

# STUDENT HANDBOOK

HARRINGTON SCHOOL DISTRICT

2023–2024

Student Name: \_\_\_\_\_



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# HARRINGTON SCHOOL

## *HOME OF THE PANTHERS*

### MISSION STATEMENT

“In partnership with our community, Harrington School provides all learners with opportunities to acquire the knowledge, skills, and experiences to become independent, self-disciplined and responsible citizens.”

#### 2023-2024 Associated Student Body Officers

President – Turner Slack

Vice President – Bella Mattozzi

Secretary – Charlie Nixon

Treasurer – Joey Swist

Parliamentarian – Brody Hendrickson

<b>Main Office 509-253-4331</b> <b>Bus Garage 509-253-4338</b>
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#### Board Members

Justin Slack, Chairman

Jon Evans, Vice Chairman

Michelle Quigley

Darren Mattozzi

Mark Kramer

Harrington School District provides access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide or service animal by a person with a disability.

# 2023-2024 School Calendar

# Harrington School District

August						
		1	2	3	4	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		

September						
					1	2
3	4	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

October						
1	2	3	4	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				

November						
		1	2	3	4	
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		

December						
				1	2	
3	4	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						

January						
	1	2	3	4	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			

**\*Mondays will be Early Release Days–  
School will end at 2:00pm.\***

## August 2023

3 Days  
Teacher Training..... August 22  
Staff Training..... August 28  
Open House/Ice Cream Social ..... August 28  
First Day of School..... August 29

## September 2023

19 Days  
No School ..... September 1  
Labor Day-No School..... September 4

## October 2023

21 Days  
P-12 No School -Teacher Training ..... October 6

## November 2023

18 Days  
End of 1st Quarter..... November 2  
Veteran's Day-No School..... November 10  
Thanksgiving Break-No School..... November 22-24  
P-6 Early Dismissal..... November 29  
Conferences/No School..... November 30

## December 2023

14 Days  
Conferences/No School..... December 1  
Winter Break ..... December 21-January 2

## January 2024

20 Days  
School Resumes..... January 3  
Martin Luther King Jr. Day ..... January 15  
End of 1st Semester ..... January 26  
7-12 Early Dismissal ..... January 26

## February 2024

20 Days  
President's Day ..... February 19

## March 2024

20 Days  
Snow Makeup Day..... March 1  
P-6 Early Dismissal..... March 8  
Conferences/No School..... March 14-15  
End of 3rd Quarter ..... March 29

## April 2024

17 Days  
Spring Vacation..... April 1-5

## May 2024

20 Days  
Snow Makeup Day..... May 3  
Snow Makeup Day..... May 24  
Memorial Day ..... May 27

## June 2024

8 Days  
Graduation..... June 7  
Last Day of School/End of 2nd Semester..... June 12  
Early Dismissal..... June 12

### Key:

- \* Snow Make-Up Day
- Early Release @ 12:00pm
- No School
- School Begins & Ends

February						
				1	2	3
4	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		

March						
					1 *	2
3	4	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						

April						
	1	2	3	4	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				

May						
			1	2	3 *	4
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	

June						
						1
2	3	4	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						

July						
	1	2	3	4	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			

Adapted 5/31/2023

## Secondary Schedules \*

Tuesday/Wednesday/Thursday/Friday:

Period 1 8:15-9:02

Period 2 9:05-9:51

Period 3 9:54-10:41

Period 4 10:44-11:31

Lunch 11:31-12:01

Period 5 12:01-12:48

Period 6 12:51-1:38

Period 7 1:41-2:27

Flex Time 2:30-3:00

Dismissal 3:00

Monday:

Period 1 8:15-8:54

Period 2 8:57-9:36

Period 3 9:39-10:18

Period 4 10:21-11:00

Advisory 11:03-11:30

Lunch 11:30-12:00

Period 5 12:00-12:38

Period 6 12:41-1:19

Period 7 1:22-2:00

Dismissal 2:00

\*There is a 3 minute passing period between each class.

\*Daily recess times vary according to grade level and day of the week. All elementary students have recess at least twice a day (once on half days).

Students should arrive at school no earlier than 8:00 AM, unless prearranged with the teacher.

## EXPLANATION OF MS/HS GRADES

**Waiver:** When the local school district deems it to be in the best interest of an individual student, specific requirements may be waived by the School Board upon recommendation by the superintendent, provided the request is not prohibited by state statutes.

**College:** Students should remember that these minimum requirements for high school graduation do not necessarily meet all requirements for entrance into a particular college. If you have a particular college in mind, check with your college catalogue or counselor so that a proper program can be planned.

**Graduation:** No senior will be permitted to participate in graduation ceremonies or receive a diploma if he/she does not pass all of his/her required courses and meet any other necessary requirements set up by the School Board.

### Grade Percentages:

A = 94-100%	B- = 80-83%	D+ = 67-69%
A- = 90-93%	C+ = 77-79%	D = 60-66%
B+ = 87-89%	C = 74-76%	F = 59-0%
B = 84-86%	C- = 73-70%	

### G.P.A. Equivalents:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F = 0.0
B = 3.0	C- = 1.7	

**Progress Reports:** Students will receive a semester grade for each course that they are enrolled in which will go on their transcript and determine credit for the course. Progress reports will be sent out for students at the end of the 1st quarter and 3rd quarter and as teachers choose to do so. Parents are encouraged to contact teachers when they receive notice of their son/daughter's unsatisfactory work. Students are also encouraged to take responsibility for knowing their ongoing status in a particular class. Parents may also access their student's grades at any time through our Family Access program with Skyward. Once set up this program can email daily or weekly progress reports to a designated email account. ALL parents/guardians should contact the office to get set up on this program.

