

# Hood Canal School

Student/Family Handbook 2023-24

This Handbook Belongs to:

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*Home of the Orcas*

*Reaching our highest potential. Together.*

**Mr. Steven Torres, Principal**  
**Dr. Lance Gibbon, Superintendent**

111 N State Route 106 - Skokomish Nation, WA 98584  
Office: (360) 877-5463 | Fax: (360) 877-9123

*For more information regarding district events and policies, please visit our website.*

<http://www.hoodcanal.wednet.edu/>

***Information Subject to Change.*** The information in this student handbook is accurate as of printing but is subject to change without notice. Amendments made throughout the school year will appear on the school district website: [https://www.hoodcanal.wednet.edu/families/2023-24\\_student\\_handbook](https://www.hoodcanal.wednet.edu/families/2023-24_student_handbook).



# Welcome to Hood Canal School District!

Dear Hood Canal School Families,

As we welcome your students back for another exciting academic year at Hood Canal School, I wanted to take a moment to express our appreciation for your trust in us as we continue to foster a nurturing and thriving educational environment for your children. At HCS, we understand that the success of our students extends far beyond the confines of the classroom. Therefore, I want to emphasize the vital aspects we focus on to ensure a well-rounded education:

- 1. Academic Excellence:** Our commitment to academic excellence remains unwavering. We believe that every student has the potential to excel academically. This year, we will examine our curriculum and introduce new teaching methodologies and resources to enhance the educational experience, challenge students to reach their full potential, and achieve their academic goals.
- 2. Social-Emotional Well-Being:** We recognize that the emotional and social well-being of our students is fundamental to their overall development. In addition to our rigorous academic curriculum, we will be incorporating programs and initiatives aimed at promoting social and emotional growth. Our school counselor and support staff are readily available to provide guidance and support to ensure that each student's well-being is a priority.
- 3. Attendance:** Regular attendance is the cornerstone of academic success. Let's work together to ensure your child attends school regularly and on time. We will be implementing strategies to encourage and reward good attendance, as we believe that consistent attendance is pivotal in students' progress.
- 4. Safety and Security:** The safety of your children is our utmost priority. We will continue to maintain a secure and nurturing environment to ensure their safety. Rest assured that we are vigilant and dedicated to creating a safe school environment for every student.
- 5. Building Community and Family Involvement:** Our school thrives when we foster a strong sense of community. We invite and encourage all families to actively participate in our school community. Your involvement greatly enriches the educational experience for your child and the entire school community.

We are excited about this school year, and we look forward to your partnership in making it a successful one. The collaboration between our school and your family is invaluable, and together, we can create a positive and nurturing environment for your child's growth and development. Please feel free to reach out to our staff or me with any questions, concerns, or suggestions you may have. We value your feedback and input as it helps us improve and serve our students better. Thank you for entrusting us with your child's education. Let us join hands to make this academic year a memorable and enriching journey for all our students. Here's to a year of growth, learning, and success.

Sincerely,

Steven Torres  
Principal - Hood Canal School

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## Key Contacts

Here is a list of school personnel that may be able to help you. Please call the main office at 360-877-5463 if we can be of service in any way.

### Office Staff

District Secretary | Theresa Gleason x219  
Office Assistant | Tracy Johnson x200

School Secretary | Mary Cagle x225

### Operations

Transportation | Debbie Wentz x221  
Food Service | Lois Wagner x229

Maintenance/Custodial | Joe Stanley  
School Nurse | Lindsey Allwine x212

### Counseling Services

School Counselor | Monica Carlson x266

### Administrative Staff

Lance Gibbon | Superintendent x202  
Jeanie Beebe | Director of Finance & Operations x204  
Steven Torres | Principal x127  
BJ Howard | Accounting & Payroll Specialist x271  
Susan Vining | Executive Assistant x117

## School Hours

Hood Canal School Office hours are 8:00 a.m. - 4:00 p.m.

<b>8:28 AM</b>	Students will be let into the building
<b>8:30 AM</b>	Classes begin with Breakfast after the Bell
<b>3:00 PM</b>	Students dismissed

### Early Release - Wednesdays

<b>8:28 AM</b>	Students will be let into the building
<b>8:30 AM</b>	Classes begin with Breakfast after the Bell
<b>1:30 PM</b>	Students dismissed

**Tardy:** When dropping off students after 8:40am, parents/caregivers **must** come into the office to check in their student(s).

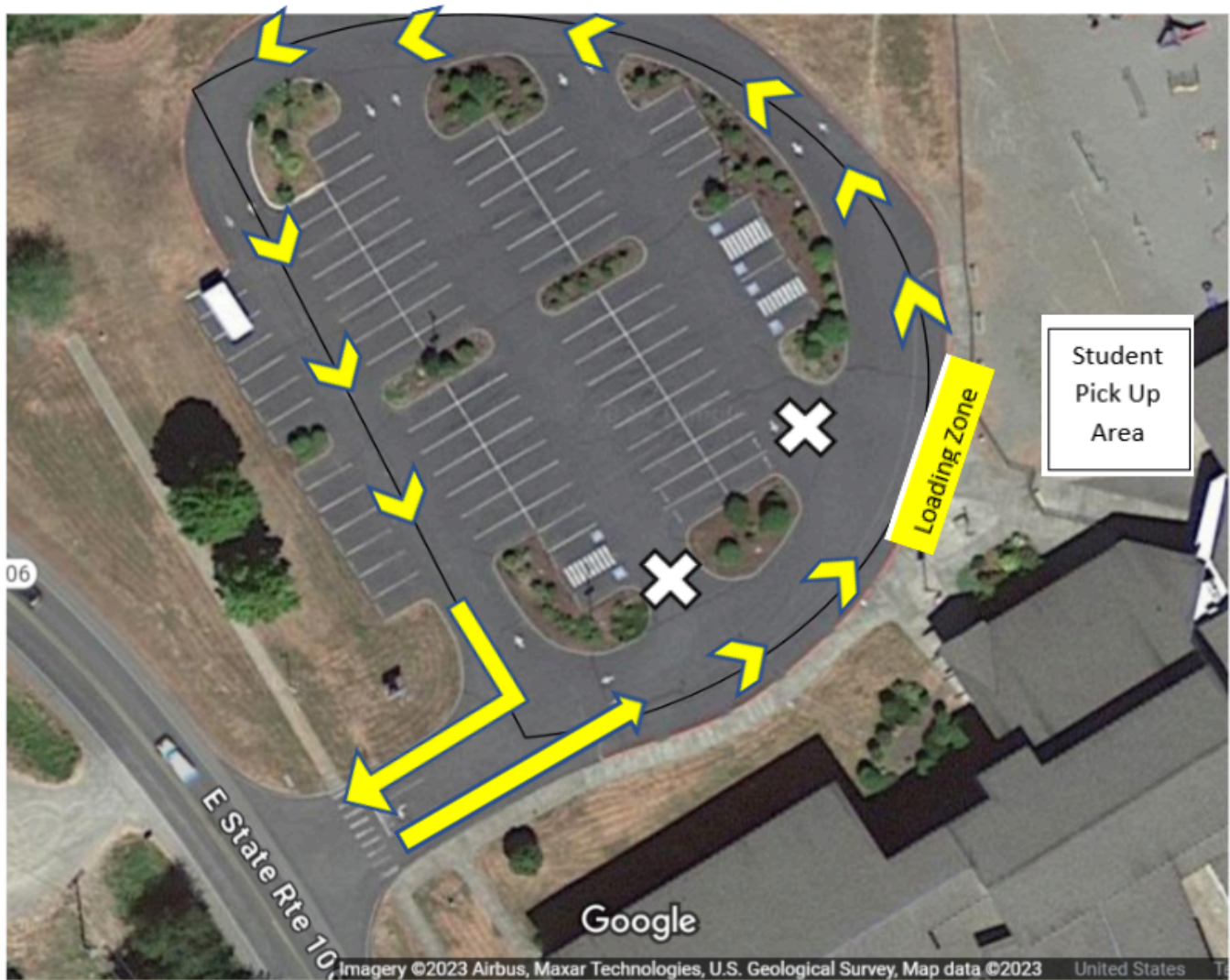
*Please see the Appendix for a copy of the Hood Canal School District 2023-2024 Calendar. This calendar does not reflect any weather-related make-up days.*

## School Board

School board meetings are held at 5:15pm on the second and fourth Thursdays of each month in the school library unless otherwise noted. The School Board welcomes interested community members at its meetings. At the fourth Thursday regular board meeting, audience members may sign up to speak to the Board as a whole. For more information about audience comments or to contact your School Board Directors, please visit the School Board webpage:

[https://www.hoodcanal.wednet.edu/district/school\\_board/](https://www.hoodcanal.wednet.edu/district/school_board/)

## *Student Drop-Off and Pick-Up Procedures*



### **Morning Drop off Procedures:**

1. Follow the traffic cones and drop off students in the loading zone.
2. Follow the traffic circle around and exit the parking lot.
3. If you need to enter the building, please park in a parking space.

### **Afternoon Pick up Procedures:**

1. Follow the traffic cones and patterns.
2. If you are picking up curbside, remain in the car and continue to move forward with the flow of traffic.
3. Your student will be dismissed to your vehicle at the loading zone.
4. If you are walking up to pick up your student, please park in the parking lot, not the car line. Then walk over to the pick up area.

