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

Section 504 Coordinator: Dr. Tricia Zurybida
Title IX/RCW 28A.640 Officer: Mike Parker
Address: 305 Simpson Avenue, Hoquiam, WA 98550-2411
Telephone Number: (360) 538-8200
Welcome back to the 2014-2015 school year! We are excited to start this new adventure with you and look forward to the great memories we will make along the way. There are many new staff members to HHS this year. Please welcome them with open arms and show them what Grizzly PRIDE is all about.

You will notice more emphasis on career development and exploration this school year. We encourage you to see what you can be, not where you are now. Having goals and dreams in your life is important to developing your future vision of who you want to be as a productive member of society. This vision creates HOPE and the belief that you will be successful.

As a staff we stand ready to serve you with the promise of seeing what our students can be, not where they are now. Please take this opportunity to make your educational experience enjoyable and meaningful this school year. Together we will show our Grizzly PRIDE through academics, extra-curricular activities and caring about our community. We challenge each and every one of you to see what our school can be, not where we are now. Good luck this school year Grizzlies!

Grizzly PRIDE,

Brock M. Maxfield
Hoquiam High School Principal

Scott Hyde
Hoquiam High School Assistant Principal
**FIGHT SONG**

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

**ALMA MATER**

True to thee dear Hoquiam High
    Crimson and the Gray,
    Praise and honor, loyalty,
    Now and every day.
Memories of thee we will cherish,
    Proud of days gone by.
We're behind you all the way,
    Spirit never die.
Here we stand and sing to thee.
    Alma Mater true.
Striving for our highest goals,
    All success for you.
Raise your voices loud and clear,
    Upward to the sky,
While we pledge in word and deed,
    Our love for HOQUIAM HIGH!
# SCHOOL CALENDAR
## 2014-2015

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST</td>
<td>8/28/2014</td>
<td>9th Grade Orientation</td>
</tr>
<tr>
<td></td>
<td>8/28/2014</td>
<td>Grizzly Day</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/2/2014</td>
<td>First Day of School</td>
</tr>
<tr>
<td></td>
<td>9/17/2014</td>
<td>Open House</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>10/10/2014</td>
<td>Statewide Professional Day (no school)</td>
</tr>
<tr>
<td></td>
<td>10/13/2014</td>
<td>End of Six Week Grading Period</td>
</tr>
<tr>
<td></td>
<td>11/11/2014</td>
<td>Veterans Day (no school)</td>
</tr>
<tr>
<td></td>
<td>11/25/2014</td>
<td>End of Twelve Week Grading Period</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>12/22/2014-1/2/2015</td>
<td>Winter Vacation</td>
</tr>
<tr>
<td>JANUARY</td>
<td>1/5/2015</td>
<td>School Resumes</td>
</tr>
<tr>
<td></td>
<td>1/19/2015</td>
<td>Martin Luther King Day (no school)</td>
</tr>
<tr>
<td></td>
<td>1/23/2015</td>
<td>End of Semester (Early Dismissal 10:55 AM)</td>
</tr>
<tr>
<td></td>
<td>1/26/2015</td>
<td>First Day of Second Semester</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>2/16/2014</td>
<td>President's Day (no school)</td>
</tr>
<tr>
<td>MARCH</td>
<td>3/9/2015</td>
<td>End of Six Week Grading Period</td>
</tr>
<tr>
<td></td>
<td>3/20/2015</td>
<td>1st Snow Make-up Day</td>
</tr>
<tr>
<td></td>
<td>4/6/2015-4/10/2015</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>4/28/2015</td>
<td>End of Twelve Week Grading Period</td>
</tr>
<tr>
<td>MAY</td>
<td>5/22/2015</td>
<td>2nd Snow Make-up Day</td>
</tr>
<tr>
<td></td>
<td>5/26/2015</td>
<td>Memorial Day (no school)</td>
</tr>
<tr>
<td>JUNE</td>
<td>6/1/2015</td>
<td>Baccalaureate at 8:00 PM</td>
</tr>
<tr>
<td></td>
<td>6/3/2015</td>
<td>Class Day at 12:30 PM</td>
</tr>
<tr>
<td></td>
<td>6/5/2015</td>
<td>Graduation at 8:00 PM</td>
</tr>
<tr>
<td></td>
<td>6/11/2015</td>
<td>Early dismissal at 1:00 PM</td>
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<tr>
<td></td>
<td>6/12/2015</td>
<td>Last Day of School-Early Dismissal 10:55 AM</td>
</tr>
<tr>
<td></td>
<td>6/15/2015</td>
<td>3rd Possible Snow Make-up Day</td>
</tr>
<tr>
<td></td>
<td>6/16/2015</td>
<td>4th Possible Snow Make-up Day</td>
</tr>
</tbody>
</table>

## GRADE REPORT DATES

- October 13, 2014: End of Six Week Grading Period
- November 25, 2014: End of Twelve Week Grading Period
- January 23, 2015: End of First Semester
- March 9, 2015: End of Six Week Grading Period
- April 28, 2015: End of Twelve Week Grading Period
SUPPORT STAFF
HOQUIAM HIGH SCHOOL
2014–2015

OFFICE PERSONNEL

Julie Gage ASB / A.D. Secretary
Loretta Marlow Registrar/Guidance Office
Valerie Quigley Office Coordinator

EDUCATIONAL ASSISTANTS

Jamie Gonzales Special Education
Ellena Armstrong Special Education
James Smith Special Education
Brittni Leitch Special Education
Nikki Gaddis Special Education
Charlotte Helland Librarian
Shelly Robinette Career Center/Attendance
Tammy Lund Special Education
Brenda McCoy Instrumental Music/Color Guard Advisor
Tammy Pejsa Academic Support/BECCA
Connie Walsh Special Education
James Smith Special Education

CUSTODIAL PERSONNEL

Sue Dixon Head Custodian
Karen Lee Custodian
Gene Kostello Custodian

KITCHEN PERSONNEL

Cheri Bemis Head Cook
Pauline Drolz Cook
Jodie Gibbons Cook

ITINERANT PERSONNEL

Susan Priem District School Psychologist
Teresa Mowitch Indian Education Coordinator/Homeless Coordinator
Darcy Halls District Occupational Therapist
Patti Reynvaan HHS Technology Technician
CERTIFICATED STAFF
HOQUIAM HIGH SCHOOL
2014–2015

ADMINISTRATORS

Brock Maxfield     Principal/Career and Technical Education (CTE)
Scott Hyder        Assistant Principal
Brian Grun         Athletic Director

COUNSELORS

Jill Smith         Counselor
Jennifer Winkelman Counselor

INSTRUCTIONAL STAFF

CREDIT RETRIEVAL DEPARTMENT

Bonnie Jump

CAREER & TECHNICAL EDUCATION

Laurie Howard – Wood Shop
Connie King - Business Ed, Publications, Financial Math
Janice Pumphrey - Family Consumer Science, Health
Jim Sandstrom - Business Education, Marketing, WBL
Russ Skolrood – Commercial Art, Photography

MUSIC DEPARTMENT

Susan Peters – Choir, Band, Jazz Band

PHYSICAL EDUCATION DEPARTMENT

Jennifer Pace
Rick Moore

SCIENCE DEPARTMENT

Stan Severson
Chad Allan
Terry Helland

ENGLISH DEPARTMENT

Curtis Eccles
Steve Jump
Mike Pirianian

SOCIAL STUDIES DEPARTMENT

Edward Dawson
Tim Pelan
Patty Sundstrom

FOREIGN LANGUAGE DEPARTMENT

Fidel Sanchez

SPECIAL EDUCATION DEPARTMENT

Bryan Jones
Kory McElravy

Suzanne Blom
Mary Easton
Audi Hara
Our Mission at Hoquiam High School is to provide a safe environment and to offer life-long learning skills needed to succeed in an ever-changing world.
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Our Mission at Hoquiam High School is to provide a safe environment and to offer life-long learning skills needed to succeed in an ever changing world.