## GRADUATION REQUIREMENTS

<i><b>Class 2024</b></i>		<i><b>Class of 2025</b></i>	
<i><b>STATE</b></i>	<i><b>DISTRICT</b></i>	<i><b>STATE</b></i>	<i><b>DISTRICT</b></i>
<i>English</i> 4	<i>English</i> 4	<i>English</i> 4	<i>English</i> 4
<i>Math</i> 3	<i>Math</i> 3	<i>Math</i> 3	<i>Math</i> 3
<i>Science</i> 3	<i>Science</i> 3	<i>Science</i> 3	<i>Science</i> 3
<i>Social Studies</i> 3	<i>Social Studies</i> 3	<i>Social Studies</i> 3	<i>Social Studies</i> 3
<i>Fine Arts</i> 2	<i>Fine Arts</i> 2	<i>Fine Arts</i> 2	<i>Fine Arts</i> 2
<i>Health and Fitness/PE</i> 2	<i>Health and Fitness/PE</i> 2	<i>Health and Fitness/PE</i> 2	<i>Health and Fitness/PE</i> 2
<i>Career and Tech</i> 1	<i>Career and Tech</i> 1	<i>Career and Tech</i> 1	<i>Career and Tech</i> 1
<i>Electives</i> 4	<i>Electives</i> 4	<i>Electives</i> 4	<i>Electives</i> 4
<i>World Lang./Personal Pathway</i> 2	<i>World Lang./Personal Pathway</i> 2	<i>World Lang./Personal Pathway</i> 2	<i>World Lang./Personal Pathway</i> 2
Total - 24	Total – 25.5	Total - 24	Total – 25.5

*Personal Finance .5  
Computer Literacy 1.0*

*Personal Finance .5  
Computer Literacy 1.0*

\*The principal may grant one year of Physical Education for 3 full seasons of athletics or waive the P.E. requirement if circumstances justify the waiver.  
It is up to the discretion of the principal. Board Policy 2410P and RCW 28A.230.050

In addition to the requirements listed each must complete standards as determined by Washington State Law (RCW 28A.655.061)

1. A High School and Beyond Plan
2. Washington State History
3. Earn a CAA or a CIA once required by Washington State
4. Complete a pathway to graduation (HB1599)

If a student takes Algebra I in middle school, it CAN be counted for high school credit with parent approval.

Students also need to complete 50 hours of community service hours before graduation. See the form on the following page.

# HARRINGTON HIGH SCHOOL

## COMMUNITY SERVICE HOURS

### SERVICE FORM

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
School Year

Class:              Freshman              Sophomore              Junior              Senior  
 (Circle one)

Location of Service: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Service Hours: Please describe what was accomplished during this time period (i.e. duties, responsibilities, etc.)

Job:	Number of Hours:	Date(s) Performed:

Additional comments by supervisor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requirements:      Freshman: 5 hours      Sophomores: 10 hours      Juniors: 15 hours      Seniors: 20 hours



## WACKY WEDNESDAYS

### **Dates Theme**

Wednesday, September 13 <sup>th</sup>	Beach Day
Wednesday, October 11 <sup>th</sup>	Western/Farmer Day
Wednesday, November 8 <sup>th</sup>	Red, White, and Blue Day
Wednesday, December 13 <sup>th</sup>	Holiday Spirit Day
Wednesday, January 17 <sup>th</sup>	Sports Team Day
Wednesday, February 21 <sup>st</sup>	Favorite Color Day
Wednesday, March 20 <sup>th</sup>	Anything but a Backpack Day
Wednesday, April 17 <sup>th</sup>	Pajama Day
Wednesday, May 15 <sup>th</sup>	Crazy Hair Day

## CHARACTER TRAIT OF THE MONTH

<b>September ~ Respect</b>	Recognizing, considering and properly honoring the worth of one's self and others
<b>October ~ Responsibility</b>	Being accountable, the pursuit of excellence, and the exercise of self-control
<b>November ~ Citizenship</b>	Positively contributing to society and community as well as dutifully respecting authority and the law
<b>December ~ Caring</b>	Showing a genuine concern for the welfare of others and being a kind, supportive helper
<b>January ~ Fairness</b>	Treating people and ideas with justice and impartiality
<b>February ~ Honesty</b>	Sincerity and reverence or love for the truth
<b>March ~ Diligence</b>	Persistence, dedication and hard work
<b>April ~ Trustworthiness</b>	Inspiring complete reliability and confidence in his/her truthfulness, integrity and discretion
<b>May ~ Courage</b>	Displaying integrity in spite of obstacles and challenges
<b>June ~ Integrity</b>	Living a set of values which includes honesty, respect for others and a sense of personal responsibility

## ATTENDANCE

Regular and punctual attendance plays a vital role in student success at Harrington, as well as in the world of work. Our attendance policy revolves around the concept that a student's presence in school is essential for maximizing his/her success in each subject area. We encourage the scheduling of haircuts, routine doctor and dentist appointments, and other such activities to be done outside of school hours. Students returning to school following an absence (except school related) must present a written excuse to the office or a parent or guardian must contact the office manager. An admit slip will be issued with either "excused", "notified/unexcused" or "unexcused" marked. **Additionally, students absent 10% or more of the school year (18 days) without medical documentation can be characterized as chronically absent. Chronically absent students will be referred to the Community Attendance Review Board after a mitigating conference with the counselor and principal.**

### *Importance of Regular School Attendance*

*"Nationally, an estimated 5 million to 7.5 million students are at risk academically each year because they are chronically absent—missing 10 percent or more of school days due to absence for any reason—excused and unexcused absences as well as suspensions. Starting as early as kindergarten and prekindergarten, chronic absence can have adverse consequences for academic achievement, research shows. By third grade, chronically absent students, especially those who have experienced multiple years of poor attendance are less likely to read on grade level. By sixth grade, chronic absence becomes a warning sign that a student will drop out of high school. By ninth grade, it's a better indicator than eighth-grade test scores. Children with certain risk factors—including poverty, chronic health conditions, homelessness, frequent moves and disabilities—are especially hard hit since they can least afford to miss school."*

<https://www.attendanceworks.org/chronic-absence/the-problem/>

It is the student's responsibility to contact their individual teachers about make-up work and complete all work within a reasonable length of time (one day for every day missed). In participation-type classes, students will be afforded opportunities to earn equivalent class credit in the event of an excused absence, and it may include requiring student time to be made up before, after or during parts of the school day. Students are to request assignments in advance, be prepared for tests they may have missed, and turn in missed assignments/homework within the one school day per school day missed time frame (SB Policies 3121 & 3122).