**\*\*Car line is reserved for curbside drop off & pick up only. Please follow the 1 way traffic circle and avoid making U-turns or driving over cones.\*\***

# Attendance

## **WHAT WE KNOW FROM RESEARCH**

### **Attendance affects achievement.**

Students who are chronically absent (missing 10%, or 18 days of the school year) may fall behind their peer group in academic success.

### **Attendance is a habit and the foundation of learning.**

Absences can signal when a student might need support.

### **Attendance=Graduation**

By 6th grade, students who attend regularly are more likely to graduate from high school compared to their chronically absent peers.

### **Attendance is a team effort!**

Raising a healthy human takes a village. School staff are here to create a positive environment where your child can learn and grow. Staff and families can work together to promote bright futures!

### **Guiding Principles from OSPI**

- ❖ Absences can reflect **inequities** that are caused by or perpetuated by our systems.
- ❖ Absences can signal when a student has not accessed or not had the opportunity to access or engage in instruction.
- ❖ Students and families are our **best partners** to understand barriers to attendance and how to increase attendance and engagement.

<b>OUR PROMISE TO YOU</b>	<b>WHAT WE NEED FROM YOU</b>
<ul style="list-style-type: none"> <li>● Track daily attendance and notice when your child is not at school.</li> <li>● Communicate with you to understand why your child is absent.</li> <li>● Work with you to identify barriers and supports available to overcome attendance challenges.</li> <li>● School staff who are here to support:               <ul style="list-style-type: none"> <li>○ Classroom teacher</li> <li>○ School Counselor</li> <li>○ Administrators</li> <li>○ School Nurse</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Sending your child to school everyday, unless they show signs of severe illness:               <ul style="list-style-type: none"> <li>○ Fever, vomiting, diarrhea, severe cough, strep throat, or doctor order to stay home.</li> </ul> </li> <li>● Establish regular evening routines. Schedule appointments and vacations outside of school hours <i>when possible</i>. If not possible, complete a pre-arranged absence form, and/or provide a doctor note.</li> <li>● Communicate absence daily, but no later than 2 days after absence.</li> </ul>

### **How to excuse your child's absence**

Parents/Caregivers must notify the school when a child will be or has been absent. This can be done by sending a written note or calling the school attendance line at (360) 877-5463 x225 or x200, or by texting (360) 490-2651. Absences are expected to be communicated the day they occur or no later than 2 school days. The reason for the absence must be included.

EXCUSED	UNEXCUSED	EXCESSIVE EXCUSED	TARDIES
<p>At times, students may be appropriately absent from class.</p> <p><b>The following are approved excuses for absences:</b></p> <ul style="list-style-type: none"> <li>● Illness</li> <li>● Family Emergency</li> <li>● Religious/Cultural</li> <li>● Mental Health</li> <li>● Court</li> <li>● Related directly to homeless or foster care/dependency status</li> <li>● Student safety concerns such as threats, assaults, or bullying</li> <li>● Related directly to student’s migrant status</li> <li>● An approved activity that is consistent with district policy and is mutually agreed upon between administration and parent/caregiver</li> </ul>	<p>Any absence that is not on the list of approved absences, or not communicated by parent/caregiver within 2 school days is <i>unexcused</i>.</p> <p>School administrators reserve the right to deem an absence unexcused <b>even with</b> parent/caregiver communication when:</p> <ul style="list-style-type: none"> <li>● Excused absences are excessive (see policy)</li> <li>● Absence is due to an event that should have been pre-arranged (vacation, family visits, etc.)</li> <li>● Reasons are within family/student control (sleeping in, missing bus, unclean laundry, etc.)</li> </ul>	<p>After 10 excused absences in a school year, a conference is required.</p> <p>During the conference, school staff will help you by:</p> <ul style="list-style-type: none"> <li>● Setting up an academic plan to ensure success</li> <li>● Setting up an attendance agreement that decides how absences will be determined moving forward.</li> </ul> <p>Any <b>absences beyond 15 days</b> will be unexcused. The administrator may determine the absences to be excused beyond the <b>15</b> days when the parent/caregiver can show justifiable cause (Dr’s note, long-term illness, etc).</p> <p>See State Attendance Law below.</p>	<p>Being on time is important.</p> <p>When dropping off after 8:40am, parents/caregivers <b>must</b> come into the office to check in their student(s). Failure to do so will result in an unexcused tardy.</p> <p>School staff will make contact regarding excessive tardiness (more than <b>15</b> in a school year) to identify barriers and determine a solution.</p>

***Pre-Arranged Absence***

A parent/caregiver may request a pre-arranged absence for their student for a reason that does not meet one of the approved reasons listed above (vacation, travel, bereavement), however, it must be mutually agreed upon and determined that it will not have a serious adverse impact on the student’s educational progress. Pre-arranged absences must be requested at a minimum of 2 weeks in advance, must not exceed 5 school days, and includes a plan to ensure the student does not fall behind. When an absence is pre-arranged, students must make up missing assignments as required by the teacher. In the event that assignments are not completed within the determined timeframe, the administrator may determine to define the absence as unexcused.

***Mental Health Absence***

We value the physical, emotional, and mental health of our students. Absences due to mental health reasons are excused. Reasons include but are not limited to: counseling, mental health wellness appointments, or behavioral health appointments. The numbers of mental health absences are not limited, however, the school district has the statutory authority to determine when excused absences become excessive. If something is affecting your child’s attendance, please contact our school counselor or administration for support.



### **Attendance Conference**

Anytime absences exceed a state mandated guideline (see State Attendance Law below) or district policy, school staff will contact the parent/caregiver to schedule a meeting to discuss barriers to attendance and to explore potential supports. The conferences will be scheduled at a time that is reasonable for all parties, and must include at least one school district employee such as an administrator, nurse, counselor, social worker, teacher, or community human services provider, except in the instance regarding the attendance of a child who has an individualized education program (IEP) or a 504 plan, in which case the reconvening of the team that created the program or plan is required first.

### **Community Engagement Board**

When a student has accumulated greater than 7 unexcused absences in a school year, or greater than what is defined in your students attendance agreement, the parent/caregiver and student will be invited to participate in a Community Engagement Board. The purpose of the Board is to identify barriers to attendance, identify potential solutions and supports, and create an agreement to attend and engage.

### **State Attendance Law – [RCW 28.A.225.010](#)**

The state law for mandatory attendance, called the Becca Bill, requires children from age 8-17 to attend a public school, private school, or a district approved home school program. Children who are under 7 years old are not required to be enrolled in school, *however*, once a child is enrolled after the age of 5, the child must attend full-time.

### **Unexcused Absence**

- After 1 unexcused absence, the school must inform the parent/caregiver in writing or by telephone. RCW 28.A.225.020
- After 3 unexcused absences in a 30-day period, the parent/caregiver and school must have a conference discussing absences and supports needed. RCW 28.A.225.020
- Between 2 and 7 unexcused cumulative absences in a school year- Our school needs to take data-informed steps to eliminate or reduce student absences. RCW 28A.225.020
- Not later than the 7th unexcused absence in a 30 day period- Our school shall do one of the following:
  - Enter into an agreement with the student and parent/caregiver establishing attendance requirements, OR
  - Refer student to a Community Engagement Board (CEB), OR
  - File petition under subsection (1) of RCW 28A.225.030
- Not later than 15 cumulative unexcused absences in a school year, file a truancy petition with Juvenile Court.

### **Excused Absence**

- After 5 excused absences within a 30-day period or 10 excused absences within a school year, the school must schedule a conference with the parent/caregiver of an *elementary* student identifying barriers to attendance and offering support and resources to assist. RCW 28A.225.018
- After 10 excused absences within a school year, District Policy requires a conference to be held with the parent/caregiver/student to establish an academic plan and attendance requirements. Each absence after 15 absences will be considered unexcused without administrator approval.

Daily attendance and punctuality at school are essential to student success. Multiple studies and our own experience has shown that frequent absences or tardiness to school are the number one cause of student struggles and academic delays with long-term impacts on their success. If there's anything we can do regarding attendance to help get your child to school, please let us know.

## *Communication*

We use a variety of methods to communicate with families throughout the school year which may include automated telephone updates, email, flyers, direct mail, and/or Facebook®. Please visit our school's website at <http://www.hoodcanal.wednet.edu/> for more information about our school.

### ***Communicating Concerns***

Please communicate concerns *as soon as a problem arises* by contacting the classroom teacher or school principal. Then we will work as a team to create, implement, and monitor a plan to address the concern. We appreciate your communication with us and encourage you to contact us with any questions, comments, and/or concerns you may have. Please help us keep you informed by making sure that your contact information is up-to-date.

### ***Telephone or Email***

If you wish to contact a staff member, please call the main office at (360) 877-5463 x200. If you prefer e-mail communication you can contact any staff member by using their first initial and lastname@hoodcanalschool.org (for example: storres@hoodcanalschool.org).

### ***Report Cards and Conferences***

Report cards and family-teacher conferences are scheduled throughout the school year. However, please communicate student concerns as they arise. When you have a question or something to share, please contact your student's teacher to schedule a time to meet.