WELCOME

Welcome to the 2014-2015 school year! Our handbook is a document that covers our expectations, rules, and policies that govern students, staff, parents and patrons within the Hoquiam High School community. We are committed to providing for the welfare and respecting the rights of each individual. All policies will be administered fairly and equitably, and each person will be given the opportunity to be heard.

Outstanding schools are governed by a few good rules with members of the school community working together to educate students. Students in a democratic society must practice and understand their rights and responsibilities. Please join us, be involved and help us make the 2014-2015 school year successful!

Principal Brock Maxfield
Assistant Principal Scott Hyder

Bell Schedule

<table>
<thead>
<tr>
<th>Period Type</th>
<th>First Period</th>
<th>Second Period</th>
<th>NAVIGATION/FLEX</th>
<th>Third Period</th>
<th>Lunch</th>
<th>Fourth Period</th>
<th>Fifth Period</th>
<th>Sixth Period</th>
</tr>
</thead>
</table>

Bell Schedule

<table>
<thead>
<tr>
<th>Period Type</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Period</td>
<td>8:00-8:40</td>
</tr>
<tr>
<td>Second Period</td>
<td>8:45-9:25</td>
</tr>
<tr>
<td>Third Period</td>
<td>9:30-10:10</td>
</tr>
<tr>
<td>Fourth Period</td>
<td>10:15-10:55</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00-11:30</td>
</tr>
<tr>
<td>Fifth Period</td>
<td>11:35-12:15</td>
</tr>
<tr>
<td>Sixth Period</td>
<td>12:20-1:00</td>
</tr>
</tbody>
</table>

HHS FEE SCHEDULE

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

<table>
<thead>
<tr>
<th>ASB FEES</th>
<th>DISTRICT FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB Card $25.00</td>
<td>Band/Choir (uniform) $15.00</td>
</tr>
<tr>
<td>Athletic Fee $25.00 (per sport)</td>
<td>Band Instrument $35.00/$50.00</td>
</tr>
<tr>
<td></td>
<td>Locker $7.00</td>
</tr>
<tr>
<td></td>
<td>Wood Shop $10.00</td>
</tr>
<tr>
<td></td>
<td>Breakfast $1.50</td>
</tr>
<tr>
<td></td>
<td>Lunch $2.50</td>
</tr>
</tbody>
</table>
STUDENT ACTIVITIES

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

Some of the clubs, organizations, or activities that may be of interest to you are Yearbook Staff, FBLA, Athletics, Art, Band, Choir, Cheerleading, Drama, Skills USA, Knowledge Bowl, National Honor Society, Newspaper and Leadership.

**Absent/Involvement in School Activities**

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

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

**Absenteeism/Effect on Participation in Extra-Curricular Events**

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

**Activity Accounting**

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

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

**Athletic Program**

**In Order to Participate in Athletics You Must:**

1. Have a physical on file for the current school year. The physical may be done by your own family physician. Hoquiam High School offers an opportunity for students to get physicals at the school each August. This is usually done for $10.00. Watch for the notification in The Daily World.
2. Have medical insurance. If you do not have medical insurance, then you must purchase school insurance. Forms are available in the office.
3. Have a completed clearance/consent form on file for the current sport season.
4. Purchase an ASB card. The cost is $25.00. This card allows entry to all HHS home-
sporting events free of charge.
5. Pay an Athletic fee of $10.00 per sport.
6. Pay a Participation (pay to play) fee of $15.00 per sport.
7. Sign and adhere to the Athletic Code of Conduct.
8. Have a completed Safety Guideline/Warning Agreement and Concussion Policy on file for each sport season.

**Calendar of Activities**

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

**Citizenship (Eligible to Participate)**

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

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

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

**Concussion Information**

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

**Daily Bulletin**

The High School Office will provide staff an electronic copy of the daily bulletin at the end of each day. The bulletin will be divided into 4 sections: cafeteria menus, student announcements, teacher announcement, and absences.

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

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

Letter or Award Policies (Athletics)

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

Permits to Participate

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

Purchases

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

School News

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

School Spirit

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

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

Secret Organizations

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

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

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

**STUDENT SERVICES**

**Cafeteria**

Students are encouraged to eat lunch in the school cafeteria. Students are issued a student number to eat lunch. Hoquiam High School has a pre-pay lunch policy. Parents are asked to maintain a minimum of $5.00 in their student's account. Students are not allowed to charge meals. Money not used by the last day of school is carried forward, or at a parent/guardian’s written request, will be refunded.

**Cafeteria Rules of Conduct**

Students are to use the cafeteria in the following manner:

- Take your correct place and turn in the lunch line.
- Adhere to common rules of courtesy.
- Secure permission from the employee supervising the event, if it is necessary for any student to be served out of regular order.
- Leave the table or area where you ate clean and orderly. Put milk carton, napkins, and debris in the waste container provided for that purpose. Return cafeteria trays to the Kitchen or place them on the cart provided in the Student Center.

**Free and Reduced-Price Lunch**

Students from families whose income is below the level established by the federal government are eligible for free or reduced-price meals. **Students need to reapply each school year to be eligible for this program.** Students who were on the program last school year qualify for meals until October 14, 2014. At that time the new application is required. Forms are available in the office and need to be returned to Hoquiam High School. Parents will be notified by mail of eligibility status.

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

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

The primary function of the counseling staff is to help students make the best decisions regarding their individual educational and vocational needs. The counselors will be glad to discuss and help you with personal problems arising from social, home, or classroom situations. Please feel free to seek the assistance of a counselor.

Some ways your counselor can help you:

1. Planning a four-year high school course schedule and career.
2. Describing the content of courses open to you.
3. Keeping you informed on the number of credits you have earned toward graduation.
4. Informing you of your graduation requirements.
5. Giving information on post-high school plans:
   a. Career information
   b. College requirements
   c. Scholarship and financial aid opportunities
   d. Armed service opportunities
   e. Testing and interpreting results
6. Mediate conflicts.
7. Scholarship opportunities.

Illness or Injury

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

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

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

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

Immunizations

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

Library/Media Center

The library is available for all students in grades 9-12. All students are encouraged to use this resource center. Books issued to students for study or home use are checked out at the loan desk. Books are issued for 14 days and may be renewed. Dictionaries, atlases, encyclopedias, and magazines are classified as reference materials. Reference materials, with the exception of magazines, may not be removed from the library. Magazines may be checked out for 24 hours. Current magazines may not be checked
**out at all.** Students are responsible for paying for books they have damaged or lost. Students repeatedly ignoring request to return an overdue book or pay a fine may be refused library privileges until library regulations have been met. All library materials are important since they must be used again by many students. All students are to check-in and checkout at the librarian's service counter.

**ATTENDANCE**

**Belief Statement on Attendance**

The learning of any body of material is a complex process of presentation, questioning, discussion and application. The classroom environment is designed to provide an opportunity, not only for the teacher to teach, but also for the students to exchange views, learn from one another, and guide the teacher in adapting his/her approach and method. Without this exposure and interaction, real learning and development is less likely to occur. Recognizing the relationship between attendance and learning, Hoquiam High School expects students to strive to maintain an excellent attendance record. Irregular attendance is one of the greatest causes of school failure, lack of achievement and success, non-graduation, dropouts, etc. Parents can render no greater service to help their children than to see to it that they are in school every day.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. Teachers cannot teach students who are not present. Although students are allowed and encouraged to do make-up work, it is very difficult, if not impossible, for students to makeup all learning occurring in the educational learning environment. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a certified teacher is vital to this purpose.

