games**

Students are not allowed to play games on school computers, unless authorized by school personnel.

Audio/Video Clips**

The unauthorized downloading, installation, use, storage, or distribution of copyrighted software or materials, including audio/video clips, on district computers is prohibited.

Vandalism

System components including hardware, software, equipment, or materials shall not be destroyed, modified or abused in any way.

Chat Rooms and Instant Messaging

Students are not allowed to be in any chat rooms or use any instant messaging software.

Inappropriate Sites

Use of computers or servers to access, store or distribute non-educational materials, including obscene or pornographic items, is prohibited.

Unauthorized Access

User accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

Misrepresentation

Users shall not seek information on obtaining copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

Hacking

The HHS computer system shall not be used to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified or abused in any way. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of the computer or computing system is prohibited.

Printing

Students are to use the school printers only to print specified copies of authorized educational materials. Students can be charged for excessive amounts of unauthorized copies at the rate of .05 cents per copy.

**Exceptions for valid educational purposes that enhance the approved curriculum may be considered for approval by the instructor for restricted use on an individual basis.

HOQUIAM SCHOOL DISTRICT ELECTRONIC INFORMATION SYSTEM (NETWORKS) ACCEPTABLE USE GUIDELINES

Network

- 1 All use of the system must be in support of education and research and consistent with the mission of the district. The Hoquiam School District reserves the right to prioritize uses and access to the system.
- 2 Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
- 3 The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- 4 No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
- 5 Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- 6 Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system.
- 7 Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- 8 Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Security

- 9 System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- 10 Users shall not seek information on, obtain copies of, or modify files other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- 11 Communications may not be encrypted so as to avoid security review.
- 12 Users may change their own passwords.

Personal Security

- 13 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 or other adult.
- 14 Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
- 15 Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

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

General Use

- 17 Diligent effort must be made to conserve system resources. For example, users should frequently delete unused files.
- 18 No person shall have access to the system without having received appropriate training; a signed Individual User Release Form must be on file with the school. Students under the age of 18 must have the approval of a parent or guardian.
- 19 Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes, the district reserves the right for authorized personnel to review system uses and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. The district's wide-area network provider (WebNet) reserves the right to disconnect the district to prevent further unauthorized activity. VIOLATION OF ANY OF THE CONDITIONS OF USE MAY BE CAUSE FOR DISCIPLINARY ACTION.

SCHOOL SAFETY & SAFETY DRILLS

Hoquiam High School has in place comprehensive safe school plans that include prevention, intervention, hazard/crisis response, and post crisis recovery. This state requirement includes monthly drills for fire, lockdown (minimum three per year), Shelter in place (minimum one per year) and Earthquake (minimum one per year). Hoquiam High School documents these drills and other drills performed annually.

Fire and Crisis Drills

The signal for a fire drill/crisis drill is a loud continual ringing alarm device. When the signal is given,

the students will follow the teachers' directions and go directly to the exit designated by the teacher in charge in the manner prescribed by the teacher. Promptness and orderliness in emptying the building ensures safety for all. Speed is not the only factor. The teacher will designate a student or students to close all windows. The administrator and/or his designee will issue the return signal.

Lockdown Procedure

A lockdown will be implemented if an emergency situation should occur that makes it necessary to immediately implement procedures to restrict all student movement and provide for an increased measure of student safety due to the presence of dangerous individuals on the campus. Students shall follow all directions issued by the school personnel.

If a lockdown occurs between school, during passing time or lunch (if you are outside the cafeteria and on the high school campus) you shall immediately proceed to the closest classroom unless instructed otherwise by school personnel.

SCHOOL BUS POLICY

Rules and Regulations

The purpose of the following rules is to emphasize, clarify, and specify the exact type of behavior or conduct expected of the high school student while riding the Hoquiam buses:

THE SAME STANDARDS OF CONDUCT THAT APPLY IN THE CLASSROOM APPLY ON THE SCHOOL BUS.

