Dear Harrington Students, Parents and Family Members:

Included in this handbook is a wealth of information about Harrington School. This handbook is a shorter version of the entire handbook, which is available on our website under NEWS AND EVENTS/HANDBOOK.

It is my expectation that you and your child review all of the information included with this handbook and contact me or the school if you have any questions or need clarification. After reviewing the information in this handbook, please sign in the spaces below indicating your understanding of each of the items listed.

Then remove just this page and return it to school ASAP (no later than Friday, September 8th).

Sincerely,

Justin T. Bradford, Jr.

Justin T. Bradford, Jr.
Superintendent/Principal
Harrington School District

<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>STUDENT SIGNATURE</th>
<th>PARENT SIGNATURE</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>I have received the 17/18 Harrington School handbook and reviewed all of the information contained within.</td>
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<tr>
<td>I have reviewed and understand the Harrington School District ACCEPTABLE USE POLICY (pp.13-14) for Computers and the Internet.</td>
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<tr>
<td>Only sign if you DO NOT give your permission to Harrington School to use your child's image in publications.</td>
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</table>
HARRINGTON SCHOOL
HOME OF THE PANTHERS

MISSION STATEMENT

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

2017-2018 Associated Student Body Officers

President - John Tanke
Vice President - Alex Soliday
Secretary - Evie Mann
Treasurer - Darren Bowers
Assistant Treasurer - Sam Aldous
Parliamentarian - Bryce Brown

Harrington Staff

Board Members
Darren Mattozzi, Chairman
Mark Kramer, Vice Chairman
Linda Mielke
Brad Simpson
Alan Tanke

Support
Justin Bradford, Superintendent/Principal
Kelli Tanke, Office Manager
Jane Talkington, Administrative Assistant
Ginny Lathem, Counselor
Tony Hamilton, Transportation/Maintenance
Levi Schenck, Custodian
Tammy Putney, Grounds/Bus Driver
Tracey Simpson, Head Cook
Janese Crawford, Assistant Cook
Aimee Schell, School Nurse

Main Office  509.253.4331
Bus Garage  509.253.4338
Mr. Bradford Cell  509.348.0289
Mr. Bradford Home  509.280.7663

Teachers/Specialists
Susan Larmer, Preschool/Prekindergarten
Rachel Roberts, 1st/2nd
Denise Hoffman, Physical Education/Art
Michael Cronrath, History
Maria Preston, English
David Nighswonger, Music
Will Christianson, SPED/Title I/LAP
Ashley Schenck, Paraeducator
Brent Coffman, Paraeducator

Linda Colbert, Bus Driver
Alan Stone, Bus Driver
Mike Hoob, Bus Driver
Joel Cronrath, Bus Driver
Heather Dauphin, Business Manager (ESD 101)
Erika Kellum, School Psychologist (ESD 101)
John Solomon, SLP (ESD 101)
Heather Wagner, OT
Nina Olson, OT

Taunya Sanford, Kindergarten
Tiffany Clouse, 3rd/4th
LaMarr Larmer, 5th/6th
Justin Ikehara, Science
Ben Edwards, Math
Betty Warner, Vocational/Agriculture
Sharon Kruger, Tech/Busines/Foreign Language
Tami Sperline, Paraeducator
Secondary Schedule – MONDAY, TUESDAY, THURSDAY, FRIDAY* (Start times)

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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<tbody>
<tr>
<td>8:20</td>
<td>1A</td>
</tr>
<tr>
<td>8:50</td>
<td>1B</td>
</tr>
<tr>
<td>9:23</td>
<td>2</td>
</tr>
<tr>
<td>10:16</td>
<td>3</td>
</tr>
<tr>
<td>11:09</td>
<td>4</td>
</tr>
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</table>

**11:59 to 12:24**

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>12:27</td>
<td>5</td>
</tr>
<tr>
<td>1:20</td>
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</tr>
<tr>
<td>2:13</td>
<td>7</td>
</tr>
<tr>
<td>3:03</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Secondary Schedule – WEDNESDAY (Late Start)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>9:20</td>
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<tr>
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<td>1B</td>
</tr>
<tr>
<td>10:21</td>
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<td>3</td>
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<tr>
<td>11:47</td>
<td>4</td>
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</tbody>
</table>