Proper attendance patterns reflect on each student's integrity, citizenship, dependability, responsibility and employment opportunities. To prepare for the world beyond high school, students must realize that prior attendance patterns may have a bearing on future success in post-secondary school or on the job. Employers carefully consider attendance patterns established by prospective employees. The success of an employee's company will be directly related to the dependability of their employees.

**Attendance Policy**

Daily attendance and active participation are a critical part of the learning process and instructional goals of each and every course at Hoquiam High School. Students and parents must accept full responsibility for regular school attendance. The following procedures are designed to help students learn responsibility and increase their potential for success at Hoquiam High School and beyond. Failure to do so may result in loss of credit or grades, removal from class or removal from school. Attendance and participation will be identified by the teacher of each course as a basis for grading in the class.

1. Students are expected to attend all classes.
2. Parents are to verify all excused absences by calling the High School Office within 24 hours of the absence. The HHS auto phone dialer will automatically phone parents at home each evening the student is absent from school.
3. Students are expected to make up all work missed. Failure to complete missed assignments will result in loss of credit for those assignments. **Students will be given one day for every day of absence and/or teacher discretion to make up missed work.**

4. An absence is defined as **ANY TIME YOU MISS A CLASS or are more than 5 minutes late.**

5. **School related activities or court (which require a student to miss class) are excused absences.**

Hoquiam High School operates on a modified closed campus policy. Therefore, students who must leave the school during the day **shall** check out through the HHS Office **prior** to leaving school. A telephone call or a note from the parent is required before students can leave during the school day.

Students who are denied credit may appeal such action using the usual procedures for contesting short- and long-term suspensions. When a student accumulates:

1. One (1) unexcused absence may result in before or after school detention being assigned.
2. Two (2) (and/or more) unexcused absences or four (4) (and/or more) cumulative unexcused absences of any kind in a class, the appropriate teacher, counselor, attendance secretary and/or the parent may conference to analyze the causes for the student's absences. This meeting may be very informal and will determine whether the student's program or course assignment should be altered, whether the student should obtain supplementary services or whether the student should be made to focus on concern for placement in a special program designed for the student's educational success. Steps will be taken to reduce the student's absence in response to the recommendations made by school officials after such a conference. After school detention may be assigned.
3. State law (RCW 28A.225) states that when a student accumulates seven (7) unexcused absences in any given month, or ten (10) unexcused absences over the course of the school year, the school district will file a petition with the juvenile court alleging a violation of the state's compulsory attendance laws. By state guidelines, for the purposes of reporting to the juvenile court, an unexcused absence means that a child:
   a) failed to attend the majority of hours or periods in an average school day or has
   b) failed to comply with a more restrictive school district policy and...
   c) failed to meet the school district's policy for excused absences.

4. **Six (6) or more cumulative unexcused absences of any kind in a class, jeopardize the student's grade and credit due to intentional loss of learning.** The student remains in class during this time. This will allow for continued learning and the right to appeal.

5. **Students have the right to appeal loss of credit due to absences with the principal and/or designee.**

**Excused Absence**


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. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW28A.225.055;
8. Absence directly related to the student’s homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. 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.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducted during a class period.

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**


1. *Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.*

2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her 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.

3. The school will notify a student’s parent or guardian by “AutoDialer” (automatic dialing software) whenever the student has failed to attend school at any time.

4. A conference with the student and/or parent or guardian will be held after two unexcused absences within any month during the current school year. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student’s absences from school. 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.

5. Not later than the student’s fifth 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.

6. 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 and student no later than the seventh unexcused absence during the current school year.
Pre-Arranged Absences

The building administrators may, upon a request by a student's parents/guardians, grant permission in advance for a student's absence providing that such absence does not adversely affect the student's educational progress. These requests require prior administrator approval, meeting with the teachers, securing all assignments before the absence and adhering to all guidelines.

1. Complete and submit the Pre-arranged Absence Request to the HHS Office at least 24 hours prior to the absence.
2. Obtain all the assignments from the teachers prior to the requested absence. The assignments are due the day the student returns to school. Upon returning to school, the student will be provided one calendar day for each school day absent to complete those assignments not provided to the student by the teacher prior to the absence.
3. In some participation type classes/activities (i.e., music and physical education classes, etc.) a student's grade may be affected because of the inability to make up the activities conducted during a class period.

Examples of Absence that could be Approved Pre-Arranged Absences

1. Observance of recognized religious holidays.
2. College and technical school visitations.
3. Military enlistment requirements.
4. Family emergencies or trips.
5. Job shadow arrangements.

Examples of Absences that will not be Approved as Pre-Arranged

1. Haircuts or hair appointments.
2. Gown or tux appointments.
3. Picture appointments.

Attendance Procedures

1. When a student is absent from class, he/she must bring a note stating the reason for the absence from his/her parent upon their return to school or have the parent call the HHS Office.
2. If a student returns to school without a note, or a phone call from a parent or legal guardian, or an appointment note the absence will be considered unexcused.
3. If a student needs to leave campus during the day, prior to leaving he/she shall check out of school with the HHS Office and must provide a note or phone call from the parent or guardian. This includes students leaving at lunchtime and not returning for the day. Students eighteen years or older shall not be allowed to check themselves out of school unless they are emancipated and have provided the required documentation/proof to the high school authorities.

Students in athletics or school activities, such as music concerts or drama productions, shall be in attendance at school for the entire school day to be eligible to turn out for practice or participate on that day. Medical or dental appointments need a note from the doctor’s office. Family emergencies can be excused through administration.

Tardy

Hoquiam High School strives to help each student achieve maximum development of individual knowledge, skills, competence, and behavior patterns, which will enable him/her to become a responsible member of society. The probability of success in this effort is
lessened when tardiness interrupts the educational process. Students will be held accountable for tardies per individual teacher's classroom expectations. Excessive tardies will be dealt with at the administrative level.

A student who is late to class because of having been detained by a teacher from a previous class may have the tardy excused by obtaining a pass from the teacher. Students shall be in the classroom door before the bell stops ringing. **Students are marked absent if they are five minutes late to class.**

**MISCELLANEOUS STUDENT INFORMATION**

**Annual Notification Regarding Parents' Rights of Access to Student Records**

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

**Building Hours**

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

Arrangements should be made with the Office Coordinator for all activities which will be inside the buildings after hours. Arrangements should be made at least 24 hours in advance. The teacher sponsoring the activity or organization should file this application.

**Camera Surveillance**

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

**Care of the School Property**

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

**Course Description Handbook**

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

**Course Selection (Scheduling)**

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

**Directory Information**

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

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

**Disciplinary Reports**

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

**Dropping Courses**

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

**Eighteen-Year-Old Students**

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

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

**Fines/Fees Policy Notice**

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

**Fire And Crisis Drills**

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

**Grade Point Averages**

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

1. Each student's "grade point average" shall be the sum of the point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.

2. The numerical value of grades are:
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

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

**Grading Scale**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-92.5</td>
</tr>
<tr>
<td>A-</td>
<td>92.49-89.5</td>
</tr>
<tr>
<td>B+</td>
<td>89.49-86.55</td>
</tr>
<tr>
<td>B</td>
<td>86.54-82.5</td>
</tr>
<tr>
<td>B-</td>
<td>82.49-79.5</td>
</tr>
<tr>
<td>C+</td>
<td>79.49-76.5</td>
</tr>
<tr>
<td>C</td>
<td>76.49-72.5</td>
</tr>
<tr>
<td>C-</td>
<td>72.49-69.5</td>
</tr>
<tr>
<td>D+</td>
<td>69.49-66.5</td>
</tr>
<tr>
<td>D</td>
<td>66.49-59.5</td>
</tr>
<tr>
<td>F</td>
<td>59.49-0</td>
</tr>
</tbody>
</table>
Progress Reports (Bi-weekly)

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

Grade Reports to Parents

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

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

Graduation Requirements

Twenty-two credits must be successfully completed to graduate from Hoquiam High School.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Total Semesters</th>
<th>Freshman-Year</th>
<th>Sophomore-Year</th>
<th>Junior-Year</th>
<th>Senior-Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Soc. Studies</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Occupational</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE &amp; Health</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Includes courses in Business Ed, Home & Family Life, Industrial Tech, Web Design, Marketing Digital Communications is required unless the student passes a proficiency test.