1. Once students get on the school bus, they are under the authority of district rules and regulations.
2. The bus driver has the same authority in enforcing the rules and regulations as a classroom teacher. Thus, students shall promptly obey and cooperate with the driver's instructions.
3. The bus driver is authorized to assign seats.
4. Students shall not attempt to get on or off the bus, move about, or stand while the bus is in motion. Stay in your seats.
5. The use of tobacco products, alcohol, and drugs are not permitted.
6. Students shall not throw paper, articles, or objects while on the bus.
7. Students shall not, at any time, extend hands, arms, feet, head, etc., out of the bus window.
8. Be courteous, use no profane language.
9. Keep the bus clean. Food, drinks and gum are not permitted.
10. Students must present the bus driver with a note from their parents if they are getting off the bus at any other place than their regular point.
11. Water balloons, water guns, etc. are prohibited.
12. Matches and lighters are not to be in your possession.
13. Rude, discourteous, and annoying conduct or disrespect is to be avoided.
14. Students shall not be scuffling or fighting.
15. Do not be destructive. All damages to the bus should be immediately reported to the driver.
16. The rear door is an emergency door and should never be opened.
17. Students must be on time in meeting the bus at the designated stop. Cross 10 feet in front of the bus upon a signal from the driver.
18. Avoid unnecessary or unreasonable noise.
19. Students should never stand in the roadway while waiting for the bus.
20. Students not attending school are not eligible to ride the bus.

All bus rules and regulations are designed to provide for students' safety, well-being and school bus transportation safety.

It is each student's responsibility to adhere to the policies, rules and regulations of the Hoquiam School District. It is the bus driver's responsibility to enforce the above rules. Students in violation of the above

rules and regulations may be referred to the principal for appropriate disciplinary action.

Bus Discipline Code

The discipline utilized on the school buses shall be progressive.

Suspension of Bus Riding Privileges

Student misconduct shall constitute sufficient reason for suspending bus riding privileges. Such action may be taken by the student's principal or transportation director, in conjunction with the building principal, after all other options have been exhausted or the infraction is of a dangerous nature. The suspension will begin after the student's parent or guardian has been notified.

General Guidelines

1. Informal discipline and phone call to parent/guardian.(Bus driver)
2. Warning slip and phone call to parent/guardian.(Bus driver)
3. Misconduct Report and letter requesting a conference.
4. Misconduct Report - suspension.

Secondary students -

- 1st referral - 3 School days.
- 2nd referral - 5 School days.
- 3rd referral - 15 School days.
- 4th and subsequent referral - Long term (16 days, plus).

The School Bus Discipline Code and procedures shall be utilized for minor incidents. Major incidents may be referred to the Hoquiam High School Student Discipline Code.

STUDENT RESPONSIBILITIES

It is the responsibility of the students and staff of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the students. Policies are designed for the good of the school and all students; therefore please do not ask that exceptions be made.

Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems.

Students are expected to display respect to teachers, staff, and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school or your community.

Washington State Law WAC 392-400-210 Student responsibilities and duties reads "In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of a common school district which are adopted pursuant to and in compliance with WAC 180-40-225 and RCW 28A.600.010 and submit to reasonable corrective action or punishment imposed by a school district and its agents for violation(s) of such rules."

"Discipline" in the context of this plan refers to both prevention and remediation. It can refer to training that is expected to produce a specified pattern of behavior or punishment that is intended to correct or train a student to comply with socially accepted behavior patterns. Either way, it is the business of enforcing simple classroom and school rules that facilitate learning and minimize disruption. This plan outlines the disciplinary practices that will be used at Hoquiam High School to ensure a learning

environment that affords all students the opportunity to obtain world-class skills in a safe and drug-free way. (WAC 180-40-210)

Relevant State Law

1. Requires that the rules of a district governing pupil conduct and discipline be interpreted to ensure an optimum-learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with the climate is kept at an absolute minimum as determined by the classroom teacher.
2. Requires students to comply with rules established for the governing of schools.
3. Requires a student to pursue his or her course of study and make reasonable progress.
4. Requires students to submit to the authority of teachers, subject to such disciplinary action, as school officials shall determine.
5. Empowers each teacher to hold students accountable for disorderly or antisocial conduct while under the teacher's supervision.
6. Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
7. Provides that students who damage property at school or while under school jurisdiction may be suspended and punished. The student and/or parent/guardian shall be liable for damages.
8. Allow teachers to temporarily exclude students from classroom instruction or activity area.
9. Prohibits harassment on the basis of race, color, national origin, gender, sexual orientation or disability.