**12:27 to 12:52**

*Daily recess times vary according to grade level and day of the week. All elementary students have recess at least twice a day for 15”.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
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<td>1:38</td>
<td>6</td>
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<tr>
<td>2:21</td>
<td>7</td>
</tr>
<tr>
<td>3:03</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Students should arrive at school no earlier than 8:00 AM (9:00 AM on Wednesday LATE START), unless prearranged with the teacher.*
EXPLANATION OF MS/HS GRADES

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

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

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

Grade Percentages:

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

G.P.A. Equivalents:

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

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

GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Class 2018</th>
<th>Class of 2019</th>
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<tbody>
<tr>
<td><strong>STATE</strong></td>
<td><strong>DISTRICT</strong></td>
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<tr>
<td>Math</td>
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<td>Science</td>
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<tr>
<td>Social Studies</td>
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<tr>
<td>Fine Arts</td>
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<td>Health and Fitness/PE</td>
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<tr>
<td>Career and Tech</td>
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<td>Electives</td>
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<td>World Lang./Personal Pathway</td>
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<tr>
<td><strong>Total - 20</strong></td>
<td><strong>Total - 26</strong></td>
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<tr>
<td>Senior Project</td>
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<tr>
<td>Personal Finance</td>
<td>.5</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>1</td>
</tr>
</tbody>
</table>

*The principal may grant one year of Physical Education for 3 full seasons of athletics or waive the P.E. requirement if circumstances justify the waiver.  It is up to the discretion of the principal.  Board Policy 2410P and RCW 28A.230.050*
In addition to the requirements listed each must complete standards as determined by Washington State Law (RCW 28A.655.061)

1. A High School and Beyond Plan
2. Washington State History
3. Earn a CAA or a CIA once required by Washington State
4. Pass all state testing (ELA, Math)

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

ATTENDANCE POLICY

Regular and punctual attendance is an essential part of the education process. The daily experiences gained in the classroom cannot be substituted for, or regained in the entirety through make-up work. It is the direct responsibility of the students and parents to insure regular and punctual attendance in school. RCW 28A.225 requires school attendance of all students between ages 8-18. School absences fall into two categories, excused and unexcused. Schools must file a truancy petition with Juvenile Court if a child has excessive unexcused absences.

For each day of excused absence a student has one day in which to make up work unless otherwise directed by the teacher. It is the STUDENT’S RESPONSIBILITY to obtain late work when they are absent.

As required by law, students who are removed from a class as a disciplinary measure shall have the right to make up assignments or exams missed during that time. Students who miss school due to truancy (unexcused reasons) will not be allowed to make up schoolwork missed during these absences.

Please keep your child home when they are sick. It is especially important to do so if they have a fever or they are vomiting. If a child develops a fever or vomits at school, parents/guardians will be called to pick them up.

When it is known in advance that a student is going to have to miss school (medical appointments, etc.) the parents/guardians are to notify the school at least one day prior to the absence. The student is to have each of their teachers initial the note. This will allow staff members the opportunity to provide the student with the work they will be missing on the day(s) that they are gone. When advanced notice is not possible (due to illness or emergency) the parent is expected to contact the office to excuse the absences. In the case of multiple days missed due to illness, doctor’s notes will be requested. A student's academic standing and prior attendance history will be the major factors in determining whether or not the absence will be approved by the principal.

Excessive Absences - High School Credit: Any student with five (5) absences per semester will be subject to a parent conference. Any student with fifteen (15) per semester will receive a "no credit" for those classes in which they have the 15 absences. Students and parents/guardians may appeal to the principal to have credit reinstated if they feel the absences are justified. Absences due to school sponsored activities do not count toward total absences.

Exceptions to the above policies due to uncontrollable circumstances such as prolonged illness or extended family emergency will be evaluated by the Principal on an individual basis.

Becca Bill
The Becca Bill (RCW 28A.225) is a law that sets specific guidelines for schools to follow regarding student attendance. Our primary responsibility is to ensure students are here at school every single day. We are responsible for working with families to educate them on the importance of attending school. The court system is here as a last resort for students who are frequently absent. Our first line of defense is constant and timely communication with families. In most cases there are interventions that schools can do that will remedy attendance issues.