### ***Family Access Information Online***

To make it easier to get involved, Hood Canal has provided families with students in grades K-8 the ability to view their student's grades and attendance information online. Please visit the Skyward tab on our website to access your student's information. For more information, or if you are new to Hood Canal School, please contact our district secretary.

## *Family Involvement*

Family involvement influences student success. Students with involved families are more likely to get good grades, take more challenging classes, have better attendance, and graduate. Our Title 1, Part A School-Wide Program helps families get involved, stay connected, and give feedback. *Please see the **Appendix** for more information regarding our Title 1, Part A School-Wide Program.*

### ***Hood Canal Education Foundation***

The Hood Canal Education Foundation is a non-profit 501(c)(3) organization supported by parents/caregivers and community members to address the needs of Hood Canal students. Money raised is used to fund a variety of Hood Canal School projects. Meetings are the 2<sup>nd</sup> Monday of each month at 3:30 p.m. at school and are open to everyone. Please visit the website at <http://hoodcanaleducationfoundation.com/> for more information.

### ***Visitors***

We encourage family involvement at Hood Canal School. Family members are welcome in the classroom as volunteers, to have lunch with their student(s), and to attend events and assemblies. Visitors need to sign in at the office and pick up a visitor's badge.

### ***Volunteers and Volunteer Responsibilities***

Volunteers provide valuable support services to our school community. If you are interested in being a volunteer, please contact your student's teacher or call the main office. All school volunteers must complete a background check, confidentiality agreement, and a liability release form each school year. Necessary forms are available in the office and can take up to 2 weeks to process..

As we work to create a safe and respectful learning environment, volunteers are asked to:

- Sign in and out at the front office
- Wear a visitor's badge when working in the school
- Honor student confidentiality

Be sure to allow time to check in with the teacher/staff to review your assignment.

## ***Main Office***

### ***Office Telephone Use***

Students may use the telephone in the office to contact families when needed. Families are encouraged not to call for their student at school unless it is an emergency. To minimize disruptions in the classroom, we do not forward phone calls to staff during the school day. However, we are happy to connect you to the classroom voicemail.

### ***Permission to Leave School/Picking up Students from School***

Because student safety is a top concern, we will not release students during the school day unless an authorized person is here to sign them out of our building. If your student will be leaving school midday, please make arrangements through the office and notify your student prior to the start of the school day. If there is a change in your student's after school transportation, **please call the main office by 2:00 pm on a full-day and 12:00 pm on a half-day to allow time to notify your student.** *As school attendance is important and early pick-ups can be disruptive to the educational process, we encourage parents/caregivers to wait until school is dismissed before picking up their student.*

### ***Student Withdrawals***

If a student plans to move from our school district, the parent/caregiver should call the school or provide written notification to the office several days in advance of moving. Please make sure all library books, classroom books, sports uniforms, etc. are returned and all fines are paid before withdrawing.

## ***Support Services***

### ***Counseling Services***

Elementary and middle school years set the tone for developing the knowledge, attitudes and skills necessary for students to become healthy, competent and confident learners. Our school counselor is prepared to help students and/or parents/caregivers with any problem or concern. If you would like to meet with our school counselor, please call 360-877-5463 to schedule an appointment. *Please see the **Appendix** for more information about some of the services provided by Counseling.*

### ***Health Services***

At the beginning of each school year, health and emergency forms are sent home with students. This is your opportunity to update us on any significant changes in your student's health, to alert us to any potential health concerns, and to provide information that could be critical in an emergency situation.

Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your student. *Please keep us updated on changes throughout the school year.*

### **School Nurse**

Our school nurse is available on campus four days a week to provide needed service. Please contact the front office for more information.

### **Health Room**

Our Health Room is available for students who are not well enough to attend class. The Health Room is available for temporary care and is not intended for long-term care. Students may also visit the Health Room to take pre-arranged medication. The Health Room is open daily during school hours. Students must have a pass upon arrival in the Health Room. If medical attention is necessary during class time, students must obtain a pass from a staff member before leaving for the Health Room. All visitors to the Health Room will be signed in for future reference. If students are too ill to return to class, a parent/caregiver will be contacted and arrangements will be made for timely pick-up.

### **First Aid and Illness**

- If a student requires more than basic first aid, 911 will be called.
- If a student is absent due to illness, please call the school office.
- You may send a student to school with a runny nose, slight cough or if the student has not had a fever or vomiting for at least 24 hours
- If a student has a fever with a temperature over 100.4 degrees F., has vomited or has diarrhea, he/she should stay home until 24 hours after the last episode. If a student has any rash, check with your family physician before sending the student to school.
- All communicable conditions (e.g. chicken pox, strep throat, head lice) should be reported to the school.
- If a student is ill at school, staff will first attempt to call the parent/caregiver and then a name from the emergency contact list. A student will not be sent home without consulting with an authorized adult.

### **Immunizations**

State law requires that certain immunizations be given to every child before entering a Washington school. If your student cannot receive immunizations due to medical or religious reasons, a waiver must be signed and kept in their permanent file.

Students not meeting immunization requirements may not be admitted to school. If a waiver is signed and an outbreak of a childhood disease occurs, parents/caregivers need to be prepared to keep their student at home. *For more information regarding school vaccine requirements, please see the **Appendix**.*

### **Medications at School**

State Law requires signed permission forms for the dispensing of any prescription or nonprescription medicines to students. Forms must be signed by the physician and are available from our office. We cannot allow any medication (*prescription or nonprescription including cough drops*) to be dispensed without a signed form. The physician may fax this information to our school at 360-877-9123. Most medications can be dispensed at home before or after school. Please ask your doctor if this is possible.

### **Lice**

The Health Department no longer recommends exclusion from school for lice. Students with live head lice may remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has begun. Students can return to school with nits

following treatment. Nits may persist after initial treatment, therefore, students with nits should be allowed back in school the next day. Successful treatment should kill crawling lice. Resources for parents/caregivers on how to treat head lice, such as those available through the Washington State Department of Health Lice web page: <https://doh.wa.gov/community-and-environment/pests/lice>.

## *Child Nutrition Services*

Our district believes that the health and wellness of our students is very important. Together we have a responsibility to improve the health and well-being of our students.

### ***Breakfast and Lunch Program***

All students at Hood Canal are offered free breakfast and lunch through the Community Eligibility Provision (CEP) grant. Each student is assigned a computerized student number to receive meals. This number is to be used by that student only. **Breakfast will be served in the classroom after the bell at 8:30 a.m.**

### ***Treats and Food Donations***

For students' health and safety, please be sure that any treats or snacks brought in to share with other students are store-bought and ingredients are clearly labeled. Please be sure that staff approve of any treats being brought to school. This will ensure that staff have an opportunity to account for student health needs, including allergies and dietary restrictions.

## *Transportation*

We provide bus transportation for students attending our school that live within our district's boundaries. Riding the bus is a privilege as well as an extension of the classroom and students are expected to behave according to the following behavior expectations. Any student abusing the privilege of riding the bus may have his/her riding privileges revoked.

### ***Bus Expectations***

- Follow bus driver's directions
- Use inside voices
- Stay in your seat
- Food and drink are prohibited
- Keep hands and feet to yourself
- School expectations also apply to buses

### ***Discipline Procedures/Consequences***

In all cases, the discipline consequence will be focused on the student's behavior and be progressive in nature. Students who do not follow the bus driver's instructions can expect (based on the severity of the infraction) that the bus driver will:

- Communicate their concern with the student.
- Change the student's assigned seat.
- Contact the student's parent/caregiver to discuss the concern.
- Communicate their concern(s) with the student's teacher.
- Provide the parent/caregiver and the principal with documentation of the infraction.
- Request that the parent/caregiver be issued an invoice for the repair of damages incurred.
- Request a meeting between the student, parent/caregiver, the bus driver and/or the principal.
- Temporary suspension to bus privileges

### ***After-School Activity Bus***

There is an After-School Activity Bus provided for students participating in after-school activities.

Questions may be directed to the Transportation Office at 360-877-5463 ext. 221.

# *Academics*

## ***Classroom Placement***

Classroom placement is determined by district staff according to academic, social, and emotional considerations.

## ***Parents/Caregivers Right to Know***

Parents/Caregivers have the right to request information regarding the professional qualifications of their student's classroom teacher(s) and paraeducators. If requested, the district will provide the following information:

- A. If the teacher has met state licensing requirements for the grade level and subject for which they are providing instruction/support;
- B. If the teacher/paraeducator is teaching under emergency status for which state licensing requirements have been waived;
- C. The type of college degree major the teacher has and the field of discipline for any graduate degree or certificate; and
- D. If your student is receiving Title 1 services from para educators and, if so, his/her qualifications.

## ***Promotion/Retention***

After a student has successfully completed a year of study at a specific grade level, s/he will be promoted to the next grade level. Further information regarding promotion/retention are outlined in Policy 2421.

## ***School Supplies***

Hood Canal School will be providing our students with most of the supplies for the coming year. Families may provide additional supplies, but students will receive what they need for learning at no cost to families.