Due Process Procedures

1. Disciplinary authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent/guardian.
3. In cases of the application of short-term suspensions that exceed one school day, the parent/guardian shall be notified of the suspension. If the student and parent/guardian desire, they may request an informal conference concerning the discipline with the building principal/designee. Should grievance beyond the building level be desired, the following procedure will be followed:
 - a. The student or parent/guardian, upon giving two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent or designee.
 - b. Should the grievance not be resolved at that level, the student or parent/guardian, upon giving two school business days' prior notice to the superintendent's office, shall have the right to present a written and/or grievance to the Board of Directors at the board's next regular meeting.
4. In cases where long-term suspension or expulsion is recommended, a written notice shall be delivered to the student and his/her parent/guardian. The notice shall specify the charges made, recommended sanctions to be imposed, and set forth the student's right to a hearing.
5. If the student and parent/guardian desire a formal hearing, they shall reply in writing to the notice within three school business days of receipt. If such a reply is not made within the three-day period, the student and parent/guardian shall be deemed to have waived this right to a hearing.
6. In cases where emergency expulsion is applied, the student and parent/guardian will be notified as soon as possible by telephone or in person. A letter will be hand delivered or sent by certified mail within 24 hours of the expulsion. The letter will explain the reasons for expulsion and explain what steps may be taken. The parent/guardian/student has the right to request a hearing on or before the tenth school day after receipt of the letter.

OTHER STUDENT SERVICES

CAFETERIA/FOOD SERVICE

Students are encouraged to eat lunch in the school cafeteria. Students are issued a student number to eat lunch. Hoquiam High School has a pre-pay lunch policy. Parents are asked to maintain a minimum of

\$5.00 in their student's account. Students are not allowed to charge meals. Money not used by the last day of school is carried forward, or at a parent/guardian's written request, will be refunded.

Cafeteria Rules of Conduct

Students are to use the cafeteria in the following manner:

- Take your correct place and turn in the lunch line.
- Adhere to common rules of courtesy.
- Secure permission from the employee supervising the event, if it is necessary for any student to be served out of regular order.
- Leave the table or area where you ate clean and orderly. Put milk cartons, napkins, and debris in the waste container provided for that purpose. Return cafeteria trays to the kitchen.
- Students should not use online ordering businesses to deliver to the main office, student center or cafeteria. (i.e. uber eats)

*State Audit procedures require that transactions for ASB and District be maintained separately. This will require students and parents to write separate checks for ASB Fees and District Fees.

Free and Reduced-Price Lunch

Students from families whose income is below the level established by the federal government are eligible for free or reduced-price meals. Students need to reapply each school year to be eligible for this program. Students who were on the program last school year qualify for meals until October 2016. At that time the new application is required. Forms are available in the office and need to be returned to Hoquiam High School. Parents will be notified by mail of eligibility status.

**Students with current free and reduced lunch status are eligible for much-reduced fees for college testing on PSAT, SAT and ACT.

Students enrolled in free and reduced lunch programs permit schools, including HHS, to apply for additional Medicaid match funds. Help us help HHS, if you are eligible, by turning in your completed forms!

GUIDANCE SERVICES

Academic Guidance & Counseling Office

The primary function of the Guidance Counseling staff is to help students make the best decisions regarding their individual educational and vocational needs. The counselors will be glad to discuss and help you with personal problems arising from social, home, or classroom situations.

Some ways your Guidance Counselor can help you:

1. Planning a four-year high school course schedule.
2. Describing the content of courses open to you.
3. Keeping you informed on the number of credits you have earned toward graduation.
4. Informing you of your graduation requirements.
5. Mediate conflicts.
6. Emotional support.