Includes: Band, Choir, Drama, Commercial Art, Photography
Graduation Assessment Requirements.

1. Classes of 2013 and 2014
   a. HSPE Reading
   b. HSPE Writing
   c. 1 End of Course Exam (EOC) Math

2. Classes of 2015-2018
   a. English Language Arts Exit Exam (ELA)
   b. End of Course Exam (EOC) Math Exit Exam
   c. End of Course Exam (EOC) Biology

3. Classes of 2019 and beyond
   a. College and Career Ready Tests in ELA, Math, Science (Biology or Next Generation Science Standards NGSS)

Waiver of Graduation Requirements

The following procedure shall be followed in graduation waiver requests:

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

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

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

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

This shall not alter the credit requirements established by the board.
**Earn High School Credit**

Washington requires public school graduates to complete a **minimum of 19 credits** in order to graduate. Beginning with the Class of 2013, public school students must complete a minimum of 20 credits with the addition of a third math credit. Many local school districts, however, require students to earn credits beyond the state minimum.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum requirements for your school district*</th>
<th>Minimum requirements for public, four-year colleges and universities**</th>
<th>Recommended courses for highly selective colleges and universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 years/credits</td>
<td>4 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Math</td>
<td>3 years/credits</td>
<td>3 years***</td>
<td>3-4 years***</td>
</tr>
<tr>
<td>Science (one must be a lab)</td>
<td>2 years/credits</td>
<td>2 years</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Social Studies (including U.S. and Washington state history)</td>
<td>3 years/credits</td>
<td>3 years</td>
<td>3-4 years</td>
</tr>
<tr>
<td>World language (same language)</td>
<td>0 years/credits</td>
<td>2 years</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Visual or performing arts</td>
<td>1 year/credits</td>
<td>1 year</td>
<td>2-3 years</td>
</tr>
<tr>
<td>Health and fitness</td>
<td>1.5 year/credits Fitness .5 year/credits Health</td>
<td>* Your school's requirements may be higher than the state minimums.</td>
<td>** Students must have a minimum 2.00 grade point average</td>
</tr>
<tr>
<td>Occupational education</td>
<td>1 year/credits</td>
<td></td>
<td>*** Must be Algebra II or higher.</td>
</tr>
<tr>
<td>Electives</td>
<td>3 years/6 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>22 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hallways**

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

Changes in the student handbook may be made during the school year by school administration. Such changes may be available in writing to students.

Honor Roll

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

Matches (etc.)

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

Medication at School

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

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

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

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

Minors Living Away From Parents

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

Nondiscrimination

Hoquiam High School believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of the administration to accord equal consideration and impartial treatment regardless of sex, race, creed, religion, national origin, ancestry, social economic status, marital status, age, organizational membership, orientation, gender expression or identity, disability or the use of a trained dog guide or service animal. This policy will prevail in all matters concerning the students, the educational
In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The administration shall continue all necessary actions to ensure that discrimination does not occur in the educational program or activities of the school.

Parent-Teacher Conferences

The High School has two scheduled Parent-Teacher Conference sessions. They are scheduled for three days in November and three days in March.

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

Passing Time between Classes

The schedule allows 5 minutes to change classes. Students, especially those who change buildings between classes, may have little time to waste. Proper planning and utilization of time will ordinarily eliminate tardy problems. If you have an injury or any other problem, which will cause you to be tardy, you should talk with a counselor about a solution to the problem.

Permanent Records

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

Pesticide Notification

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

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

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

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

**Professional Boundaries**

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

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

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

**Unacceptable Conduct**

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

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board’s policy on Harassment or Sexual Harassment of Students;
- Showing pornography to a student;
- Singing out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol or drugs;
- Sending students on personal errands;
- Disclosing personal, sexual, family, employment concerns, or other private matters to students;
- Maintaining personal contact, other than legitimate school business, with a student outside of school by phone, texting, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters without including the parent/guardian;
- Socializing outside of school-sponsored events, except as participants in organized community or other appropriate activities; and/or,
- Giving a student a ride alone in a vehicle in a not-emergency situation.

**Appearances of Impropriety**

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

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

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

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

**Disciplinary Action**

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

**Residence**

Students who move or change addresses are required to notify the Hoquiam High School Office 538-8214 of this change. This is essential to ensure that all records are accurate.

**School Closures**

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

**Service Learning Expectations**

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

The Hoquiam High School Social Studies Department has adopted service learning as a part of its curriculum from grades 9-12. The amount of service will vary with the grade level of each class as follows:

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

**Teacher's Assistants**

Students shall perform the expectations, duties and responsibilities in a consistent, "superior" manner. Any student assistant who abuses the privilege of being an assistant by skipping class, or being habitually tardy to class or other misconduct may be dismissed from the program. Excellent attendance shall be maintained and waivers will normally not be approved. Each student assistant may receive one-half credit per semester. All assistant grades will be Pass/Fail. To clarify the role of expectations of the teacher's assistant program:
• The T.A. will be involved in meaningful activities that support the staff member in his/her regular duties.  
• T.A.’s will carry hall passes when it is necessary to leave the classroom.  
• Daily attendance will be taken.  
• Limit of 1 T.A. per teacher per semester. (Science only may have 2.)  
• Students can only T.A. for one teacher per semester.  
• No T.A.’s will be assigned during a teacher’s preparation period.  

**Telephones**

Students are allowed to use the telephone in the office only for emergency business purposes but not for social conversations or distinctly personal calls. Since much of school business is transacted over the office telephone, the office telephone lines must be kept clear. Students may come to the HHS Office to use their cell phones.

However, only in cases of emergency will students be called from class to accept phone calls. Students will be notified by “all call” intercom between passing periods and during lunch to pick up messages in the office.

Students are allowed to use the classroom/office telephone only for emergencies after receiving permission from their classroom teacher and office staff.

**Textbooks**

Textbooks are loaned to students. Notebooks, paper and other supplies necessary for use in their courses are to be purchased by students. Students are expected to take proper care of their textbooks. *Students will be charged for lost or damaged books.*

**STUDENT CONDUCT/EXPECTATIONS**

Just as education is important to our society, teaching discipline and maintaining order are imperative to education. Teaching and learning are fragile processes, difficult enough under the best of circumstances. The special relationship between teacher and pupil requires a secure environment for both. Achieving excellence depends upon a school environment that is physically safe and sufficiently tranquil so attention can be focused on the task of learning. Learning requires attention. Students cannot be educated in a setting of disorder, disruptive elements, and excessive behavior problems. Students can realize their greatest opportunities for growth with an excellent school management system.

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

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

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

Compliance with Rules (District Policy 324OP)

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

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

After School Administrative Detention

Students may be assigned after-school administrative detention (or other options) by an administrator as a disciplinary action. Detention will be supervised by an assigned employee.

Agitating Incidents

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

Associated Student Body Card

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

Articles Prohibited

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

Assembly

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

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

Authority of Staff

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

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

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any
student(s) is expected to correct the student(s) involved. The student is expected to accept the
correction from the teacher and make whatever amends or corrections that the teacher deems
reasonably necessary.