Tardiness: Students arriving up to 15 minutes late to school or classroom after class starts must go to the office for an admit slip. Students being tardy in excess of 15 minutes at the start of class will be counted absent for the period. Students are
expected to be in class on time. In order to ensure that students are on time, the following tardiness procedures will take place. Students who accumulate more than five tardies per semester will be subject to the District Discipline Policy.

If tardies become excessive and the problem continues to exist after the teacher intervention, additional disciplinary action up to and including long-term suspension could be imposed.

Leaving School Early: Any pupil who for any reason wishes to be dismissed early (such as for a doctor's appointment) from school must first report to the office.

RULES/REGULATIONS – STUDENT CONDUCT

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

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

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

Check Out Procedure: If you need to pick up your child from school before 3:05 p.m., please come to the office to sign him/her out. No child will be allowed to leave the classroom without office notification. We are responsible for your child during school hours. Children are not permitted to leave the school grounds for any reason unless their parent has given written permission, and they have signed out in the office.

Electronic Devices:

Elementary students are NOT allowed use of cell phones/electronic devices during school hours (8 AM to 3:05 PM).

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

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

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

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

Skateboard/Bicycles/Wheeled Shoes

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

The Board of Directors of the Harrington School District believes that cleanliness, neatness, and appropriateness of the dress and personal grooming by our students are desirable qualities to be encouraged by both parents and school personnel. Because the school is a place of learning and study, students are expected to come to school dressed in an appropriate manner. The following regulations shall apply to all students in the Harrington District:

1. Hats, caps or head cover of any type are not to be worn in the building. Please take your hat off as you enter the building and keep it off until you leave.
2. Clothing must cover stomachs, backs, shoulders, chest and undergarments. Shirts with oversize arm holes, halter - tops, tube tops, tank tops, bare midriff shirts, and spaghetti strap tops or other attire which leaves the shoulders bare or is too revealing will be prohibited.
3. Students may wear hemmed shorts provided they are longer than the student’s finger tips when their hands are placed at their side and are appropriate in appearance. Skirts or dress must be the same length. No short shorts or spandex may be worn. Holes or tearing in clothing that exposes upper thigh area or undergarments will be prohibited.
4. Students participating in a contest, exhibition, or representative of a club other than an organized activity shall dress according to the reasonable request of the advisor, coach, or teacher.
5. Students may not wear clothing that has advertisement on it that would otherwise be illegal for student consumption and or use.
6. Students may not wear clothing which flaunts demeaning slogans, phrases or aphorisms that relate to a core characteristic of particularly vulnerable students and may cause them significant injury or is of questionable moral meaning.

The principal has the right to grant any alterations and/or send a student home if dress is inappropriate.

Parents are expected to provide guidance for their son/daughter to enable them to develop appropriate standards of dress and grooming for all occasions.

Let’s keep our appearance favorable to adults and other students in the community so that they can be proud of students of Harrington School District and we can be proud of ourselves.

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

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

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

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

Snow days: There may be days during the winter when it is not safe for our buses to transport children. We have many bus routes to outlying areas. The School Messenger system will notify you by phone in regards to bus routes or school closure. Please make sure that your phone number is correct with the school office.
**Late arrival:** Students arriving late to school in the morning or afternoon must first report into the office with a written excuse explaining their absence. See attendance policy.

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

**SCHOOL PROCEDURES**

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

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

**Telephone:** The telephone in the high school office is there for school business. Students may use the phone in the hallway. Classroom telephones are **not** to be used during class time and may be used by students before or after school with teacher approval.

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

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

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

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

**CHILD CUSTODY**

Policy Number 3126: The board of directors and the administration presumes that the person who enrolls a student in school is the residential parent of the student. The residential parent is responsible for decisions regarding the day-to-day care and control of the student. Parents/guardians, guardians or defacto parents/guardians have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent.

The administration and the front office, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order which curtails this right(s). If this right is questioned by the nonresidential parent, the issue will be referred to law enforcement authorities for resolution.
Unless there are court-imposed restrictions, the nonresidential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.

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

**SEXUAL HARASSMENT POLICY**

**Policy Number 6590.** The District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment occurs when:
1. Submission to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur from adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male-to-male, and female-to-female.