Career Center

The primary function of the Career Center is to offer support to students as they explore Career and College options.

Some ways the Career Specialist can help you:

1. Provide information on post-high school options.
2. Assist with high school & beyond plans.
3. Career exploration and preparation.
4. College information.
5. Scholarship and financial aid.
6. Armed service opportunities.

LIBRARY & MEDIA CENTER

The library is available for all high school students. All students are encouraged to use this resource center. Books issued to students for study or home use are checked out at the loan desk. Books are issued for 14 days and may be renewed. Dictionaries, atlases, encyclopedias, and magazines are classified as reference materials. Reference materials, with the exception of magazines, may not be removed from the library. Magazines may be checked out for 24 hours. Current magazines may not be checked out at all. Students are responsible for paying for books they have damaged or lost. Students repeatedly ignoring requests to return an overdue book or pay a fine may be refused library privileges until library regulations have been met. All library materials are important since they must be used again by many students. All students are to check-in and checkout at the librarian's service counter.

NURSES STATION

Illness or Injury

The school employs a nurse for school nurse duties on a limited basis. Consequently, she will be here on a part time basis only. Students who become ill or suffer injury should notify their classroom teacher who will send them to the high school office. At the office, a recommendation will be made that he/she:

1. See the school nurse.
2. See a physician.
3. Go home to rest if a parent can be contacted.
4. Return to class.

Students are to stay in designated locations unless given permission from the HHS Office. Otherwise students are subject to the disciplinary penalties for truancy.

Parents of students who become seriously ill or injured will be notified, and their instructions will be followed in handling the situation. If parents cannot be reached in an emergency situation, every effort will be made to contact those names listed on the student's Emergency Contact Card.

Immunizations

Students enrolling in Hoquiam High School must have proof of full immunization. Students not providing proof of immunization will not be admitted. WAC 180-38-045

Medication at School

If your physician has ordered medication to be taken by your child while he/she is at school, it is the policy of the Hoquiam School District that such medication will be administered only when the failure to receive the medicine may result in the student being unable to attend school. In extenuating circumstances, the school may refuse to dispense medications.

Medication is defined as all drugs, whether prescription or over-the-counter. This directive applies to all medications whether long or short term. With few exceptions, it usually can be arranged for your children to receive medication at home before or after school.

If a student must receive prescribed or over-the-counter medication while at school, the following conditions must be met:

1. The parent/guardian must sign a Medication Permission Form signed by the physician/dentist.
2. The medication must be brought to the school in the original container. The container must be labeled with the student's name, physician's name, drug name, dosage and instructions.
3. Long-term requests shall be valid for not more than the current school year.

Indian Education Services

The Hoquiam School District's Title VII Indian Education Program is for all students who are Native American or Alaska Native, or have a parent/grandparent who is Native American and are enrolled in a federally recognized tribe. This program offers a variety of services such as education advocacy, academic support, tutoring and social service referrals; and cultural activities for K-12 Native American students. For more information, contact the Special Programs Liaison at 360-538-8295.

McKinney Vento Services

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for children and youth in transitional situations. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve students in residential transition, i.e. homeless students.

Transitional Housing Situations are defined as:

1. Student and family or student independently living with friends or family (doubled up) due to loss of housing and/or economic hardship.
2. Residing in a Shelter, transitional housing, motel, car, campground, trailer park, on the streets, substandard or housing not meant for human habitation; other inadequate housing.
3. "Awaiting Foster Care"-students recently (typically in the last 30 days) removed by the Department of Children and Family Services (CPS, DCFS, ICW).
4. Unaccompanied Youth-generally these students are Middle School or High School students who are "couch surfing". Students who "couch surf" are staying with a friend or family member moving from one nightly residence to another and are not in the physical custody of a parent or guardian.