## ***Student Expenses and Fines***

Extra costs do occur throughout the school year, including: field trips, school pictures, etc. There are also instances when students are asked to pay for lost or damaged books and equipment. Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, student incentives, field trips, grades, and/or transcripts may be withheld. Instead of paying the fine, a student may make restitution through a voluntary work program.

These assessments are made by district staff on a case-by-case basis. Any family needing financial assistance (scholarships) for their student's school expenses and fines are asked to contact the school counselor.

## ***Grades, Report Cards, Conferences, and Progress Reports***

Each teacher will explain their course objectives, expectations, and grading system. A report card of student progress will be provided twice per year to students in grades K-8. Since educational success is so dependent on the three-member team of family, student, and teacher, lines of communication should remain open throughout the school year. Families are encouraged to contact teachers if they have any questions or concerns about their student's progress.

Families will be invited to a formal conference with the student's teacher(s) twice per year. The conferences are scheduled in fall and spring. During conference times, students will be released early each day and times will be set aside for evening appointments to accommodate working families.

### ***Honor Roll***

Those students earning a 3.0 GPA or higher will be placed on the honor roll. Students who achieve honor roll each quarter are recognized. Students have the opportunity to make the honor roll every quarter.

### ***8<sup>th</sup> Grade Promotion***

Students must have a 1.0 GPA or greater for the school year to be able to participate in the 8<sup>th</sup> grade promotion exercise. Students who do not meet this academic standard may not be able to participate in the promotion exercise.

### ***Guest Teachers***

Following the classroom rules is important when a guest teacher is here. In the teacher's absence, the guest teacher is in charge. Even though he or she may not handle the same as the regular teacher, students must follow his/her requests and procedures. Students are expected to show their best behavior and help the guest teacher with the difficult task of substituting. Failure to cooperate with a guest teacher may result in disciplinary action.

### ***Field Trips***

Field trips are a valuable educational experience. When a class is scheduled to go on a field trip, parents/caregivers will receive details about the trip and a permission form to sign.

Unfortunately, students will not be allowed to leave school without a signed parent/caregiver permission form on hand prior to departure.

Parents/Caregivers wishing to accompany their student on a field trip as a chaperone must have completed the volunteer process described in the ***Family Involvement*** section of this handbook. Siblings not enrolled in the Hood Canal School District are not allowed to accompany Hood Canal students on field trips because non-enrolled students are not covered by school insurance. If a parent/caregiver volunteers to chaperone, they will need to find daycare for other non-enrolled children.

Students are expected to follow all school rules on field trips and to follow the instructions of the adults supervising the field trip. Failure to comply with field trip behavior expectations may result in, but are not limited to:

- Returned to school
- Detention
- Suspension
- Loss of future field trip privileges
- Loss of end-of-the year activity privileges

A student may be kept from participating in a field trip if:

- The student has been suspended; and or
- The student has not had behavior acceptable to the classroom teacher or administration.

### ***Homework***

We believe that homework is an important part of the learning process. Homework reinforces skills taught in class and gives students an opportunity to practice these skills independently. It also fosters a sense of responsibility and provides an additional opportunity for communication between school and home. Homework is expected to be completed and returned by the assigned due date.

Families can help by providing a regular time and place for their child to complete assignments that are sent home thus allowing them to turn work in on time. Families may contact our office to request homework for an absent student. Please be sure to provide a day's notice for the processing of all homework requests.

## **Library**

The library is available to all students and all students are encouraged to visit the library regularly. The librarian will assist with book check out. Students and families are responsible for books or any library materials when they check them out. If a book or any material is damaged, stolen, or lost, it will be the student's responsibility to pay for the cost of its replacement.

## **Textbooks**

Students may be issued textbooks for their classes. After a textbook is checked out, its care is the student's responsibility and must be either returned or paid for when textbooks are collected. If it is lost or stolen, a replacement price will be charged. Payment will be refunded if a lost book is subsequently returned. Upon collection of textbooks, all noticeable damage will be subject to fines and payment will be required.

## **Testing**

In order to better understand our students' needs and to make informed adjustments to classroom instruction, Hood Canal School District uses a variety of assessments throughout the year including classroom, district, and state assessments. The results of these assessments are provided to families.

## **Internet Use**

To promote the safe and appropriate online behavior of students as they access material from the Internet, the district will utilize filtering software, student supervision, and classroom instruction. Internet privileges are available to students to use in completing educational projects. Violations or misuse of the internet as well as damage or vandalism to the computer system is prohibited and disciplinary action will be taken. The district reserves the right to remove a student's internet privileges if the student engages in unauthorized activity. Students may only contact sites that have educational relevance to their current academic program goals. Non-academic games or sites with violent imagery or sexual content (including pictures) are not to be accessed by students. Students are not allowed to use district technology equipment for sexting, on-line harassment, and other forms of inappropriate communication and/or usage.

***Please complete and return the Individual User Access Informed Consent Form for School Networks located in the Forms to Return section of this handbook.***

# **Safety**

Although emergencies are rare and unlikely, we must be prepared to react quickly, safely, and in an organized manner to each situation. Regardless of which type of emergency we are dealing with, three procedures remain constant in order to maintain a safe environment.

1. All students remain under the supervision of Hood Canal staff.
2. All information is funneled through the main office staff.
3. If evacuation is necessary, students MUST be checked out through our front office staff. In the event of an evacuation, a designated and safe student pick-up location will be determined.

Major emergency situations that could arise are:

1. Fire and Fire Alarm Procedures
2. Earthquake/Structural Damage Procedures
3. Lockdown Procedures
4. Cushman Dam Evacuation
5. Shelter in Place
6. Active Shooter



We practice drills once per month and each practice drill is treated as an actual emergency and all steps must be followed. Teachers review drill procedures and exit routes with students before each practice session.

While the school will take all responsible and necessary measures to ensure the safety and security of our students, there are measures each student can take to further provide for their own protection.

1. Students should always be in a supervised area while on campus.
2. Students leaving during the school day must be signed out at the office.
3. Students should report any suspicious or unauthorized activity on campus to a staff member immediately. If you see something suspicious, SAY something.

### ***Emergency Schedule***

Sometimes during the school year we face the possibility of inclement weather and school closures/schedule changes. Please note the following district policies in the event that we have to close the school or operate on emergency schedules.

1. School Closures: School will be closed all day and any activities planned for the day or evening will be canceled.
2. Emergency Schedule: Indicates that school will start later than regularly scheduled. Families are reminded that although the buses will start the routes later, if we are on an emergency schedule, the buses may be slightly later near the end of the route. We request that families make allowances for this.
3. Limited Transportation: Limited transportation will prevail if some roads become inaccessible or if the county announces road closures.
4. Communication: School will be in session unless otherwise announced by the Superintendent's Office. Families are requested to use television, Facebook®, or the district website to find up-to-date information on emergency schedules.
5. Emergency Contact Info: Emergencies can happen quickly and when they do, the school will make every effort to locate you as soon as possible. *Make sure your emergency contact information is updated.* Some emergencies may require us to dismiss school early and bus students home in the middle of the day. Having your current contact info will ensure we can reach you. Please note that we may not have adequate phone lines available to allow for students to call home under these circumstances. Alternate plans must be made in advance.

### ***Bikes, Scooters, and Skateboards***

Students who ride bicycles to school must park them in the designated bike rack area located outside the office. Bicycles should be parked and locked in the racks immediately upon entering the school grounds and should not be moved until school is out. We recommend students use bike locks for protection of their property. The school is not responsible for any damage incurred to bicycles while on school property. Bicycles or other forms of personal transportation are not to be ridden on school sidewalks or in bus loading zones during school hours. All students riding bikes or other modes of personal transportation are expected to wear safety helmets. Scooters, skateboards, and other alternative modes of transportation may not be allowed if safety precautions aren't taken. Hood Canal School District does not accept any liability for any person operating or using these devices. The school reserves the right to confiscate these items if used in an unsafe way.

# *Student Life*

## **Associated Student Body (ASB)**

The Associated Student Body (ASB) is the governing body for all students. It operates as a student voice to the school administration as they jointly work toward maintaining equality. The Student Government exists to:

- provide communication between students and staff, parents/caregivers, and the community;
- increase student enthusiasm, school unity, and spirit;
- work with the staff in the continued improvement of the learning environment;
- develop responsible and informed citizenship;
- prepare students to be leaders;
- promote and stimulate student participation in activities and athletics;
- manage student funds responsibly.

## **Fundraising/Selling Items**

Students may only sell approved Hood Canal fundraising items on campus. The sale of any other personal or outside fundraising items, including food, is against school policy and ASB regulations.

## **Closed Campus**

Hood Canal School District is a closed campus which means that students cannot leave school grounds once they have arrived. All students are expected to remain at school for the entire day. Students leaving the school grounds without permission during the school day are subject to disciplinary action.

Students are not to leave the building, athletic fields, or grounds during dances, games, or any school activity. If a student leaves, he/she will not be readmitted to the activity and may face disciplinary consequences.