**Policy Number 3207.** 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:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 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, innuendos, 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).

**NOTIFICATION OF THREATS OF VIOLENCE/HARM**

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

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.
Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g. bomb threats), or to harm students, employees, volunteers, patrons or visitors.

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

**CYBERBULLYING POLICY**

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

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

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

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

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

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

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

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

**DRUG/ALCOHOL ABUSE POLICY**

**Policy Number 2121.** The board recognizes that the use/abuse of alcohol, controlled substance or dangerous drug and any other chemical substances is a societal problem and may represent impairment to the normal development, well-being and academic performance of students. To ensure the safety, health and well-being of all students, the board is committed to the development of a program which emphasizes prevention, intervention, aftercare support and necessary corrective actions.
COMPUTER EQUIPMENT

1. Use of the school computers/technology equipment is not a right but a privilege and there should be **NO** expectation of **privacy**.
2. No food or beverages are allowed in the elementary and high school library computer labs, or any other computer areas in classrooms under any circumstances. All plugs, cables, cords, chairs and other equipment are to be left as they are found. Another student's workstation is also to be left as it is found.
3. All student workstations are to be maintained to appropriate standards as directed by the teacher in charge. If a student has a problem with his/her workstation, he/she should notify the teacher immediately.
4. Copying another student's disk or assignment is unethical; copying a program from the network is both unethical and illegal. Both are prohibited.
5. Attempting to log in by a student as an executive or instructor is strictly forbidden. This attempt could cause problems, which may require a large sum of money and time to repair. Unauthorized log ins are an intentional breach of security and will not be tolerated.
6. Only those disks/flash drives approved by the teacher will be permitted in the classroom.
7. A student's passwords are his/her and no one else's. Students are not to share their password or to seek to learn or use another student's password.
8. Computer games are not allowed in the school unless determined by the teacher that they are of educational value.
9. Inappropriate use of school network (i.e. Non-school e-mail, chatting rooms, blogging, non-teacher approved web-sites) is prohibited.

**COMPUTERS – ACCEPTABLE USE POLICY**

*Revised June 2008*

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

**Network Use**

- All use of the network must be in support of education and research and be consistent with the mission of the Harrington School District which reserves the right to prioritize use and access to the network.
- Any use of the network must be in conformity to state and federal law, K-20 Network policies, and district policy. Use of the network for commercial purposes is prohibited.
- The network constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- No use of the network shall serve to disrupt the operation of the network by others; network components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the network and/or damage the components of an entity on the network is prohibited.
- Users are responsible for the appropriateness of the material they transmit over the network. Hate mail, harassment or discriminatory remarks will not be tolerated see cyberbullying policy. Use of the network to access, store, or distribute obscene or pornographic matter is prohibited.
- Bulletin boards, chat groups, and commercial on-line services must be pre-approved by the superintendent or designee. **Use of outside E-mail providers is prohibited at school.** E-mail and files on the school network are not guaranteed to be private.

**Security**

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

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

**Personal-Security**

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

**Copyright**

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

**Filtering and Monitoring**

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

**General Use**

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

**Consequences**

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

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

Harrington School believes that discipline must be firm, fair, and consistent for all students. We believe that no student has the right to interfere with the rights of other children to learn. Each teacher has the right to teach and each child has the right to learn in safe environment.

Washington State Laws define responsibilities and rights for students, teachers and administrators. Those laws state that the mission of public schools is to provide learning experiences, which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual becoming a responsible, contributing citizens

**School District Responsibilities:**

1. Ensure the health and safety of all students and staff in the learning community.
3. Focus on education.
4. Protect school district property from loss or damage.
5. Ensure that all students and staff are treated with respect and dignity.

Faculty, Staff and Administrator Responsibilities:
1. All staff shall enforce the school district rules for student conduct.
2. All staff shall comply with school district and building rules and guidelines relating to the discipline of students.
3. Teachers and paraprofessionals shall maintain good order and discipline in the classroom, in the hallways, and on the playgrounds or other common areas of the school.
4. Teachers assigned to classroom duties shall keep and maintain accurate attendance records of students.