Any high school student who strikes, slaps, kicks, flips off, or curses a teacher may be
suspended from school and may be subject to charges filed with the proper authorities. RCW
28A.635.010 "Any person who shall insult or abuse a teacher anywhere on the school
premises while such teacher is carrying out his or her official duties, shall be guilty of a
misdemeanor, the penalty for which shall be a fine of not less than then dollars nor more than
one hundred dollars. Also, parents may be requested to appear for a conference before the
student is allowed to reenter school. (WAC 148

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

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

Bus Rules and Regulations

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

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

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

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

It is each student's responsibility to adhere to the policies, rules and regulations of the Hoquiam School District. It is the bus driver's responsibility to enforce the above rules. Students in violation of the above rules and regulations may be referred to the principal for appropriate disciplinary action.

**Campus Passes**

Students who must leave class shall secure permission from the respective instructor and shall carry a written paper pass. The passes shall be issued by the classroom teacher before the student leaves the classroom.

**Check-Out Procedure**

If a student must leave school during the school day, he/she shall **REPORT TO THE HIGH SCHOOL ATTENDANCE OFFICE.** The parent or guardian shall provide the student with a note or call the school and give their permission for the student to be released. Upon their return to school, students should report to the High School Attendance Office. **Students checking out shall immediately leave the school campus.** Any student who leaves school without office personnel permission and checking out through the High School Attendance Office is **TRUANT** and shall be disciplined.

**Closed Campus**

Hoquiam High School has a modified closed campus requiring all students to remain on the school grounds from time of arrival until school is dismissed, except during their 37 minute lunch period. **THIS INCLUDES LEAVING SCHOOL CAMPUS TO SMOKE!**

Students needing to leave campus during the school day must make arrangements through the
office prior to leaving, except when leaving for lunch.

Dance Policy

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

1. All school rules will be enforced at dances. Any student who engages in fighting, harassment, or other disruptive behavior shall be immediately dealt with accordingly by the administrator on duty. **Ticket price will not be refunded if a student is asked to leave the dance.**

2. Dress Code for all HHS dance events:
   a. **Ladies**
      • Strapless/spaghetti straps are allowed (for formal dances only)
      • Dress/skirts must be as long or longer than finger tip length
      • Slits no higher than fingertip length
      • Backless to waist is permitted – below the waist is not permitted
      • No excessively low cut dresses or tops
      • No bare midriffs
   b. **Gentlemen**
      • Shirts must cover the front and back and remain on at all times

3. Appropriate physical contact only! Sexually suggestive dancing will not be tolerated. If the behavior looks questionable, it will be stopped. Students will be given one warning and the second infraction the student(s) will be asked to leave the dance.
   • No inappropriate touching
   • No grinding
   • No “making out” (no overt and/or prolonged public displays of affection)
   • No straddling legs
   • No front to back dancing
   • No four on the floor

4. The district seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. Students may be asked to submit to a Breathalyzer.

5. Backpacks and bags will only be admitted with the approval of the administrator on duty. Purses will be allowed. No outside containers, food or drinks included, will be allowed.

6. Students will be allowed to enter the dance up to an hour after the dance starts. No students will be allowed to leave the dance and return without prior approval of the administrator on duty.

7. Administrators, security and chaperones at the dance will have the authority to remove any student or guest from school dances for a violation of school or dance rules. An attempt to notify parents will occur if the student is asked to leave.

Disruptive Conduct

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

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

Dress and Appearance

In keeping with district goals of excellence in all programs and activities, students are requested to help maintain a high level of appearance by dressing accordingly. A dress code exists to insure that the educational environment will not be disrupted. Our manner of dress, among other things, will determine the reputation of our school and community.

Studies show that students who dress for success are more successful. In order to maintain this high standard, students will be fully clothed.

1. No undergarments will be showing.
2. No underwear and sleepwear as outer clothing.
3. Undergarments must be worn at all times.
4. No dog collars, spiked bracelets, spiked belts, spiked necklaces are to be worn or carried.
5. Shirts must be long enough to cover the stomach area.
6. No sheer or see-through clothes.
7. No halter-tops, tube tops or one-shoulder tops.
8. Shoes must be worn at all times.
9. Sunglasses may not be worn in the building unless prescribed by a physician.
10. Chains of any kind deemed inappropriate may not be brought into the school and worn. They will be collected.
11. Bandanas may not be worn on school grounds.
12. No pants with holes above the mid-thigh on the front or back of the pants may be worn on school grounds.
13. Short skirts or shorts will be subject to a general rule of “fingertips.”
14. Pants must be worn at or near the waist. No showing excessive underwear.

Clothing will be neat, clean and not be a distraction to the educational process. Clothing must meet safety standards of the individual classes. Clothing which has inappropriate designs or lettering, will be secured by the administration. These articles will be returned to the student on the last day of the school year. Gang related paraphernalia or articles of clothing will not be allowed. Also, the advertisements of any alcoholic beverage, controlled substance, sex, inappropriate language, etc., is prohibited on all articles of clothing, shirts, hats, etc. Administrative discretion will be used.

Electronic Equipment

Students are not permitted to use cellular devices, radios, iPods, walkie-talkies, laser pointers, electronic toys/games, and other assorted electronic devices according to school board policy 3245. Such equipment will be confiscated and normally returned to the student at a later date. Violation of this policy will be dealt with under a progressive discipline code. Keep them off and out of sight during the school day (8am -2:30pm).

Falsifying Documents

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

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

Firearms/ Dangerous Weapons

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

Food and Drinks

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

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

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

Harassment- Intimidation, and Bullying/Cyber Bullying -

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

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.
Harassment, Intimidation, and Bullying Prevention (District Procedure RCW 28A.300.285)

It is Hoquiam School District’s responsibility to.

1. Disseminate information on harassment, intimidation, and bullying, the name and contact information for making a report to a school administrator, and the name and contact information for the district compliance officer in each school and on the district website. The district policy and procedure will be available in each school in a language that families can understand. Annually the superintendent will ensure that a statement summarizing the policy and procedure is provided to student, staff, volunteer, and parents.

2. Educate students annually with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying on appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to the form via school website.

3. Staff will receive annual training on the school district’s policy and procedure, including staff roles and responsibilities, how to monitor common area, and the use of the Incident Reporting Form.

4. The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

5. The district compliance officer will serve as the district’s primary contact for harassment, intimidation, and bullying, provide support for building administrators, receive the Incident Reporting Forms, ensure implementation of policies and procedures, assess training needs of staff and students, update district policies, and create a student safety plan when appropriate.

6. All staff members are required to intervene when witnessing or receiving reports of harassment, intimidation, or bullying.

7. Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person is the school who witnesses this behavior may report incidents verbally or in writing to any staff member.

Filing an Incident Reporting Form

8. Students may fill out a report anonymously, confidentially, or non-confidentially. Anonymous or confidential reports may result in no discipline action taken based solely on the report, but school officials will be more aware of situations surrounding the report.

9. All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. Unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.

10. All unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. A student may have a trusted adult with them throughout the report and investigation process.

11. During the investigation the district will ensure that no further incidents occur. This may include seating changes in class, at lunch or on the bus. It may also identify a staff member who will act as a safe person for the person filing the complaint. It may also include altering the alleged aggressor’s schedule and access to the complainant.

12. Within two days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that the complaint was received and direct the families to the district’s policy and procedure for harassment, intimidation, and
bullying.

13. In rare cases, where after consultation with the student and appropriate staff the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow policy for reporting suspected cases to Child Protective Services.