## **Dress Code**

Attire is not only a reflection of the individual student but also of the general learning environment. Students are required to wear appropriate, comfortable and safe clothing. Any attire or worn statement that may cause a hostile, intimidating, degrading, offensive, harassing, sexually suggestive, disruptive to the school environment, or creates a discriminatory environment is prohibited. Clothing must cover all undergarments. Please use the guidelines listed below and contact us with any questions or clarifications:

### TOPS

- Tank tops must be of appropriate cut/length below the neck and below the armpits. Low cuts (4" or more) in either area are not acceptable.
- Shirts (length) need to be long enough to cover the midsection and waist when standing and sitting.
- Any reference to school environment inappropriate products (drugs, alcohol and weapons) is not permitted.
- Disrespectful content and comments on clothing, including accessories and school supplies, are not permitted.
- Shirts with holes in the midsection or back are not permitted.

### BOTTOMS

- Shorts and skirts must be long enough to cover the student's undergarments.
- Pants should fit well enough to allow the student to sit, stand, walk, and play without the need for adjustment or revealing undergarments or body.

- Leggings can be worn appropriately with shirts, sweaters, dresses, or skirts.
- Pajamas and/or blankets should not be worn to school unless designated as a school spirit day.

### SHOES

- Appropriate and safe shoes should be worn at all times.
- For safety reasons, flip-flops and high-heeled shoes are discouraged.
- Tennis shoes are also recommended for P.E.
- Wheels in shoes cannot be used at school and should be locked or removed while on campus.
- Shoes with lights can be distracting and are discouraged.

### ACCESSORIES

- Sunglasses may not be worn in the building unless prescribed by a physician.
- Umbrellas may be used appropriately outdoors.
- Personal earbuds and headphones must be removed during the regular school day.

If a student chooses to wear inappropriate clothing, a staff member will request the student call a parent/caregiver to bring an appropriate change of clothes. Students will be provided the option to wear clothing provided by the school if parents/caregivers cannot be contacted. Extra clothing is provided by the school.

### ***Lockers***

Locker usage is considered a privilege. Lockers are the property of the Hood Canal School District and are to be clean and free of materials which are in poor taste and/or may cause damage to the locker. Lockers are subject to inspection or search by school officials at any time for any reason. Permission or the presence of the student is not required before searching. Lockers are provided for students' convenience to keep books and other property needed for instructional purposes. Each student will be assigned a locker. Only school locks are permitted on lockers. Failure to return the lock will result in a \$10.00 fine. DO NOT give out your combination to others or switch lockers with others.

Students are asked, for their own protection, not to store valuables in their locker. Hood Canal School is not responsible for lost or stolen items. Students assigned to a locker may not switch or share lockers without the approval of an administrator or the teacher in charge of locker assignments. If there is a problem with a locker, report it immediately to the office or to a custodian. All backpacks, books and personal items, when not in use, are to be kept in the locker.

Drinks kept in lockers must have a closable lid. Open food should not be kept in the locker outside of a lunch box. Students should not be going to the lockers to retrieve food or drink except during lunch or a designated break.

### ***Lost and Found***

The office staff can direct you to the lost and found items. Please remember to label your student's clothing and supplies so items can be located. Parents/Caregivers are encouraged to check the lost and found for missing items. Items not claimed will be given to a charitable organization.

### ***Party Invitations***

To avoid hurt feelings, students may only distribute invitations if inviting the entire class to an event. The school does not provide transportation for such events.

### ***Cell Phones/Cameras and Portable Music Devices***

Since each of our students are assigned an electronic device for school use, personal electronic devices should not be needed. As a result, personal cell phones/cameras, portable music, and

other electronic devices must be kept in the off position and out of sight during the school day unless permitted by their teacher for that specific period. Once that class is over, the permission to use the device is also over. However, cell phones and portable music devices are allowed before and after school. If you need to reach your student at any time, please call the front office and we will contact your student. Please do not call or text your students directly. The district is not responsible for lost/stolen or damaged devices.

### ***After-School Activities***

All students are encouraged to join and participate in after-school activities. After-school activity information is available starting in the fall and continuing throughout the school year. Activities busing might be possible based on bus and driver availability.

### ***Dances***

Dances for students in grades 6-8 are a privilege and are scheduled throughout the school year. Students are expected to abide by all school rules when attending a dance. Only currently enrolled Hood Canal students may attend dances.

### ***Athletics***

Hood Canal School is a member of the Tri-County Athletic Association (TCAA). Sixth through eighth grade students will have the opportunity to compete athletically. Fifth graders may be included at the discretion of the coach. The philosophy of the sports program at Hood Canal School is one of inclusion rather than exclusion. The athletic schedule is as follows:

**Fall:** Flag Football, Girls Volleyball; **Winter:** Boys and Girls Basketball; **Spring:** Co-ed Track.

All players must receive a sports physical before playing in a league-sponsored game. Physicals are valid for one year. In addition, students must have a completed and submitted sports activity packet to participate.

Players must have a 2.0 GPA, no failing grades, regular attendance, and no major behavior infractions or concerns in order to play on the team. Grade checks will occur every two weeks. A good attitude and work ethic are important to the success of students in middle school sports. We expect all players to be positive and supportive of each other and the coaching staff.

Hood Canal students in grades 6-8 that wish to attend athletic events, must have a parent/caregiver present. Students cannot attend unsupervised.

## ***Behavior Support***

At Hood Canal we believe there are two keys to a successful school-wide behavior plan: PREVENTION and INTERVENTION. Research shows that students make greater academic gains in schools that build a school-wide positive social culture. "Safe and Civil Schools" is a framework we use to encourage positive behavior interactions in a supportive environment.

### ***Prevention***

Hood Canal is dedicated to creating and maintaining a positive and productive school climate for all students and staff. To accomplish this goal, we will teach and model our classroom and district-wide expectations.

- ✓ **POSITIVE ATTITUDE:** Being optimistic and making the best out of any situation.
- ✓ **RESPECT:** Treating the school, self, and others with dignity and value.
- ✓ **INTEGRITY:** Doing what is right even when no one is watching.
- ✓ **DETERMINATION:** Sticking with it – not giving up.
- ✓ **EFFORT:** Working hard and doing our best.

**C.H.A.M.P.S.**

Hood Canal is implementing clear guidelines and expectations for students to follow at various locations throughout the school. All expectations are taught during the first few weeks of school.



*HCS Orca Expectations*

	Classroom	Commons	Stairs, Hall, Art Ramp	Office & Nurse	Play Shed	Playground	Restrooms	Assemblies	Buses
<b>C</b> Conversation	0-1-2 On topic	0-1 in line 1-2 at tables	0-1	0 until asked	0-2 when lining up	0-4	0-1	0	0-1
<b>H</b> Help	Raise hand or ask a neighbor	Raise hand Volunteer	Wait until destination	Wait until asked	Ask nicely	Ask nicely	Teacher when back in class	Raise Hand	Raise Hand
<b>A</b> Activity	Class work On task Participate Follow teacher rules	Eat Stay in seats	Walk Hands to self	Wait patiently Express medical concern	Play safely Stop at whistle Line up quietly	Playing nicely & safely Stop at whistle	Do your business, wash your hands. Keep clean	Sit and listen Participate respectfully	Sit and enjoy the safe ride home
<b>M</b> Movement	Sit at table or appropriate classroom movement Hands & feet to self	Sit and eat or line up. Stay in seat Clean up area	Single file Walk Move about safely	Walking quietly	Waiting in line	Playing safely	Walk Enter and leave timely	Enter and exit safely Sit and respond when prompted	No movement unless directed by driver
<b>P</b> Participation	Do work, participate in discussions	Eat	Walk Be a behavior leader	Tell them what you need	Be kind Join games	Be kind	Go and then go back to class	Sit and respond when prompted Participate as needed	Participate in sitting safely when riding on the bus
<b>S</b> Success	All assignments are completed	Trash thrown away and table clean	Walking feet Arrive safely	Have patience while being attended	Kind interactions	Be kind	Don't make a mess	Clap respectfully	Talking quietly with your neighbors

*Be Safe Be Respectful Be Accountable*

**Code of Conduct**

To ensure all students and staff have a positive experience, we have adopted the following code of conduct:

- Be Safe
- Be Respectful
- Be Accountable

The code of conduct is announced daily and serves as the guiding principle for our behaviors.

**Intervention**

We respond to inappropriate behaviors with academic, social, and emotional support. We utilize PBIS Tiers of Intervention to provide adequate services based on individual needs.

*Discipline Policy*

Hood Canal’s discipline philosophy is that all students practice behavior which contributes to a positive school climate and does 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.

### ***Discipline Referral Process***

Each classroom teacher has a process for communicating and enforcing behavior expectations that includes giving a warning, redirecting misbehavior, applying a consequence, and calling the parent/caregiver. If a teacher deems disruptive behavior to be severe enough to warrant removal from the educational environment, a referral to the office will be made and a staff member will contact the parent/caregiver.