Students who are eligible for McKinney-Vento funds are entitled to receive a variety of services. The primary responsibility of the District Liaison is to eliminate any barriers to the student's right to education and school participation comparable of that of a student who is not homeless. The following are a list of services that the liaison will address and are available to the student:

- Immediate school enrollment despite missing documentation or records.
- Immediate free breakfast & lunch.
- Transportation to district school or school of origin either by school bus or Transit pass.
- The right to attend the school attended prior to being displaced despite "residing" out of the district.
- Schools supplies and tutoring referrals
- School fees waived/paid for with McKinney-Vento funds; ASB card (for those wanting play a sport or need it for another activity: band, choir...etc.), PE attire, library fees or any other fee associated with participating in school-sponsored activities. (Does not include an ASB card to attend games).
- Counseling and Social Services referrals
 - Support with the referral process for services such as special Education/Gifted/Talented
 - Assistance with the purchase of needed documents (birth certificate, social security cards, medical records, etc.)
 - Community referrals/assistance with: addressing medical issues, applying for DSHS benefits, vocational, technical, after-school programs or any other identified need considered to be a barrier to the student's education

- Clothing Bank
- Senior assistance with applying for college, completing FAFSA, financial assistance with entrance exams and application fees.
- Other services may be available on a case-by-case basis.

Please contact the Special Programs Liaison, at 360-538-8295.

STUDENT & PARENT RIGHTS/INFORMATION

Assembly

Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions or require staff on duty beyond the regular hours.

Annual Notification Regarding Parents' Rights of Access to Student Records

Each year parents and students need to be reminded of the student records policy of the Hoquiam School District. Parents and students, or 18-year-old students, who wish to review any or all of the school records pertaining to the student, should contact the respective counselor for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records. If parents or 18-year-old students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the school district superintendent for a hearing after a hearing with the building principal. Record information will not be released to most persons or agencies (unless required by law) without the written consent of parents. Nonetheless, it is the policy of this district to forward school records without parent consent to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Camera Surveillance

Surveillance cameras are placed in common areas both inside and outside the school to ensure the safety and well-being of students and staff. Anyone on school property may be videotaped. Should videotape recordings capture any misconduct, school administrators may use them to determine disciplinary action. If so, parents and students involved are entitled to view the recording.

Closed Campus

Hoquiam High School has a modified closed campus requiring all students to remain on the school grounds from time of arrival until school is dismissed, except during their 37minute lunch period.

- **Visitors** must have an educational purpose for their visit, and must see the principal or principal designee for prior approval. The HHS Office personnel shall issue all visitors a pass.
- Parents are welcome at all times to visit school, teachers, or call the offices to discuss any school concerns. Please check in through the High School Office before entering any high school facility.
- No preschoolers, non-HHS students, recent graduates, etc. shall be allowed to visit the school classrooms due to the distractions and disruptions to the educational environment and process.

Directory Information

Hoquiam High School wants parents to know what types of information HHS will disseminate about their students to outside agencies without receiving prior approval from a parent of the student involved. As a parent, you have the right to refuse to permit the designation of any or all of the categories of personally identifiable information concerning your son or daughter.

"Directory Information" includes the student's name, telephone number, date and place of birth,

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors earned, and the most recent previous educational agency or institution attended by the student. If you have any questions concerning the procedures followed by the high school in safeguarding the privacy rights of parents and students, please feel free to contact us.

Distribution of Materials

Neither an individual nor an organization shall offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal or designee.

Eighteen-Year-Old Students

The State of Washington recognizes that a student who has reached his or her eighteenth birthday is responsible for his or her own actions. This fact does not alleviate responsibility to adhere to all of the rules and policies of the school board in order to maintain enrollment.

Information may be released to parents of an adult student (over 18) when parents provide more than half of the student's support. We will, therefore, use the student's residence as one of the determining factors. If a student over 18 is living with his/her parents, Hoquiam High School will release information to the parents.

Fines/Fees Policy Notice

Due to the large amounts of money in outstanding fines and fees remaining uncollected at Hoquiam High School, final semester grade cards will not be mailed home to any students with outstanding bills. This is an excellent opportunity to bring your account up to date. Please pay any fines/fees at your earliest opportunity.

Handbook Changes

Changes in the student handbook may be made during the school year by school administration. .