### **Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of absence statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition, or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Student Mental Health as defined by OSPI and [HB1834](#) (more information to follow)
4. Family emergency, including, but not limited to, a death or illness in the family;
5. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
6. Court, judicial proceeding, or serving on a jury;
7. Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview;

8. State-recognized search and rescue activities consistent with [RCW 28A.225.055](#);
9. Absence directly related to the student's homeless status;
10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A. If an absence is **excused**, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established (one school day of makeup for each day missed). In participation-type classes, students will be afforded opportunities to earn equivalent class credit in the event of an excused absence which may include requiring student time to be made up before, after or during parts of the school day.

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### Unexcused Absences

A. Any absence from school for more than half the hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of their absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

D. In the case of excessive Notified/Unexcused absences (10% absence rate is considered chronic or excessive) the school may require a note from a medical facility to accompany each parental note. This situation could also lead to a referral to the community attendance review board.

E. A conference with the parent or guardian will be held after three unexcused absences within any month during the current school year. A student may be referred to the Community Attendance Review Board for habitual truancy or non-attendance. Prior to this referral, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to improve student attendance. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

F. Not later than the student's seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of [RCW 28A.225.010](#).

G. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of [RCW 28A.225.010](#) by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the fifteenth unexcused absence during the current school year.

H. All referrals to the Community Attendance Review Board and the Lincoln County Juvenile Court will be reported to the Superintendent within 24 hours.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

### **Students dependent pursuant to Chapter 13.34, RCW**

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults include the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Legal References:  
[RCW 13.34.300](#)  
[WAC 392-400-325](#)

Chapter 28A.225 Compulsory school attendance and admission  
Relevance of failure to cause juvenile to attend school to neglect petition  
Statewide definition of excused and unexcused daily absences  
<https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy>

### **PREARRANGED ABSENCES**

Students and parents should pre-arrange absences whenever possible. Prearranged absence forms must be picked up 48 hours before the student will be absent. Prearranged absences from school are for family need or clear educational benefit, which is aligned with the appropriate school curriculum. Not all prearranged absences are considered excused.

Before obtaining a prearranged absence, a student must present a written note signed by the parent or guardian stating the time and reason for the absence, or the parent should conference with the principal. It is the student's responsibility to complete all work assigned. Teachers may request make-up work to be completed prior to leaving for an absence. All work assigned on the pre-planned absence form is due the first day back in class. Failure to meet this time frame will result in no credit being given for the work.

### **SCHOOL SPONSORED ABSENCE**

Students absent from class for the purpose of participating in a recognized school activity, such as a classroom trip, an athletic event, a music program, or student government, will not be penalized provided the student turns in the work in the agreed upon time frame. In anticipation of missing school for these activities, students must get the assigned work from each class for the day, so as not to fall behind academically. Students are also expected to "sign-out" with teachers by completing the prearranged release form prior to the absence.

### **TARDY**

Students arriving up to **15 minutes late to school** or classroom after class must go to the office for an admit slip. Students should remember to get a pass from their teacher if they are held after class for some reason or get permission from the teacher of the class they are going to if they know they are going to be late. Teachers may have additional consequences based on their own classroom procedure/policy above and beyond school policy.

## TRUANCY

Truancy is an absence from a part of any class or school day without the knowledge or permission of parent/guardian or the approval of the school. Teachers will not be expected to provide make-up work for students on the days they were truant. School discipline will apply.

## CHECK-OUT PROCEDURE

All students, including those 18 and older, who live at home, must have written permission from a parent/guardian to check themselves out of school during the school day. **Students who leave any time during the school day must report to the office prior to leaving the premises.** Students who sign out must leave the campus immediately.

## ILLNESS DURING SCHOOL DAY

If a student becomes ill while at school and wishes to go home, he or she must first report to the office. The office will then determine whether or not to refer the student to the nurse. If determined to be ill, the nurse will contact a parent to pick the student up. If the parent is unable, the student must stay in school. Parents or Guardians must check students out through the office.

## VISITORS

No student visitors will be allowed during the school day unless **pre-approved** by the Principal **prior** to the visit. In most cases, visitors will only be permitted to visit during lunch time. Any visitor to school must be signed in at the office and wear a visitor badge indicating the office has record and approval of the visitor. Staff are asked to send anyone visiting campus to the office to sign in and obtain a visitor sticker.

## WITHDRAWALS

If a student finds it necessary to withdraw from school at any time during the year, the following procedure should be observed:

1. The parent or guardian must give authorization for withdrawal.
2. Appropriate forms may be obtained from the office.
3. Forms must be filled out by teachers to show that all obligations on books and equipment have been met.
4. Return the completed form to the school office for final clearance.

# STUDENT CONDUCT AND GENERAL INFORMATION

The same code of behavior that governs students at school will be observed at all school related activities. (Athletic contests, dances, etc.)

## TRANSPORTATION

All students are expected to use the transportation provided by the district to get to and from all practices, athletic events and field trips. Any variance from this procedure requires prior approval from an administrator.