### ***Progressive Discipline: Consequences for Inappropriate Behavior***

Discipline at Hood Canal School is progressive, which means consequences get stronger as the misconduct becomes more severe. Progressive consequences may include the following:

- **Warning and redirection:** Student will be reminded of the expectations.
- **Behavior Improvement Form:** Student will reflect on the problem behavior.
- **Classroom exclusion:** Student will be removed from the classroom activity.
- **School Service:** May be assigned to students who vandalize or cause damage (including graffiti) to school property and/or as a tool to help reimburse the district for the cost of repairing damage to the facility caused by a student's actions.
- **Lunch/Recess Detention:** Student may be assigned for infractions of school rules or regulations. Students will be under the direct supervision of a staff member.
- **In-School Suspension (ISS) or Structured Day:** Student may spend all or part of the day in an alternate classroom setting doing class work. Students will lose recess, passing time and free time privileges.
- **Short-Term Suspension:** No student in grades K-4 will be suspended for more than a total of (10) days during any single trimester. No student in grades 5-8 will be suspended for more than a total of (15) school days during any single semester.
- **Long-Term Suspension:** Student is removed from school for eleven (11) or more consecutive days, but not to exceed the length of an academic term.
- **Emergency Expulsion:** Imposed when it is determined that the student is an immediate and continuing danger to students or school staff; OR an immediate and continuing threat of substantial disruption of the educational process. Emergency expulsions will end or be changed to another disciplinary action within 10 school days.
- **Expulsion:** A student is denied admission to their current school placement.

### ***After-School Activity Expectations***

After-school activities are intended for the enjoyment of our community, students and staff. Students are expected to follow Hood Canal behavior expectations at all times. To assist the safety and supervision of our students, we ask that students meet the following guidelines:

- Students must be enrolled or have parent/caregiver permission to attend the activity.
- Have pre-arranged transportation home via activity bus or parent/caregiver pick-up.
- Only students attending after-school activities should be on campus.

### ***Exclusion from School Activities***

Students who demonstrate poor conduct at school may be excluded from participating in school events and activities. Students may not be able to attend field trips, assemblies, dances, athletic competitions, or special activities if they violate school rules or policies. School administration may remove or exclude a student from any activity if they believe the student's conduct should prevent him/her from participating.

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

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel,

district staff may search a student and his/her effects and may seize any illegal or unauthorized materials discovered in the search.

Hood Canal School District seeks to maintain a safe and orderly environment. In an effort to deter the presence of illegal substances, the school in conjunction with the Mason County Sheriff’s Office may conduct random drug searches and K-9 walk throughs.

## *Discipline for School Offenses*

Consequences will be in accordance with the school-wide discipline plan. Chronic, repeated violations may result in parent/caregiver contact and a referral to the office.

<b>Misconduct</b>	<b>Consequence(s)</b>
<b>Gum, food, drink violations</b>	Consequences according to the teacher’s progressive classroom discipline plan. Gum is not allowed in the common areas of the school.
<b>Classroom/Hallway</b> Running, horseplay, yelling, putting hands/feet/objects on others	Redirection. Consequences according to the teacher’s progressive classroom discipline plan.
<b>Lunchroom</b> Leaving garbage, throwing food, running, horseplay, yelling, creating a disturbance, etc.	Redirection. Consequences may include any of the following: assigned seating, school service, detention (in-school, short or long term).
<b>Electronic Devices or other items unnecessary at school</b> (including but not limited to cell phones, toys, electronic games, listening devices, cameras, cards, etc.)	Staff may confiscate any item seen or heard during regular school hours (not including before or after school).  1st Offense: Redirect to turn device off and put the device away 2nd Offense: Device kept and returned at the end of the day 3rd Offense: Device kept until picked up by a parent/caregiver and a conference is held with principal or designee
<b>Truancy, Cutting Class, Chronic Unexcused Tardiness</b>	Progressive consequences based on the severity of the offense, up to and including: redirection, parent/caregiver contact, detention, schedule change, alternative discipline.
<b>Public Displays of Affection (PDA)</b> Public displays of affection make observers uncomfortable and are not appropriate in the school setting, at any time on the school campus or at a school function.	Examples of inappropriate behavior are hand holding, kissing, excessive hugging, sitting on laps and “hanging” on each other.  Progressive consequences based on the severity of the offense, up to and including: redirection, parent/caregiver contact, detention, suspension.
<b>Dress Code Violations</b>	Call home to bring appropriate clothing or borrow items from the school. The student may be placed in an alternative location until the violation is corrected. Chronic violations will result in progressive discipline up to and including suspension.
<b>Abuse of Internet/Computer Privileges/Cheating/Plagiarism</b>	Parent/caregiver contact, detention, Internet and/or computer privileges may be revoked, suspension (short or long term).
<b>Abusive Language</b> Rude, disrespectful language directed at staff members	Progressive consequences based on the severity of the offense, up to and including: redirection, detention, suspension.

<p><b>Obscenity</b> Includes but is not limited to inappropriate gestures, comments, expressions, departs-ing or indecent exposure of self or others</p>	<p>Progressive consequences based on the severity of the offense, up to and including: redirection, detention, suspension.  NOTE: Departs-ing and/or indecent exposure is a severe incident and will result in suspension</p>
<p><b>Physical Aggression</b> Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting using object, kicking, hair pulling, scratching, etc.)</p>	<p>Progressive consequences based on the severity of the offense, up to and including: redirection, detention, suspension.</p>
<p><b>Structured Day Misbehavior</b></p>	<p>Progressive consequences based on the severity of the offense, up to and including: redirection, detention, suspension.</p>
<p><b>Use of Spray/Aerosol Items</b> For the safety of our students and staff, spraying these items could cause an allergic or respiratory reaction and pose a health risk.</p>	<p>Progressive consequences based on the severity of the offense, up to and including: redirection, detention, suspension.</p>
<p><b>Body Markings</b> Marking on yourself or others is disruptive to the educational environment. Do not use pens, markers, etc. to draw on exposed areas of yourself or someone else. Students may be asked to remove markings.</p>	<p>Progressive consequences based on the severity of the offense, up to and including: redirection, detention.</p>

## *Discipline for Serious Offenses*

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

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator’s judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student’s misconduct, and the student’s long-term educational success. The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension.

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

<b>Exceptional Misconduct</b>	<b>Consequences (Policy 3240)</b>
<p><b>Arson</b> Any intentional or reckless setting of a fire or other burning of personal or public property.</p>	<p>Standard Range 0-20 day suspension</p>



<p><b>Assault</b> Actual or attempted hitting, spitting or other wrongful physical contact inflicted on another either directly or indirectly through an object.</p>	<p>Standard Range 0-10 day suspension</p>
<p><b>Cyber Bullying and Slanderous posts on social media</b></p>	<p>Standard Range 0-10 suspension</p>
<p><b>Defacing or Destruction of Property</b> The unauthorized, intentional damage to district property or the property of others (other than arson).</p>	<p>Standard Range 0-10 day suspension Restitution will usually be required.</p>
<p><b>Defiance of School Authority</b> Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Can also include intentional disruptive behavior.</p>	<p>Standard Range 0-10 day suspension</p>
<p><b>Drugs/Alcohol and other prohibited chemical substances</b> The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district provided transportation.</p>	<p>Standard Range 0-20 day suspension</p>
<p><b>False Alarm</b> Includes false calls to 911</p>	<p>Standard Range 0-10 day suspension May include a report to Law Enforcement</p>
<p><b>Fighting or Fighting Involvement</b> Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well the failure to disperse at the scene of a fight.</p>	<p>Standard Range 0-10 day suspension</p>
<p><b>Fireworks/Bullets</b> Includes firecrackers, trick/novelty devices, stink bombs and ammunition</p>	<p>Standard Range 0-10 day suspension May include a report to Law Enforcement</p>
<p><b>Gang Conduct</b> The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture. The promotion of gang culture and/or gang violence, and/or the solicitation or recruitment of gang members.</p> <p>Gang imagery and symbols include, but are not limited to: Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation. Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.</p>	<p>Standard Range 0-10 day suspension</p>

<p><b>Harassment, Intimidation, or Bullying</b>  Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207P;  unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability; a threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.</p>	<p>Standard Range 0-20 day suspension</p> <p><i>(Please see the Appendix for more information regarding Harassment, Intimidation, or Bullying)</i></p>
<p><b>Lewd, Obscene, or Profane Language, Gestures, or Materials</b>  This includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.</p>	<p>Standard Range 0-10 day suspension</p>
<p><b>Theft/Stealing</b>  Possession of another person’s or district property, regardless of value, without the person’s permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.</p>	<p>Standard Range 0-10 day suspension</p>
<p><b>Tobacco/Nicotine/Vaping Products – Use or Possession</b>  Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.</p>	<p>Elementary Students (K-5):  Standard Range 0-10 day suspension</p> <p>Secondary Students (6-8):  First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline at the standard range for elementary students].</p> <p>Second Offense: Complete Tobacco Intervention Packet and attend ISS. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service].</p> <p>Third Offense: Complete Tobacco Intervention Packet and attend extended ISS. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service].</p>

<p><b>Weapons</b></p> <p>The possession or use of actual weapons in violation of district policy 4210, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.</p>	<p>Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year (12 months) pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.</p> <p>The school district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.</p>
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# *Appendix*

# Hood Canal School District

## 2023-2024 Calendar



August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	O	O	26
27	O	O	O	O		

September 2023 (18)						
S	M	T	W	T	F	S
					1	2
3	N	OH	6	7	8	9
10	11	12	PD	14	15	16
17	18	19	PD	21	22	23
24	25	26	PD	28	29	30