14. The investigation shall include a minimum:
15. An interview with the complainant
16. An interview with the alleged aggressor
17. A review of any previous complaints involving either the complainant or the alleged aggressor.
18. Interviews with other students or staff members who may have knowledge of the alleged incident.
19. The principal or designee may determine that other steps must be taken before the investigation is complete.
20. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
21. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
   The results of the investigation, whether the allegations were found to be factual, whether there was a violation of policy, the process for the complainant to file an appeal if the complainant disagrees with the results.
22. After the completion of the investigation the school or district designee will institute any corrective measures necessary. (This applies to false accusations as well. They may result in a punishment.)
23. If the incident is unable to be resolved or there is a need for an appeal at the school level, the principal or designee shall request assistance from the district.
24. Persons found to be subjected to harassment, intimidation, or bullying will have district support services available to them for support.
25. No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

School contacts include: Mr. Maxfield or Mr. Hyder Phone: 538-8210
District compliance officer contact: Shannon Webster Phone: 538-8200

Harassment-Sexual

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

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

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

Leaving Class without Permission

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

Loitering

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

Lockdown Procedure

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

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

Locker Maintenance Inspections

Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. A lock has to be purchased from the school for $7.00. Students may not use other locks. The school district has a reasonable and valid interest in insuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant.

1. There will be a Seven ($7.00) fee charged for the use of the locker.
2. Seven ($7.00) dollars will be utilized to purchase a school issued lock for use on the student locker.
3. The lock will then belong to the student and it cannot be returned to the school for reimbursement since the combination cannot be reset.
4. Only the school issued lock sold to the student can be used on the locker. The student shall maintain a school issued lock on the locker at all times. Otherwise students cannot be assured that their possessions are secured.
5. Damages to a locker may result in the student being denied the use of a locker and or fined.
6. If absolutely no damage occurs to the locker and the locker is completely clean (no paper, marks, tape residue, etc.) at the end of each use cycle, the student will not be fined.
7. The student to whom the locker was issued must be utilizing the locker in a consistent manner to retain use of the locker.
8. Lockers are considered to be school property and, as such, are under the supervision of the building administrators. The use of a school locker is a privilege, not a right, and it may be searched without prior notification being provided to the student.
**Locker Searches**

The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal, unauthorized, or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

**Lunch Period**

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

**Motor Vehicles/Parking Lots**

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

1. All vehicles driven to school must be registered in the main office. After completing the registration information you will receive a permit. This permit is to be visible in your drivers-side windshield at all times. Additional permits may be purchased for $3.00 each.
2. The upper parking lot is reserved for faculty and staff only. Please do NOT park your vehicle in the upper parking lot, spaces reserved for visitors, fire lanes or handicapped designated spaces. Students are not to park in the Shop, Gym or staff parking areas. Violators will be subject to disciplinary sanctions.
3. All 501-518 and 801-811 slots are reserved for Hoquiam High School Staff, Hoquiam District Staff, and Visitors. Students shall not park in those slots.
4. Standard rules for auto safety will be enforced. In order to protect the safety of all students reckless or unsafe driving, speeding and other safety hazards will be strictly enforced. Violations will result in revocation of parking privileges, citation by police or both.
5. In order to protect student vehicles and to promote student safety and avoid disruptions to the educational process, students are not allowed to loiter in the parking areas at any time during, before or after the school day.
6. Students may not go to their cars during the school day without the permission of a staff member.
7. Students who get rides to school from parents or others are asked to have your ride drop you off and pick you up in the bus turn-around area in front of the school to avoid unnecessary congestion in the upper (staff) parking lot which also serves as our handicapped bus drop-off.
8. Students who are involved in a school activity may not drive to and from the activity without the express written approval of a school administrator. Grizzly athletes and co-curricular participants will ride to and from events in a Hoquiam School district bus or van.
9. Grades 9-11 parking is limited to the lot south of the gym. Seniors will park in the designated slots south of the Science wing.
10. The speed limit on the HHS campus is 10 MPH.
11. The speed limit in the parking lot is 5 MPH. Please drive your vehicle in a careful and responsible manner.
12. All parking permit signs shall be returned to the HHS Office at the end of the school year or when a student withdraws from school.
13. Students will be assessed a fee for the replacement cost of any lost permit.
14. The HHS Office will process your current Parking Permit. Student parking lot slots will be selected on a first come, first served basis.
15. Students will park in their selected parking slots beginning the first day of school.
16. Parking Slots: (By Units of Credit Classification).
   a. Seniors: Numbers 519-536, 601-636, 701-736, 812-819* (Lot south of HHS Science
b. Other Students: Numbers 101-444 (Lot south of HHS Gym).

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

**Hoquiam Credit Retrieval**

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

**Posting Items**

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

**Public Display of Affection**

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

Listed below are a few brief examples of acceptable and unacceptable PDA student behaviors. This should help you to understand and clarify the PDA guidelines and expectations.

Examples of acceptable PDA in this Public School Environment:
1. Holding hands.
2. Arm around waist above the hips and below the rib cage.
3. Arm on shoulder in an appropriate and acceptable manner.

Examples of **Unacceptable PDA** in this Public School Environment:
1. Kissing.
2. Inappropriate physical body contact.
3. Crossing of legs with him/her on benches, walls, etc.
4. Hand in pockets, etc.
5. Sitting on another person's lap.
6. Hands on another person's legs.

The above is a brief, not a comprehensive, list of examples of the PDA standards.

**Safety Drills**

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

**School Sponsored Activities**

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

**Security**

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

**Selling at School**

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

**Student Expression**

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

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

**Student Responsibilities**

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

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

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

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

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

Most of these agreements are with Grays Harbor Community College and include Woodshop, Business and Publishing.

Textbook Rules

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

Textbook Fine Policy

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<th>Policy</th>
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<tr>
<td>1st &amp; 2nd</td>
<td>Full price</td>
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<td>3rd</td>
<td>Less 10%</td>
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<td>5th - 7th</td>
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Cost to replace includes fines and/or shipping and handling fee. The age of the book is determined from the year the book was put into use by the department (not the copyright date).

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

- Slight marking (works, small blots, etc.) $1.00
- Much marking (words, scribbling, blots, phrases, etc.) $4.00
- One torn page $1.00
- Several torn pages $4.00
- Broken binding or covers torn loose $6.00
- Cuts on cover $5.00

Visitors

Visitors must have an educational purpose for their visit, and must see the principal or principal designee for prior approval. Parents are welcome at all times to visit school, teachers, or call the offices to discuss any school concerns. Please check in through the High School Office before entering any high school facility. All visitors shall be issued a pass by the HHS Office personnel. No preschoolers, non-HHS students, recent graduates, etc. shall be allowed to visit the school classrooms due to the distractions and disruptions to the educational environment and process. Do not bring visitors to school.

HOQUIAM HIGH SCHOOL STUDENT RESPONSIBILITIES

" Discipline" in the context of this plan refers to both prevention and remediation. It can refer to training that is expected to produce a specified pattern of behavior or punishment that is intended to correct or train a student to comply with socially accepted behavior patterns. Either way, it is the business of enforcing simple classroom and school rules that facilitate learning and minimize disruption. This plan outlines the disciplinary practices that will be used at Hoquiam High School to ensure a learning environment that affords all students the opportunity to obtain world-class skills in a safe and drug-free way. (WAC 180-40-210)
Relevant State Law

1. Requires that the rules of a district governing pupil conduct and discipline be interpreted to ensure an optimum-learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with the climate is kept at an absolute minimum as determined by the classroom teacher.

2. Requires students to comply with rules established for the governing of schools.

3. Requires a student to pursue his or her course of study and make reasonable progress.

4. Requires students to submit to the authority of teachers, subject to such disciplinary action, as school officials shall determine.

5. Empowers each teacher to hold students accountable for disorderly or antisocial conduct while under the teacher's supervision.

6. Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.

7. Provides that students who damage property at school or while under school jurisdiction may be suspended and punished. The student and/or parent/guardian shall be liable for damages.

8. Allow teachers to temporarily exclude students from classroom instruction or activity area.

9. Prohibits harassment on the basis of race, color, national origin, gender, sexual orientation or disability.

Due Process Procedures

1. Disciplinary authority shall be exercised with fairness.

2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent/guardian.

3. In cases of the application of short-term suspensions that exceed one school day, the parent/guardian shall be notified of the suspension. If the student and parent/guardian desire, they may request an informal conference concerning the discipline with the building principal/designee. Should grievance beyond the building level be desired, the following procedure will be followed:
   a. The student or parent/guardian, upon giving two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent or designee.
   b. Should the grievance not be resolved at that level, the student or parent/guardian, upon giving two school business days' prior notice to the superintendent's office, shall have the right to present a written and/or grievance to the Board of Directors at the board's next regular meeting.

4. In cases where long-term suspension or expulsion is recommended, a written notice shall be delivered to the student and his/her parent/guardian. The notice shall specify the charges made, recommended sanctions to be imposed, and set forth the student's right to a hearing.

5. If the student and parent/guardian desire a formal hearing, they shall reply in writing to the notice within three school business days of receipt. If such a reply is not made within the three-day period, the student and parent/guardian shall be deemed to have waived this right to a hearing.

6. In cases where emergency expulsion is applied, the student and parent/guardian will be notified as soon as possible by telephone or in person. A letter will be hand delivered or sent by certified mail within 24 hours of the expulsion. The letter will explain the reasons for expulsion and explain what steps may be taken. The parent/guardian/student has the right to request a hearing on or before the tenth school day after receipt of the letter.
Definitions of Disciplinary Terms

Hoquiam High School may practice a policy of progressive discipline. The following disciplinary actions are listed in order of relative severity.

1. **Teacher Detention**- Detention may be assigned and monitored by teachers as a consequence of violating classroom rules. The time must be made up during lunch or prior to the start of school or after school. Detention will not be made up during any part of the school day while classes are in session. Detention will not occur until the next school day, unless, contact has already been made with a parent by the teacher concerning the incident.

2. **Administrative Detention**- Administrative detention is the least severe of the disciplinary measures. Detention sessions are from 2:35 p.m. to 3:00 p.m. Administrative detention is always assigned one day in advance. Students arriving after 2:35 p.m. are not admitted to detention. Instead, they are reported as absent and subject to additional discipline. Students are required to bring books and are not allowed to communicate with peers. Failure to comply with the rules of administrative detention will result in the student being dismissed from the detention immediately and subsequently referred for additional disciplinary action. Administrative detention time will take priority over all extracurricular activities unless excused by the principal.

3. **In-School Suspension**- Hoquiam High School will utilize a program of in-school suspension consisting of isolation, discipline, and work on classroom assignments and I.S.S. assignments. The successful implementation of an I.S.S. program requires the cooperation of students, parents, and school staff. The building administrator will assign a student to I.S.S. after disposition of the incident. Students will not be allowed to practice or participate in any extra-curricular activity until the I.S.S. has ended and the student has satisfactorily completed all disciplinary phases and has been released by the administration to return to his/her regular classes.

   A student attending in-school suspension shall receive credit for all work successfully completed in I.S.S. and participation points, if so awarded in the classroom. The student, when reporting to the in-school suspension room, shall bring all his/her books, supplies and materials needed for the entire day. He/she will not be permitted to leave the area during the school day unless authorized by the building administrator. The student will not take breaks by the periods as other students do. The student must be on task at all times. If a student, placed on I.S.S., violates the rules of the I.S.S. program, he/she shall receive additional disciplinary penalties.

4. **Suspension**- Suspension means a denial of attendance (other than for the balance of the immediate class, subject, or activity period for discipline purposes) in any single subject or class, or full schedule of subjects or classes for a stated period of time. A suspension includes the denial of access by the student upon any real and personal property that is owned, leased, rented, or controlled by the school district without the written prior approval of the building principal or designee. Students will not be allowed to practice or participate in any extra-curricular activity until the suspension has ended, and the student has satisfactorily completed all disciplinary phases, and has returned to his/her regular classes. By state law, suspension is considered to be an excused absence, so students may make up work missed due to the suspension.

   - **Short-term Suspension**- A suspension for any portion of a calendar day up to but not exceeding ten consecutive days
• **Long Term Suspension** - a suspension that exceeds a short-term suspension as defined above.

• **Expulsion** - A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. Expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.

• **Emergency Expulsion** - An immediate expulsion (see above) for an indefinite period of time due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

**Search and Seizure**

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

1. **Authority to Conduct a Search:** The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.

2. **General Inspection:** School authorities will be making general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable suspicion exists.

3. **Locker/Desk/Storage Area Inspections:** All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct or violation of a school policy, the administrator or designee may search the container.

**DISCIPLINARY GUIDELINES**

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

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

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

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

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

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

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

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

**Weapons:** It is unlawful for a person to carry a weapon onto school premises, school provided transportation, or areas of facilities while being used exclusively by public or private schools:

**Dangerous Weapon:** As defined in RCW 9.41.250 and RCW 9.41.280 include: "[Any instrument or weapon of the kind usually known as slung shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirt, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any device commonly known as 'nun-chu-ka sticks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with a wire, rope, or other means; or any device commonly known as 'throwing stars,' which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280).

**DISCIPLINE CODE**

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

**Arson, Bomb Threat, Burglary**
Expulsion/Long term Suspension/Restitution.

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

**Telecommunication/Electronic Devices**: According to school board policy 3245 students with cellular devices and electronic devices need to have them off and out of site during school hours (8 am – 2:30 pm).
- 1st referral – device taken and given back at the end of the day.
- 2nd referral – device taken and parents are notified to come and retrieve it.
- 3rd referral – device may be taken for the rest of the school semester/year.

**Cheating/Plagiarism**: Intentional deception in the preparation or completion of any school assignment, examination or project or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.
- 1st referral - 1.5 hours After School Detention (ASD).
- All subsequent referrals - Students can be removed from the class, earning a Failing Grade.

Note: A grade of "0" will be given for cheating in all incidents.

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

**Defiant/Disruptive**: Defined as defying lawful instructions of school personnel or the bold resistance to that authority. Also, contemptuous behavior or attitude that is manifested by breaking of school rules.
- 1st referral – 1.5 hours ASD.
- 2nd referral – 3 hours ASD.
- 3rd referral – 2 days OSS.
- 4th and subsequent referrals – Progressive Discipline.

**Destruction of Property**: Defacing, injuring or damaging school property in any way is prohibited.

**Vandalism/Care of School Property**
- All referrals - Suspension or expulsion and restitution.

**Dress Code Violations**
- 1st offense – Counselors or administrators will hold a meeting with the student.
- 2nd offense – Parents will be notified and student may be sent home to change.
- 3rd offense – Parents will be notified and student may be sent home to change. (+ 1.5 hours ASD) Progressive discipline.
**Drug, Alcohol and Mind-Altering Substances:** We care about the safety of our students. Drugs, alcohol and tobacco will not be tolerated on campus.

**Selling and/or Distribution**
- All referrals - Emergency expulsion. Contact parents and law enforcement/Expulsion.

**Use/Possession**
- 1st referral - 10 days of OSS. Suspension may be modified to a minimum of 5 days if a student participates in an assessment by an agency approved by the Hoquiam Public Schools. Contact parents and law enforcement. If student does not complete recommendation(s) of the assessment, the remainder of the 10-day suspension will be completed.
- 2nd referral - Expulsion from school district.