Students may be released from riding home on the bus after extracurricular events or field trips if prior written request has been made with the office by parent or if the parent or guardian is present and verbally requests the release of their student to the coach, bus driver, or staff supervisor and must be **signed out**. Arrangements to be released must be made in a timely fashion to allow the administrator involved time to verify all communication. **No student will be released to an older sibling, relative, or other adult unless prior arrangements have been made.**

## BUS ROUTE CHANGES

Parents will please call the bus garage 253-4331 ext. 204 to notify Patrick Vaughan, Transportation Supervisor of any changes to who is riding the bus.

**The following rules apply to any school bus trip (regular route, classroom field trip, and extracurricular function).**

1. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at the regular stop.
2. The driver may assign seats on an as needed basis.
3. Outside of ordinary conversation, classroom conduct must be obeyed.
4. Students are to deposit litter in the appropriate place upon leaving the bus.
5. No student shall at any time extend his or her head, hands, or arms out of the windows, whether the school bus is in motion or standing still.
6. Each student must see that all books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
7. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
8. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
9. Students after being given consent by the driver, must cross the highway only in front of the school bus and never behind it, after being given consent by the driver.
10. Students who have to walk some distance along the highway to the bus-loading zone, when practical, must walk on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
11. Student misconduct on a bus will be sufficient reason to discontinue providing bus transportation.
12. Parents of students damaging school buses will be responsible for proper reimbursement to the school district for all costs.
13. Students must be ready when the bus arrives, as the drivers will not wait more than five minutes.
14. Students will walk to and from buses.

When a student's conduct constitutes an infraction of the rules, the bus driver will talk to the student, explaining what the problem was and what the appropriate response should be. If the problem continues, the driver will notify the bus supervisor to discuss a plan for corrective action. If the problem still remains unresolved, the bus supervisor will inform the principal. The principal will talk with all parties involved including the parent, to decide what course of action will be invoked. Such action includes, but is not limited to, parent conference, suspension from riding the bus for a given amount of time, expulsion from riding for the remainder of the school semester or year, or other appropriate means of corrective action.

**ELECTRONIC DEVICES (see policy 3245)**

Electronic devices may be used in classrooms at the discretion of each teacher. **The use of the electronic device may be permitted for instructional use only.** Students are prohibited from using any telecommunication device or camera to take or transmit images that may violate a person's privacy. Recording or transmitting secure information, such as classroom assessments, is also prohibited. If a student seems to be violating this policy, their electronic device may be confiscated by a staff member and a meeting will take place between the student, principal, and parent. If students have electronic devices, they need to be kept in a secure location. The school is not responsible for the theft, damage, or disappearance of these electronic devices.

Secondary students (7-12) may use electronic devices during non-class time and at the discretion of the classroom teacher. All use must be school-appropriate.

Students are prohibited from use of cell phones and cameras of any type in any restroom, locker room, or other location where students and staff "have a reasonable expectation to privacy." A student caught improperly using any telecommunication device to take or transmit digital photographic images will face immediate discipline or loss of privileges. Texting and digital photography may be a form of harassment and subject to discipline (see cyberbullying policy.)

Students who have equipment confiscated for distraction or misuse at school will be subject to the district discipline policy. First time offenders will have devices confiscated (by teacher or principal) and parents contacted. Devices will be returned at the end of the day. If problems continue then the principal will confiscate the device, which shall only be returned to the student's parent/guardian.

Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.

### **SKATEBOARD/BICYCLES/WHEELED SHOES**

Skateboards, roller blades, bicycles or similar devices are not to be used on Harrington School District property, especially during student arrival and dismissal. The school cannot be held responsible for lost or stolen items. If such devices are brought to school they are to be placed in the student's locker or designated area upon arrival. Wheeled shoes must have the wheels removed to be worn at school.

### **DRESS CODE**

Dress and grooming are rightfully the responsibility of the individual and his/her parents. To be appropriate for school, a person's dress and grooming should be clean, neat, and safe. It should not constitute a safety or health hazard nor should it hamper the educational process. Students who come inappropriately dressed will be given a shirt or sweats from the office and sent back to class so as not to miss valuable instruction. If the student is uncooperative, the matter will be handled as a separate disciplinary matter. The following guidelines will be followed:

1. No immodest clothing which includes:
  - Clothing that is see-through
  - Clothing that does not cover the individual's underwear (including sports bras and boxers)
  - Half shirts and tops that do not cover the midriff to the belt-line
  - Low cut shirts (neckline shall not be lower than a line drawn between both armpits)
  - Tank Tops (with less than 2 inch straps)
  - Shirts which have an armpit hanging below mid-bicep
  - Thin straps/spaghetti straps/halter tops/strapless dresses/strapless tops
  - Spandex
  - Baggy pants that do not fit at the waist
  - Clothing with holes in the seat/crotch/pocket area
  - Clothing with tobacco/alcohol/marijuana or drug advertisements
  - Clothing with statements/pictures of a sexually aggressive nature
2. Shorts, skirts and dresses are to be no shorter than three inches (3") above the knee cap.
3. Gang-type attire of any sort is not permitted.
4. Sunglasses are permitted to be worn in the building during school hours with permission ahead of time.
5. Jewelry must not pose a safety hazard or be a distraction. (Chains and padlocks on clothing are not permitted)
6. Some classes may have need for specific dress requirements. Shop classes require long pants or coveralls, and hard shoes (no open-toed shoes). Labs and PE may have their own requirements for dress.
7. The Principal will have the discretion to determine the appropriateness of dress for Harrington School students.

### **MEALS**

The school district operates a free breakfast and lunch program in the school multi-purpose room. No food or drinks may be taken outside the lunchroom. During nice weather MS/HS students may be allowed to eat lunch on the picnic tables in front of the school.