October 2023 (22)						
S	M	T	W	T	F	S
1	2	3	PD	5	6	7
8	9	10	PD	12	13	14
15	16	17	PD	19	20	21
22	23	C	C	C		28
29	30	31				

November 2023 (19)						
S	M	T	W	T	F	S
			PD	2	3	4
5	6	7	PD	9	N	11
12	13	14	PD	16	17	18
19	20	21		N	N	25
26	27	28	PD	30		

December 2023 (13)						
S	M	T	W	T	F	S
					1	2
3	4	5	PD	7	8	9
10	11	12	PD	14	15	16
17	18	19	N	N	N	23
24	31	N	N	N	N	30

January 2024 (20)						
S	M	T	W	T	F	S
	N	N	PD	4	5	6
7	8	9	PD	11	12	13
14	N	16	PD	18	19	20
21	22	23	PD	25	26	27
28	30	PD				

February 2024 (19)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	PD	8	9	10
11	12	13	PD	15	16	17
18	N	N	PD	22	23	24
25	26	27	PD	29		

March 2024 (21)						
S	M	T	W	T	F	S
					1	2
3	4	5	PD	7	8	9
10	11	12	PD	14	15	16
17	18	19	PD	21	22	23
24	31	25	C	C	C	30

April 2024 (17)						
S	M	T	W	T	F	S
	N	N	N	N	N	6
7	8	9	PD	11	12	13
14	15	16	PD	18	19	20
21	22	23	PD	25	26	27
28	29	30				

May 2024 (21)						
S	M	T	W	T	F	S
			PD	2	3	4
5	6	7	PD	9	10	11
12	13	14	PD	16	17	18
19	20	21	PD	23	N	25
26	N	28	PD	30	31	

June 2024 (10)						
S	M	T	W	T	F	S
						1
2	3	4	PD	6	7	8
9	10	11	PD	13	15	
16	17	18	N	20	21	22
23	30	24	25	26	27	28

July 2024						
S	M	T	W	T	F	S
	1	2	3	N	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- First and Last Day for Students
- No School / Holiday
- 1:30 Dismissal – Staff Training
- Noon Dismissal – Conferences
- Noon Dismissal
- Staff Orientation Day
- Open House
- End of Semester Elementary K-5
- End of Quarter Middle School 6-8

- Aug 24-31 Staff Orientation Days
- Sept 5 Open House
- Sept 5 Staff Orientation Day
- Sept 6 First Day of School
- Oct 24-26 Noon Dismissal – Conferences
- Oct 27 Noon Dismissal
- Nov 10 No School – Veteran’s Day
- Nov 22 Noon Dismissal
- Nov 23-24 No School – Thanksgiving
- Dec 20–Jan 2 No School – Winter Break
- Jan 15 No School – Martin Luther King Jr. Day

- Feb 19 No School – President’s Day
- Feb 20 No School – Snow Make-Up Day
- Mar 26-28 Noon Dismissal – Conferences
- Mar 29 Noon Dismissal
- April 1-5 No School – Spring Break
- May 24 No School – Snow Make-Up Day
- May 27 No School – Memorial Day
- Jun 14 11AM Dismissal - Last Day of School
- Jun 17-18 Make-Up Days as Needed
- Jun 19 No School - Juneteenth
- Jun 20-21 Make-Up Days as Needed

# Title I, Part A Program

## Extra Academic Support(s) for Your Student

Title I, Part A is a federal program that provides additional instructional services and activities. These additional supports help students in meeting the challenging state academic standards and closing the educational opportunity gap.

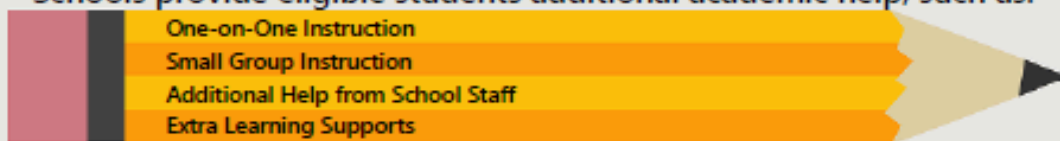


## Parents, Your Involvement Helps Student Academic Success

Students with involved parents are more likely to get good grades, take classes that are more challenging, have better attendance, and graduate.

## Types of Academic Support

Schools provide eligible students additional academic help, such as:



### School Role

- Identifies student academic need**  
Schools determine student academic need through state and local assessments.
- Sets individualized academic goals**  
School staff evaluates student academic data and work together to set personalized academic goals.
- Provide academic support**  
Schools give academic supports through a variety of strategies depending on the academic need of the student.
- Help student reach academic goal**  
School staff monitors the academic progress of the student to make sure the student reaches his/her academic goal.
- If needed, continue academic support**  
If student needs further academic support, the school staff will identify the academic need once again.



### Family Role

- Become familiar with the programs**  
Learn about program services and activities.
- Get involved**  
Attend and participate in district/school meetings.
- Stay connected**  
Keep on-going communication with program staff about your student's academic progress.
- Communicate academic goals**  
Monitor your student's progress reports and contact your school about any academic concerns or goals.
- Give feedback**  
Share your ideas or recommendations to improve services for your student, family and the greater community.

To learn more about services in your school contact:

Steven Torres, Principal  
360-877-5463



**Engages Families**  
Schools communicate important information and involve families in program planning and evaluation.

## RIGHTS & SERVICES FOR HOMELESS STUDENTS

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship
- Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if you prefer.
  - If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.

**Local Liaison** | Monica Carson 360-877-5463    **State Coordinator** | Keith Woodruff 360-725-6505

If you need further assistance with your children's educational needs, contact the **National Center for Homeless Education** | 1-800-308-2145 | [homeless@serve.org](mailto:homeless@serve.org) | <http://nche.ed.gov>

## REQUIRED IMMUNIZATIONS FOR THE 2023-24 SCHOOL YEAR

**Instructions:** To see which vaccines are required for school, find your child's grade in the first column. Look at the matching row across the page to find the amount of vaccines required for your child to enter school.

	<b>DTaP/Tdap</b> <small>(Diphtheria, Tetanus, Pertussis)</small>	<b>Hepatitis B</b>	<b>Hib</b> <small>(Haemophilus influenzae type B)</small>	<b>MMR</b> <small>(Measles, mumps, rubella)</small>	<b>PCV</b> <small>(Pneumococcal Conjugate)</small>	<b>Polio</b>	<b>Varicella</b> <small>(Chickenpox)</small>
<b>Preschool</b> Age 19 months to <4 years on 09/01/2023	4 doses DTaP	3 doses	3 or 4 doses* (depending on vaccine)	1 dose	4 doses*	3 doses	1 dose**
<b>Preschool/Transitional Kindergarten</b> 4 years of age or older on 09/01/2023	5 doses DTaP*	3 doses	3 or 4 doses* (depending on vaccine) (Not required at 5 years of age or older)	2 doses	4 doses* (Not required at 5 years of age or older)	4 doses*	2 doses**
<b>Kindergarten through 6th</b>	5 doses DTaP*	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**
<b>7th through 10th</b>	5 doses DTaP* Plus Tdap at age ≥10 years	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**
<b>11th through 12th</b>	5 doses DTaP* Plus Tdap at age ≥7 years	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**

\*Vaccine doses may be acceptable with fewer than listed depending on when they were given. \*\*Health care provider verification of history of chickenpox disease is also acceptable. Students must get vaccine doses at the correct timeframes to be in compliance with school requirements. Talk to your health care provider or school staff if you have questions. Find information on other important vaccines that are not required for school at: [www.immunize.org/cdc/schedules](http://www.immunize.org/cdc/schedules).

*You have the right to be informed by the school district of your rights under Section 504. This is a notice of you and your child's rights under Section 504 and the rights you have if you disagree with the school district's decisions.*

## WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activities.

## YOUR CHILD'S EDUCATION

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents/caregivers of children without disabilities.
- Receive special education services if needed.

## YOUR CHILD'S EDUCATIONAL RECORDS

You have the right to:

- Review your child's educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child's education records if you believe that they are wrong, misleading, or are otherwise in violation of your child's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child's education records.

## THE SECTION 504 PROCESS

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team", including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child's placement.

## IF YOU DISAGREE WITH THE DISTRICT'S DECISION

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district's Section 504 Coordinator:

**Steven Torres**

111 N State Route 106

Skokomish Nation, WA 98584

360-877-5463, storres@hoodcanalschool.org

*You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099.*

*Phone: 206-607-1600/TDD: 206-607-1647*

*Website: [www.ed.gov/OCR](http://www.ed.gov/OCR).*



# **HARASSMENT, INTIMIDATION & BULLYING (HIB)**

We are committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers and patrons, that is free from harassment, intimidation and bullying. Here's some more information about what you can do and what you can expect from us.

## **What is Harassment, Intimidation or Bullying?**

Harassment, intimidation or bullying (commonly referred to as HIB) means any intentional electronic, written, verbal or physical act, including but not limited to those shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental or physical disability or other distinguishing characteristics, when such an act:

- Physically harms a student or damages a student's property
- Substantially interferes with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Substantially disrupts the orderly operation of the school

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

## **WHAT MAKES HIB DIFFERENT?**

There is a perception of power over an individual. People who bully use their power to create an imbalance of power over another individual to control or harm them. The person or group being bullied may have a hard time defending themselves. Bullies have an intent to cause harm. Actions done by accident are not bullying. People who bully have a goal to cause harm to an individual or group.