Minors Living Away From Parents

In most cases students are responsible to their parents. Emancipation of a minor over sixteen years of age is the result of a judicial proceeding and finding that the minor has the ability to manage his/her financial, personal, social, and educational affairs and that the denial of the petition would be detrimental to the interests of the student. It is rarely granted. Moving out and living without parental support does not establish a minor as emancipated.

Nondiscrimination

Hoquiam High School believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of the administration to accord equal consideration and impartial treatment regardless of sex, race, creed, religion, national origin, ancestry, social economic status, marital status, age, organizational membership, orientation, gender expression or identity, disability or the use of a trained dog guide or service animal. This policy will prevail in all matters concerning the students, the educational programs and services of the district.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The administration shall continue all necessary actions to ensure that discrimination does not occur in the educational program or activities of the school.

Parent-Teacher Conferences

The High School has two scheduled Parent-Teacher Conference sessions. They are scheduled for three

days in November and three days in March.

Parents are encouraged to contact the High School Registrar at 538-8214 to gain information to set up conferences with teachers any time during the school year.

Permanent Records

A permanent record will be kept on all students who attend school. The goal of record keeping is to place in the file of each student, data and information which is as objective as possible. This record will consist of identifying information, attendance records, and documents pertinent to the school situation. All information maintained in student files is reviewed periodically to assure relevancy and appropriateness. All dissemination, inspection, and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

Pesticide Notification

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of ant microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

Residence

Students who move or change addresses are required to notify the Hoquiam High School Office 538-8214 of this change. This is essential to ensure that all records are accurate. Students attending HHS that reside outside the district boundaries are to the Hoquiam School District "Choice Agreement" available through the district office. This includes students that move during the school year.

School Closures

In the event of emergency situations such as severe winter road conditions or PUD failure, and schools are to be closed or delayed in opening, the announcement will be broadcast over local television and radio stations as well as on our phone line 360-538-8300. (TV-KOMO 4, King 5, KIRO 7, FOX 13 Radio -1320 AM).

The announcement will also be made through the Auto-dialer (phone notification system) to the primary home phone number.

Solicitation

Nothing shall be sold by or to the students at school or under the direction of the school except those approved by the building administrator.

Telephones & Messages for Students

Students are allowed to use the classroom/office telephone only for emergencies after receiving permission from their classroom teacher and office staff. Phones are for emergency business purposes but not for social conversations or distinctly personal calls. Students may come to the HHS Office to use their cell phones only with written permission from their current class period teacher.

Only in cases of emergency will students be called from class to accept phone calls. Parents/Guardians may leave non-emergency messages with the main office, which may be delivered, to a student at the convenience of the office staff.

Supplies

Students are responsible to provide all supplies necessary for use in their required and selected courses: notebooks, paper, pens, pencils and any other supplies deemed necessary by the individual classroom teacher. Assistance may be available through student services, see your guidance counselor for more information.

Right to Request Teacher and Paraeducators Qualifications

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the Hoquiam School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;

If you wish to request information concerning your child's teachers and instructional paraprofessional's qualification, please contact Lori Coady at lcoady@hoquiam.net or 360-538-8200.

District/School Report Card

The District/School Report Card contains information about test results as well as other statistics about the school. To find results for Hoquiam School District, visit the link below. Type Hoquiam in the search box. District data will pop up, and then you can pick a school from the drop down menu.

<https://washingtonstaterreportcard.ospi.k12.wa.us/>

Child Find Screening and Evaluation

If a child is between 3-21 years old and you feel that he/she may have a disability, you can request an evaluation from the school district. An evaluation will give you specific information about the strengths and weaknesses and could result in specialized instruction or assistance to help him/her succeed in school. Call the Special Services office at **360-538-8290** for more information.

DISCRIMINATION

Hoquiam School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator/Title IX Officer:
Mike Villarreal, mvillarreal@hoquiam.net
325 W. Chenault Ave., 360 538-8200

Section 504 Coordinator:
Jason Ihde, jihde@hoquiam.net
325 W. Chenault Ave., 360 538-8200

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: www.hoquiam.net

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.hoquiam.net

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