## SCHOOL AND STUDENT INSURANCE

A student accident insurance plan is available to all students attending Harrington School. This plan covers the student in all sports and activities (with the exception of football) and any accident that may occur during the school day while the student is under the supervision of a staff member. A special rate is charged for all students participating in tackle football. A dental accident insurance program is also available. Please contact the office if you are interested in this program.

## STUDENT DRIVERS

Students driving to school are to park in the school parking lot. **Students cannot ride with or drive other student's vehicle during on-campus hours.** Vehicles are to be used solely for necessary transportation to and from school and always in a safe and responsible manner. It is the responsibility of the school under law, to maintain the safety of all students in this matter. The parking lot is off limits during school hours except with permission from the administration/office personnel.

## CLOSED CAMPUS

Students must remain on campus during the entire school day. Students not enrolled in Harrington School District are not permitted to visit friends or eat lunch with enrolled students during school hours. Students are expected to eat lunch on campus. Only by permission from the Administration/office personnel may a student leave the school grounds.

## SNOW DAYS

There may be days during the winter when it is not safe for our buses to transport children. We have many bus routes to outlying areas. The School Messenger system will notify you by phone in regards to bus routes or school closure. Please make sure that your phone number is correct with the school office.

## PERSONAL BELONGINGS

**The lost and found is located by the stage in the multipurpose room and is donated to charity regularly.** Please mark your child's clothing and other possessions with their name so they can be easily identified and returned without delay.

## MEDICATION AT SCHOOL

Under normal circumstances, prescribed and over the counter oral medications should be taken before and after school under the supervision of the parent or guardian. According to state law and district policy, if it is necessary for your child to receive medication during school hours, a **Medical Authorization Form must be filled out.** These forms are available in the school office and on our district website. The form must be signed by the attending physician and the parent. If you do not have a form you can get a doctor's signature on a prescription pad. To avoid the hassle, medication prescribed three times per day can usually be given before and after school and at bedtime. Check with your doctor. Medications must be turned in to the office or health room in the original containers or prescription bottles to be administered by authorized staff. The exception to this would be situations where the parent or guardian and healthcare provider have signed an authorization for the student to carry an inhaler or Epi-Pen for emergency use. Violations of any conditions placed on the student permitted to carry and or self-administer his/her own medication may result in termination of the permission as well as the imposition of discipline where appropriate. **There are no circumstances under which a student may carry prescription or over the counter medications without having a current medication request form on file.** Abuse of this policy may result in disciplinary action.

## PERSONAL RELATIONSHIPS

Students shall show respect for others by refraining from public displays of affection. Any type of display of affection that makes the person or others uncomfortable (including hugging and kissing) will be subject to disciplinary action.



### **LITTERING**

Students must use the trash cans or recycling bins for items being disposed. Those who choose to litter the environment will clean it up. No one has the right to litter an environment shared with others; neither do they have the right to expect the custodians or members of the community to act as servants in situations where students can clean up after themselves. Students are expected to keep eating areas clean. Please use the recycle bins provided whenever possible. We are working to show our community the good citizenship that is taught at Harrington School.

### **SCHOOL PROCEDURES**

**Please make sure that the office has your current contact information (phone numbers, email, etc.) so that we can reach you at all times in case of emergencies. If you change your contact information, please inform the office.**

### **LOCKERS**

MS/HS students will be given lockers at the beginning of each school year. Students are expected to keep their lockers clean, and orderly **with the door closed**. While privacy is an important right of each individual, the school must still exercise the right and responsibility to search lockers when there is reasonable cause. Locks are available upon request from the office. The school is not responsible for items taken from lockers.

### **TELEPHONE**

The telephone in the high school office is there for school business. Students may use the cell phone in the office. Classroom telephones are to be used by teacher discretion during class time and may be used by students before or after school with teacher approval.

### **(FERPA) PARENT/FAMILY ACCESS TO STUDENT RECORDS**

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 permits the school district to release certain directory information for legitimate educational purposes. The policy of the Harrington School District has been to release directory information to school and community media and military for the recognition of student achievement. Information must also be released, upon request, to the military unless a parent submits a written request to the contrary. Every reasonable effort is made to protect the privacy of students. Directory information shall not be released for commercial reasons.

If you do not want this information released and/or have your child appear in a photograph, videotape, film, slide or website promoting school programs, **please notify the building principal in writing that the information not be released.**

Directory information includes the student's name, address, telephone number, major field of study, participation in officially recognized student activities and sports, height and weight of athletic team participants, dates of attendance, diplomas and awards received, the most recent previous school attended, photograph, and other similar information. This information may be used in preparing athletic, music, commencement, drama programs, eligibility lists, awards, honor rolls, school annuals, newspapers, brochures and other education publications.

### **CHILD CUSTODY**

Policy Number 3126: The board of directors and the administration presumes that the person who enrolls a student in school is the residential parent of the student. The residential parent is responsible for decisions regarding the day-to-day care and control of the student. Parents/guardians, guardians or defacto

parents/guardians have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent.

The administration and the front office, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order which curtails this right(s). If this right is questioned by the nonresidential parent, the issue will be referred to law enforcement authorities for resolution.

Unless there are court-imposed restrictions, the nonresidential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.

The student is not permitted to visit with or be released to anyone, including the nonresidential parent, during school hours without the approval of the residential parent, or an appropriate public authority. Individuals placed on the students emergency contact list have this approval. Resident parents are expected to update their emergency contact list regularly.