It's repetitive. Incidents of HIB happen to the same person or group over and over by the same person or group.

## **Can I report HIB?**

Yes! You can report any HIB you experience or witness to any member of the Hood Canal School Staff. You may also file a report anonymously and place it in a secure location at the school. Forms are available in the office or online at [https://www.hoodcanal.wednet.edu/families/reporting\\_bullying](https://www.hoodcanal.wednet.edu/families/reporting_bullying).

## **WHAT HAPPENS AFTER BULLYING IS REPORTED?**

Each situation is different and thus handled accordingly. Sometimes a verbal report can be followed by a quick intervention and immediate resolution between the parties involved. These situations do not typically meet the definition of HIB.

When an incident meets the definition of HIB described in this pamphlet, a designated staff member investigates and follows a specific process outlined in the school's district policy. The investigation can include interviews and notification of the parents of both the alleged aggressor and the targeted student(s). If the outcome of the investigation indicates that bullying occurred, consequences will be assigned and a plan for follow up can be developed.

## **Intervention**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore the positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting student behavior and discipline, to law enforcement referrals.

## **MORE INFORMATION**

For more information visit our school website which has our complete anti-harassment policies and confidential, downloadable HIB forms or visit: [www.StopBullying.gov](http://www.StopBullying.gov).

## “Child Find” Screenings for Preschool-Age Students

- Do you have concerns about your child's development?
  - A medical condition which is interfering with growth and/or learning
  - Hearing or vision problems
  - Difficulty being understood by people outside of the family
  - Has trouble keeping up with other children the same age
  - Demonstrates social-emotional difficulties that interfere with learning.
- The goal of Child Find is to ensure all children who need early intervention are located, identified, and referred. While the purpose is to identify children who may require early intervention, we encourage and invite any family to participate that would like to check the developmental level of their child/children. We also recommend participation for all children who will enter Kindergarten the following year.
- Hood Canal School District provides free Child Find screenings for preschool-age (3 to 5) children who reside in our district.
- Child Find screens the developmental progress of preschool-age children in a number of areas including:
  - vision
  - hearing
  - speech/language
  - motor coordination
  - learning skills social and emotional behaviors

Preparing for the screening: The three-five aged screening takes about 45 minutes to 1 hour. Please bring children in play-type clothes and shoes as there is running and jumping involved in the screening. The screening includes the areas of concepts, motor, speech, and hearing.

If you have additional questions or would like to schedule a screening for a preschool child (age 3 to 5), please call **Cathy Carlson**, *Early Learning Coordinator* for Hood Canal at 360.877.5463 ext 112. *If your child is younger than 3, and you have concerns about their development please call, Thurston/Mason County South Sound Parent to Parent Network at 360.352.1126*

### Parent/Caregiver and Student Rights to Inspect Materials and Administration of Surveys, Analysis or Evaluations

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

No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning the following without prior written consent of the student, if the student is an adult or an emancipated minor, or the student's parent/caregiver:

- A. Political affiliations or beliefs of the student or the student's parent/caregiver;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex, behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom the student has close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, & ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parent/caregiver; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The district will make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.



# HOOD CANAL POLICY ON NONDISCRIMINATION AND SEXUAL HARASSMENT

## DISCRIMINATION

Hood Canal 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 employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator & Title IX Officer: **Lance Gibbon** (lgibbon@hoodcanalschool.org)

Section 504 Coordinator: **Steven Torres** (storres@hoodcanalschool.org)

**Hood Canal School District**, 111 N State Route 106 , Skokomish Nation, WA 98584 | 360.877.5463

You can report discrimination and discriminatory harassment to any school staff member or to the district civil rights coordinator, listed above. You also have the right to file a complaint, see below. for a copy of your district's discrimination policy and procedure contact your school or District office or view it here: <https://go.boarddocs.com/wa/hood/Board.nsf/vpublic?open#>

Complaints: You can file a complaint and appeal the handling of your complaint by following the steps outline in Procedure 3210P available online at: <http://go.boarddocs.com/wa/hood/Board.nsf/goto?open&id=BKNTSF77BBFB>. You can also request a copy of the procedure from our office.

## 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 the students 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 socially explicit text, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

## **NONDISCRIMINATION AND SEXUAL HARASSMENT**

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](mailto:Equity@k12.wa.us) | Fax: 360.664.2967

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

State & Federal Agencies That Resolve Discrimination Disputes Involving Students

*Office for Civil Rights (OCR), U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | <https://www.hhs.gov/ocr/index.html>

*Washington State Human Rights Commission (WSHRC)* 1-800-233-3247 | TTY: 1-800-300-7525 | <https://www.hum.wa.gov/>

For more information on OSPI's Complaints and Concerns About Discrimination, visit:

<https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination>

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for

reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Please contact the school office to request that the school not disclose directory information about them if that is your preference.



## Hood Canal Electronic Resources and Internet Safety

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

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

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The superintendent or designee will create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

### **Use of the Internet**

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

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

1. Network Use Agreement: Any student or staff member using the Internet from a computer in the district facility must have a valid Network Use Agreement on file.
2. Filter: All district-owned computers in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material.
3. Supervision: When students use the Internet from school facilities, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates standards in the materials selection procedures of the Network Use Agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in the Network Use Agreement.
4. Instruction: All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

### **K-20 Network Acceptable Use Guidelines/Internet Safety Requirements**

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically-fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and

manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different from face-to-face interactions.

### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

### **Network**

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

### **Acceptable network use by district students and staff include:**

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

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

- A. Personal gain, commercial solicitation, and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games, or other applications (including shareware or freeware) without permission or approval from the principal;
- D. Support for or opposition to ballot measures, candidates, and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools;
- F. Unauthorized access to other district computers, networks, and information systems;
- G. Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images.
- H. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing).
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material; or
- J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.
- K. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by

his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **Internet Safety**

#### **Personal Information and Inappropriate Content:**

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

### **Filtering and Monitoring**

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

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.
- G. The district may monitor student use of the district network, including when accessed on students personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets.
- H. The district will provide a procedure for students and staff members to anonymously request access to internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

### **Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response: (a) age appropriate materials will be made available for use across grade levels; and (b)



training on online safety issues and materials implementation will be made available for administration, staff, and families.

### **Copyright**

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

### **Ownership of Work**

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

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

## **Hood Canal Network Security and Privacy**

### **Network Security**

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

The following procedures are designed to safeguard network user accounts:

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

### **Student Data is Confidential**

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

### **No Expectation of Privacy**

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

- A. The district network, including when accessed on students personal electronic devices and on devices provided by the district, such as laptops, netbooks, and tablets;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders and electronic communications;
- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third

parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **Educational Applications and Programs**

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

Prior to requesting students to download or sign up for educational applications or programs, staff will review "terms of use," "terms of service," and/or "privacy policy" of each application or program to ensure that it will not compromise students' personally identifiable information, safety, and privacy. Staff will also provide notice in writing of potential use of any educational application or program to the principal, including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students.

Staff should also, as appropriate, provide notice to students' parents/caregivers that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of application or program.

### **Archive and Backup**

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

### **Disciplinary Action**

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

### **Accessibility of Electronic Resources**

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with the principal.

# *Forms to Return*



**HOOD CANAL SCHOOL DISTRICT  
Individual User Access Informed Consent Form  
for School Networks**

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Hood School District, Hood Canal Communications, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the Hood Canal Communications network including, without limitation, the type of damages identified in the Hood School District's Acceptable Use Guidelines. Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. My child and I acknowledge and agree that Hood School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District's system including email and other electronic messages and we hereby waive any right of privacy which my child or I may otherwise have into such material. My child and I acknowledge and agree that any copyright my child may have in material posted on the Internet through the school district's system is waived.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Signature of Parent/Caregiver  
(required if user is under age 18)

\_\_\_\_\_  
Printed Name of User

\_\_\_\_\_  
Printed Name of Parent/Caregiver

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

**OFFICIAL USE ONLY**

Account Number: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_





**Hood Canal School**  
**Student-Family Handbook**  
***Acknowledgement of Receipt***

Dear Parent/Caregiver,

Please review this handbook with your student. It contains important information that will assist and support your success at Hood Canal School.

Please sign the form below and return it to your student's classroom or homeroom teacher within ten days of receipt.

-----  
We have received and discussed the updated Hood Canal School Student/Family Handbook for 2023-2024 school year. We understand that the handbook contains information we may need during the school year and will support the school in the enforcement of these policies.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Name of Parent/Caregiver: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

The best way to contact me:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Hood Canal 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. Contact the following regarding questions and complaints of alleged discrimination: Title IX Coordinator, Superintendent Lance Gibbon, 360.877.5463; Section 504/ADA Coordinator, Steven Torres, 360.877.5463; or a letter may be submitted to the designated coordinator at Hood Canal School District, 111 N State Route 106, Skokomish Nation, WA 98584