**False Alarms/Fire Apparatus**
- 1st referral - LT OSS. Call Law Enforcement.
- 2nd referral - Expulsion.

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

**Promoting a Fight** (Carrying messages, etc. "he/she said" watching a fight, traveling with a fighter, previous knowledge of a fight without informing a school official.)
- 1st referral – 3 hours ASD.
- 2nd referral - 2-5 days OSS.
- 3rd referral - 5-10 days OSS.

**Fighting/Instigating a Fight**
- 1st referral -3-10 days OSS.
- 2nd referral – 11-90 days Long Term Suspension.
- 3rd referral – Long term Suspension or Expulsion

**Recording A Fight**
- 1st referral – 1 days OSS
- 2nd referral – 3 days OSS
- 3rd referral – 10 days OSS

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

**Gang Activity:** In accordance with district policy, students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which lead school officials to reasonably believe that such behaviors are gang related and would disrupt and interfere with the school environment, activity or educational objectives; or present a physical safety hazard to self, students, staff, and others; or create an atmosphere in which a student, staff, or other person’s wellbeing is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence; or imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person. Due to changes in activities all situations will be administrative discretion.
- 1.5 hours ASD to Expulsion
Harassment/Intimidation/Bullying/Hazing/Cyber Bullying: No one should be subjected to harassment at School for any reason. All students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Students shall not participate, conspire, to participate, or conspire for others to participate in harassing acts that injure, degrade or disgrace, or could injure, degrade or disgrace other individuals. Acts of harassment, hostility, bullying, hazing, intimidation or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal authorities may be contacted.

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

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

Leaving School without Permission
- 1st referral – 1.5 hours ASD - Driver will lose parking privileges for a week.
- 2nd referral – 3 hours ASD - Driver will lose parking privileges for a semester.
- 3rd and subsequent referrals - 2 days OSS-Driver will lose parking privileges for a school year.

Littering in Class/Hallways/Lunch Room/School Grounds, Etc.
- 1st referral – 1.5 hour ASD.
- 2nd referral – 3 hours ASD.
- 3rd referral – 1 day OSS.
- 4th and subsequent referrals - 2 days OSS.

Lying to School Personnel/Forgery
- 1st referral – 1.5 hours ASD.
- 2nd referral – 3 hours ASD.
- 3rd referral - 2 days OSS

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

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

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

Profanity, Writing Obscene Note/Letter
- 1st referral – .5 - 1.5 hours ASD.
- 2nd referral – 1.5 - 3 hours ASD.
- 3rd referral – 3 - 6 hours ASD.
• 4th and subsequent referral - 2 days OSS.

**Tardies**

• Step 1 - To be determined by Teacher/Administrator.
• Step 2 - To be determined by Teacher/Administrator.
• Step 3 - 1.5 hours ASD.
• Step 4 - 3 hours ASD.
• Step 5 - Parent conference and other disciplinary measures as necessary.

**Theft/Possession of Stolen Property**

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

Theft in excess of $100.00 may result in additional disciplinary action.

**Tobacco Use/Possession**

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

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

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

**Trespassing after Warning/Suspension:**

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

**Truancy:** Truancy is a major violation of Hoquiam High School's policy and is considered an act of defying lawful instructions of school personnel or the bold resistance to authority. It is defined as any instance in which a student is absent from any class without prior permission from the parent/guardian and the school. In an effort to deter students from the act of truancy, all truancy violations are CUMULATIVE for the school year and will result in the following disciplinary actions:

• 1st referral -.5 – 1.5 hours ASD
• 2nd referral -1.5 – 3 hours ASD - Additional Discipline.
• 3rd and subsequent referrals - 3 - 6 hours ASD – Parent Conference - Additional Discipline.

**Verbal/Non Verbal/Disrespect to Staff**

• 1st referral – 1.5 hours ASD – 2 days OSS.
• 2nd referral – up to 5 days OSS.
• 3rd referral – up to 10 days OSS.
• 4th and subsequent referral - Long-term OSS.
• (May result in harassment charges.)
Verbal/Non Verbal/Disrespect to Other Students

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

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

- All referrals-Emergency Expulsion.
- Gun or Gun look-a-like-Expulsion.

BUS DISCIPLINE CODE

The discipline utilized on the school buses shall be progressive.

Suspension of Bus Riding Privileges

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

General Guidelines

1. Informal discipline and phone call to parent/guardian. (Bus driver)
2. Warning slip and phone call to parent/guardian. (Bus driver)

Secondary students -

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

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

HOQUIAM HIGH SCHOOL
COMPUTER USE POLICIES

E-mail Usage

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

Video Games**

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

Audio/Video Clips**

The unauthorized downloading, installation, use, storage, or distribution of copyrighted software or materials, including audio/video clips, on district computers is prohibited.
Vandalism
System components including hardware, software, equipment, or materials shall not be destroyed, modified or abused in any way.

Chat Rooms and Instant Messaging
Students are not allowed to be in any chat rooms or use any instant messaging software.

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

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

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

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

Printing
Students are to use the school printers only to print specified copies of authorized educational materials. Students shall be charged for unauthorized copies at the rate of 5 cents per copy.

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

Hoquiam School District
Electronic Information System (Networks)
Acceptable Use Guidelines

Network

1. All use of the system must be in support of education and research and consistent with the mission of the district. The Hoquiam School District reserves the right to prioritize uses and access to the system.

2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.

3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or...
abused in any way.

5 Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

6 Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system.

7 Use of the system to access, store or distribute obscene or pornographic material is prohibited.

8 Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Security

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

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

11 Communications may not be encrypted so as to avoid security review.

12 Users may change their own passwords.

Personal Security

13 Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.

14 Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.

15 Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

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

General Use

17 Diligent effort must be made to conserve system resources. For example, users should frequently delete unused files.

18 No person shall have access to the system without having received appropriate training; a signed Individual User Release Form must be on file with the school. Students under the age of 18 must have the approval of a parent or guardian.

19 Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

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

I, the undersigned individual, due hereby declare that I have received a copy of the Hoquiam High School 2014-2015 student handbook. I acknowledge that it is my responsibility to have read and understand the contents of the student handbook and abide by the information it contains.

Student Signature ___________________________ Date ____________

Print Name ___________________________ Date ____________

At Hoquiam High we are striving to make communication between school and home as easy and up to the minute as possible. We have many events and activities that happen throughout the school year we want you to know about. In order to help us communicate in the best possible way, please choose one of the following options.

email _____ email address__________________________________________

US Postal Service _____ Address ______________________________________

Autodialer _____ Phone Number _________________________________

School Website_______

Please see the back for Electronic Information System Acceptable Use Policy.
ELECTRONIC INFORMATION SYSTEM (NETWORKS)
INDIVIDUAL USER ACCESS INFORMED CONSENT FORM

Please read the bottom of this release form and check the following boxes BEFORE signing.

____ I WILL ALLOW my child to publish work on the school Web Site.
____ I WILL ALLOW my child to publish work on the school Web Site.
____ I WILL ALLOW my child’s photo to be published on our Web Site.

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release The Hoquiam School District, Washington School Information Processing cooperative and other intermediary providers, if any, and operators, and 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 network including, without limitation, the type of damages identified in The Hoquiam 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 the Hoquiam 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 and we hereby waive any right of privacy which my child or I may otherwise have into such material.

Corrective Action

First Offense: Not allowed to use the Internet for 30 school days.
Second Offense: Not allowed to use the Internet for 180 school days.
Third Offense: Permanent removal from Internet Use.

Corrective Action

Signature of User          Signature of Parent/Guardian (required if user is under age 18)
Printed Name of User      Printed Name of Parent/Guardian
Address                   Address
City/State/Zip            City/State/Zip
Phone                     Phone
Date Signed               Date Signed