## **SEXUAL HARASSMENT POLICY**

### **DISCRIMINATION**

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

**Howard King**, hking@harringtonsd.org, 100 S. First Street, Harrington, WA, 509-253-4331

**Dawn Craig**, dcraig@harringtonsd.org, 100 S. First Street, Harrington, WA 509-253-4331

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at [www.harringtonsd.org](http://www.harringtonsd.org): Nondiscrimination- Harrington Policy 3210 and Procedure Nondiscrimination- Harrington 3210P

### **SEXUAL HARASSMENT**

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

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

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

Examples of Sexual Harassment:

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

- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: Sexual Harassment of Students Prohibited – Policy 3205, Procedure Sexual Harassment of Students Prohibited-Harrington 3205P

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

#### **Complaint to the School District**

##### **Step 1. Write Out Your Complaint**

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

##### **Step 2: School District Investigates Your Complaint**

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

##### **Step 3: School District Responds to Your Complaint**

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

#### **Appeal to the School District**

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

#### **Complaint to OSPI**

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

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

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

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

## **MALICIOUS HARASSMENT**

RCW 9A.36.080 Malicious harassment is the intentional and malicious act committed by a person because of his or her perception of the victims race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap.

1. Causes physical injury to victim or another person.
2. Causes physical damage or destruction of property to the victim or another person.
3. Threatens a specific person or group of persons and places that person or members of the specific group of persons in reasonable fear of harm to person or property.

## **NOTIFICATION OF THREATS OF VIOLENCE/HARM**

**Policy Number 4314.** Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g. bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plan.

## **CYBERBULLYING POLICY**

**Definition of Cyberbullying:** Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of pictures or videos of students without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences in agreement with the district discipline policy. Incidents that come to the attention of the principal or school administrator, but do not rise to the disciplinary threshold, are logged by the school.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion (see district discipline policy.) Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The district will also report individuals to law enforcement when necessary.

## **DRUG-FREE, WEAPON-FREE SCHOOL**

Harrington School District is a drug-free and weapon-free zone. Any drug, alcohol, tobacco, nicotine products, E-cigarettes and/or vaping devices of any type are not permitted on district property or at any school related event at any time. This includes public attendance at any school function.

Harrington School maintains all school district facilities in compliance with state law as drug-free and weapon-free facilities. **Students are not allowed to bring weapons, including pocket knives, to school.** The use, possession, or sale of alcohol, tobacco, drugs, or weaponry (as defined by RCW 9A.02.020) is prohibited on District property except for:

- Persons engaged in military, law enforcement or district security activities.
- Persons involved in a school-authorized convention, showing, demonstration, lecture or firearm safety courses.
- Persons competing in school authorized firearm or air gun competitions.
- Any federal, state, or local law enforcement officer.
- Persons; over 18, who are not enrolled as students, with concealed weapons permits and who are picking up or dropping off students.
- Persons, over 18, who are not enrolled as students and are conducting legitimate business at the school, may be in possession of a lawful firearm or other dangerous weapon, but the weapon must be secured in a vehicle; or concealed from view in a locked, unattended vehicle.
- Persons bringing dangerous weapons other than firearms if they are lawfully possessed and are to be used in a school authorized martial arts class.

- Persons, over 18 or between 14-18 years of age, with written parental permission, who possess personal protection spray devices to be used only in self-defense as defined by the state law.

## **FIREARMS and DANGEROUS WEAPONS (Title I, Safe and Drug Free Schools)**

Possession of firearms AND/OR dangerous weapons which include knives over 3 and a ½ inches, nun chucks, throwing stars, stun guns, black jacks, bb/pellet/air guns and look-alike guns, metal knuckles and other weapons as defined by RCW 9.41.280 are not permitted on school property and **will result in disciplinary action and/or law enforcement involvement.**

## **COMPUTER EQUIPMENT**

1. Use of the school computers/technology equipment is not a right but a privilege and there should be **NO expectation of privacy.**
2. No food or beverages are allowed in the computer areas in classrooms under any circumstances. All plugs, cables, cords, chairs and other equipment are to be left in tray order as directed. Other student's workstations are not to be disturbed without approval.
3. All student workstations are to be maintained to appropriate standards as directed by the teacher in charge. If a student has a problem with his/her workstation, he/she should notify the teacher immediately.
4. Copying another student's work or assignment is unethical; copying a program from the network is both unethical and illegal. Both are prohibited.
5. Attempting to log in by a student as an administrator or instructor is strictly forbidden. This attempt could cause problems, which may require a large sum of money and time to repair. Unauthorized log ins are an intentional breach of security and will not be tolerated.
6. Only those disks/flash drives approved by the teacher will be permitted in the classroom.
7. A student's passwords are his/her and no one else's. Students are not to share their password or to seek to learn or use another student's password.
8. Computer games are not allowed in the school unless determined by the teacher that they are of educational value.
9. Inappropriate use of school network (i.e. chatting rooms, blogging, non-teacher approved websites) is prohibited.
10. Use of VPN's to bypass network security is prohibited.

## **COMPUTERS – ACCEPTABLE USE POLICY**

*Revised August 2019*

The Harrington School District (HSD) believes that computer usage and the Internet offers resources to staff, students, and community. The goal of providing this service is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication. The use of the internet and computers is a privilege not a right. The superintendent or designee will deem what is inappropriate, will deny access at any time as required, and his/her decision is final. The use of computers and the Internet must be in support of education and research.

### **Network Use**

- All use of the network must be in support of education and research and be consistent with the mission of the Harrington School District which reserves the right to prioritize use and access to the network.
- Any use of the network must be in conformity to state and federal law, K-20 Network policies, and district policy. Use of the network for commercial purposes is prohibited.
- The network constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

- No use of the network shall serve to disrupt the operation of the network by others; network components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the network and/or damage the components of an entity on the network is prohibited.
- Users are responsible for the appropriateness of the material they transmit over the network. Hate mail, harassment or discriminatory remarks will not be tolerated see cyberbullying policy. Use of the network to access, store, or distribute obscene or pornographic matter is prohibited.
- Bulletin boards, chat groups, and commercial on-line services must be pre-approved by the superintendent or designee.

**Email and files on the school network are not guaranteed to be private.**

### Security

- Network logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account name or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files other data or passwords belonging to other users misrepresent other users on the network or attempt to gain unauthorized access to any entity on the K-20 Network.
- Communications may not be encrypted so as to avoid security review.

### Personal-Security

- Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the network. Students should never reveal such information without permission from their teacher and parent/guardian. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
- Students should never make appointments to meet people in person whom they have contacted on the system without district and parent/guardian permission
- Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate on the Web.

### Copyright

- The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the K-20 Network shall comply with current copyright laws.

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### Filtering and Monitoring

- Filtering software is now in use on all computers and is in effect for all users with access to the Internet. This will block or filter access to visual depictions that are obscene or harmful to minors. No filtering software is perfect; students are expected to indicate if they have accessed questionable material.
- Attempts to bypass filtering software by use of a VPN may result in loss of Internet privileges.
- Educational staff will, to the best of their ability:
  - Monitor minors' use of the internet in school.
  - Will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web.
  - Restrict students' access to harmful materials.

### **General Use**

- Diligent effort must be made to conserve network resources. Users with permission should frequently delete E-Mail and unused files.
- Users must be courteous and polite in the use of all electronic communication.
- No person shall have access to the K-20 Network:
  - Without having received appropriate training.
  - Without having read the Student Handbook.
  - All students must have the approval of a parent/guardian.

### **Consequences**

Any student caught disobeying any of the rules and regulations shall be subject to the district discipline policy. In addition they may lose all access to the Internet and/or computers privileges. If additional abuse occurs, the student may be suspended and lose access to the Internet and/or computers for the balance of the semester/school year.

## **HARRINGTON SCHOOL DISTRICT DISCIPLINE POLICY – Board Policy 3200**

### **Student Discipline**

#### **Introduction/Philosophy/Purpose**

The Board of the Harrington School District focuses on the educational achievement of each and every student. The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. “Discipline” means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline. The Board intends that this policy and procedure be implemented in a manner that supports positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

- Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures;
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families;
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible;
- Providing educational services that students need to complete their education without disruption;
- Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion;
- Ensuring fairness, equity, and due process in the administration of discipline;
- Implementing culturally responsive discipline that provides every student the opportunity to achieve personal and academic success;
- Providing a safe environment for all students and for district employees;

#### **Rights and Responsibilities/District Commitment**

The Board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:

- Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps;
- Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction

The District will observe students’ fundamental rights and will administer discipline in a manner that does not:



1. Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal;
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

This District's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning, consistent with Board Policy 3112 – Social Emotional Climate.

### **Development and review**

Accurate and complete reporting of all disciplinary actions, including the associated student-level information, behavioral violations, and other forms of discipline the district considered or attempted, is essential for effective review of this policy; therefore, the district will ensure such reporting.

The district will collect data on disciplinary actions administered in each school, as required by RCW 28A.300.042, and any additional data required under other district policies and procedures.

The District will ensure that school principals confer with certificated building employees at least annually to develop and/or review building discipline standards and review the fidelity of implementation of those standards. At each district school, principals and certificated staff will develop written school procedures for administering discipline at their school with the participation of other school personnel, students, parents, families, and the community. Each school will:

1. Establish behavioral expectations with students and proactively teach expectations across various school settings.
2. Develop precise definitions for problem behaviors and behavioral violations to address differences in perceptions of subjective behaviors and reduce the effect of implicit bias.
3. Define the differences between minor and major behavior incidents to clarify the types of behaviors that may or may not result in classroom exclusion or are severe enough that an administrator needs to be involved.
4. Identify a continuum of best practices and strategies for classroom-based responses that building staff should administer before or instead of classroom exclusion to support students in meeting behavioral expectations.

Schools handbooks, codes of conduct, and building discipline standards must not conflict with this policy, accompanying procedures, or other Board policies. A school's building discipline standards must be annually approved by district superintendent and school principal.

School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:

1. Focus on prevention to reduce the use of exclusionary discipline practices;
2. Allow the exercise of professional judgment and skill sets; and
3. May be adapted to individual student needs in a culturally responsive manner.

School administration will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills. Professional learning opportunities for staff have and will continue to focus on PBIS, SEL, Trauma-Informed approaches, and culturally responsive teaching.

The District will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline. Discipline data must be disaggregated by:

1. School.
2. Student groups, including by gender, grade level, race/ethnicity (including further disaggregation of federal race and ethnicity categories in accordance with RCW 28A.300.042(1) and CEDARS Appendices Y and Z), low-income, English language learner, migrant, special education, Section 504, foster care, and homeless.
3. Behavioral violation.
4. Discipline types, including classroom exclusion, in-school suspension, short-term suspension, long-term suspension, emergency expulsion, and expulsion.

The District will follow the practices outlined in guidance from the Race and Ethnicity Student Data Task Force when disaggregating broader racial categories into subracial and subethnic categories. The District will consider student program status and demographic information (i.e. gender, grade-level, low-income, English language learner, migrant, special education, Section 504, foster care, and homeless) when disaggregating student race and ethnicity data to identify any within-group variation in school discipline experiences and outcomes of diverse student groups. This process may include reviewing data to prevent and address discrimination against students in protected classes identified in chapters 28A.640 and 28A.642 RCW, however, the District will ensure it reviews disaggregated discipline data in accordance with WAC 392-190-048 at least annually.

The District will support each school using the PBIS/MTSS team to:

- set at least one goal annually for improving equitable student outcomes;
- create an actions plan or plans;
- evaluate previous goals and action plans; and
- revise goals and action plans, based on evaluations.

Schools will share identified goals and action plans with all staff, students, parents, families, and the community.

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

The District will make the current version of this policy and procedure available to families and the community. The District will annually provide this policy and procedure to all District personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The District will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure. At the building level, schools will annually provide the current building discipline standards, developed as stated above, to all school personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. Schools will ensure all school personnel are knowledgeable of the school building discipline standards. Schools are encouraged to provide discipline training developed under RCW 28A.415.410 to support implementation of this policy and procedure to all school staff as feasible.

### **Application**

This policy and accompanying procedure will be construed in a manner consistent with Washington law as

stated in WAC 392-400-020.

## **STUDENT RIGHTS**

### **Students Rights:**

WAC 180-40-215 In addition to other rights established by law, each student served by or in behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.
2. All students shall possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, subject to reasonable limitations upon the time, place and manner of exercising such rights.
3. All students possess the constitutional right to be secure in their person, papers and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

### **Person Authorized to Impose Discipline, Suspension, Expulsion, or Emergency Removal Upon Students:**

WAC 180-40-230

1. Each certified teacher, each school administrator, each school bus driver, and any other school district employee shall possess the authority to impose discipline upon a student for misconduct which violates rules of the school district and to impose an emergency removal from a class, subject, or activity upon a student.

### **Discipline-Grievance Procedure**

WAC 180-40-240

1. Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference, the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the school board's next regular meeting.

The board shall notify the student, parent or guardian of its response to the grievance within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such an action.

A copy of Chapter 180-40 WAC which explains in detail procedural due process relating to student rights and responsibility is available in the office.

\*The Law supersedes any of the sections or articles of this handbook.

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

Howard King hking@harringtonsd.org, 100 S. First Street, Harrington, WA, 509-253-4331 Title IX and Civil Rights Coordinator.  
Dawn Craig, dcraig@harringtonsd.org, 100 S. First Street, Harrington, WA 509-253-4331] Section 504 Coordinator

## **School Counseling Services**

Harrington School District is committed to providing quality education. In effort to achieve this goal, we provide students with a school counseling program and access to a school counselor. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives.

### **Provisions of Services**

The following counseling services may be provided:

- Short-term Individual Counseling
- Group counseling
- Educational and Career planning and counseling
- Sharing information about community resources
- Special programs, presentations and events related to social, academic, or developmental growth and development of your student.

I understand that school counseling services are a part of effective education and socialization of my student(s) within the school community. I understand that these services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school. I acknowledge that it is my responsibility to determine whether additional or different services are necessary and whether to seek them for my student.

### **Benefits/Risks**

I understand that there may be both risks and benefits associated with participation in counseling. Counseling may improve my student's ability to relate with others, provide a clearer understanding of himself/herself/themself, along with values, goals, and an ability to deal with everyday stress. I understand that counseling may also lead to unanticipated feelings and change, which might have an unexpected impact on my student(s) and his/her/they relationships.

### **Confidentiality**

I understand that the school counselor will keep information shared in counseling confidential except as required by law:

- When there are suspicions of child abuse or neglect.
- In cases of physical, emotional, sexual and verbal abuse.
- When there is imminent danger to self or others.

The counselor will make my student aware of these limits to confidentiality and will inform him/her/they when sharing information with others.

### **Contact**

I understand that I am entitled to ask questions and receive information about methods or techniques used by the counselor and the length of counseling. I am free to seek a second opinion or end counseling at any time.

I have read and understand the information provided by the School Counselor and have had an opportunity to ask questions about counseling.

School Counselor contact information:

**School Phone:** (509) 253-4331 x206

**Work Cell Phone:** (509) 428-5823

**E-mail:** [dcraig@harringtonsd.org](mailto:dcraig@harringtonsd.org)

Add to signature page:

\_\_\_ I **consent** for my child to participate in counseling. I understand that participation is completely voluntary and that classroom requirements take precedence over participation in counseling.

\_\_\_ I **do not consent** for my child to participate in counseling. I understand that this consent is effective for the current school year 2023 to 2024.

\_\_\_\_\_  
Student First/Last Names (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian/Student Signature\*

\_\_\_\_\_  
Date

\*Students age thirteen and over are not required to have a parent/guardian signature. Please contact me for more information.

PLEASE RETURN THIS PAGE FRONT AND BACK TO THE OFFICE



**PLEASE RETURN THIS PAGE FRONT AND BACK TO THE OFFICE**

**HARRINGTON SCHOOL PARENT CONFIRMATION**

We the staff here at Harrington School District have already gone over the Student Handbook with students at school. We would appreciate it if you would also discuss the handbook with your son or daughter so everyone will have a clear understanding of policies, expectations, and procedures. Each student will be expected to bring this form back to school signed by their legal guardian showing they have read the Student Handbook ASAP (no later than Wednesday, September 20<sup>th</sup>). Thank you!

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**Automated Call/Email System**

The FCC has ruled that we must have an affirmative choice for parents to receive calls from our calling systems. Please initial next to your preference below.

\_\_\_\_\_ I wish to receive phone notifications or school closures, emergencies, and other information through the schools automated system.

\_\_\_\_\_ I do not want to receive phone notifications from the school's automated system.

**Student Photographs**

Students participate in various activities throughout the year and may be photographed for use in promotional literature (yearbook, student of the month, brochures, newspaper articles, webpage, Open Door, etc.). Please initial next to your preference below.

\_\_\_\_\_ I give permission for my student(s) to be photographed.

\_\_\_\_\_ I do not give permission for my student(s) to be photographed.

**Attendance Policy and Procedures**

\_\_\_\_\_ (Please initial) I have read and understand the importance of regular school attendance as outlined in the Harrington School District Handbook and Washington State's BECCA Bill.

**\*I have read and understand the Harrington School District Handbook.**

Student's Name (print) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please Circle Grade Level    K   1   2   3   4   5   6   7   8   9   10   11   12**