Student Responsibilities:
1. Pursue a course of studies and make reasonable efforts to learn.
2. Attend school daily and to be on time to all classes.
3. Be aware of and obey all school rules.
4. Express opinions and ideas in a respectful manner without libeling or slandering others.
5. Act in a manner that will not detract from the education of anyone.
6. Respect the rights of others and exercise self-discipline.
7. Follow established procedures in seeking changes in school rules.
8. Follow the reasonable requests of school staff members attempting to do their jobs.
9. Comply with written school rules that are adopted to carry out WAC 180-40-225 and RCW 28A.600.010
10. Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.

Teacher Authority:
All teachers shall have the authority to discipline any student for any disruptive or disorderly conduct or other violation of rules for student conduct which may occur in the presence of the teacher or when the student is under the teacher’s supervision.

BEHAVIORS AND POTENTIAL CONSEQUENCES
Determining the nature of a behavior and potential consequences will vary depending on the severity and frequency of the behavior. Any illegal behaviors will result in police notification.

Level 1 - Behaviors:
1. Intentionally making noise or acting in a manner so as to interfere with the teacher's ability to conduct his or her class.
2. Disrespectful behavior.
3. Inappropriate written material, pictures, gestures, or verbal comments (this includes the use of computers).
4. Improperly dressed (violation of dress code).
5. Frequent tardiness issues.

Level 1 - Consequences:
1. Verbal warning.
2. Student written note home.
3. Teacher/parent/student conference.
4. Office referral and Principal/parent/student conference.
5. Detention.
6. Saturday school.

Level 2 - Behavior:
1. Cheating.
2. Posting or distributing unauthorized or other written materials on school grounds.
3. Truancy.
4. Leaving school grounds without permission.
5. Interfering with school staff or programs.
6. Harassing, intimidating, or bullying other students or staff.
7. Using profane, obscene, indecent, immoral or offensive language or gestures.
8. Possession and/or use of tobacco products.

**Level 2 - Consequences:**
1. Office referral.
2. Teacher/principal/parent conference.
3. Detention.
4. In-school suspension.
5. Saturday school.
6. Short-term suspension, long-term suspension, or expulsion
   Severe level 2 violations can result in immediate suspension or expulsion.

**Level 3 - Behavior:**
1. False activation of fire alarm.
2. Extortion.
3. Assault.
4. Possession or use of alcohol or illegal drugs.
5. Vandalism.
6. Use of intimidation, coercion, or force.
7. Theft

**Level 3 - Consequences:**
1. Principal/parent conference.
2. In-school suspension.
3. Suspension or expulsion.

**Level 4 - Behavior:**
1. Aggravated assault.
2. Arson.
3. Use of and/or possession of and/or concealing a weapon.
4. Robbery.
5. Burglary.
6. Delivery of alcohol or illegal drugs
7. Violations if a sexual nature.
8. Battery or aggravated battery.
9. Displaying any other illegal behavior.
10. Possession of dangerous weapons on school property.
11. Threats of any type directed toward students and/or staff members.

**Level 4 - Consequences:**
1. Police notification, suspension and/or expulsion

**Level 5 - Violations:**

**Harrington School District follows Lincoln County protocol regarding violence, threats and weapons.**

Level 5 Violations are severe in nature and/or serious in terms of the disruptive effect upon the operation of the school as to warrant immediate emergency expulsion. The district has the right to move a violation to a higher level based on the severity of the offense.

Possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal and parents and law enforcement will be notified.
BUS RIDING

**Bus Route Changes:** Parents will please call the bus garage 253.4338 or 253.4331 to notify Tony Hamilton, Transportation Supervisor of any changes to who is riding the bus.

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

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

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

**STUDENT RIGHTS**

**Students Rights:**

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

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.
2. All students shall possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, subject to reasonable limitations upon the time, place and manner of exercising such rights.
3. All students possess the constitutional right to be secure in their person, papers and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.
Person Authorized to Impose Discipline, Suspension, Expulsion, or Emergency Removal Upon Students:
WAC 180-40-230
1. Each certified teacher, each school administrator, each school bus driver, and any other school district employee shall possess the authority to impose discipline upon a student for misconduct which violates rules of the school district and to impose an emergency removal from a class, subject, or activity upon a student.

Discipline-Grievance Procedure
WAC 180-40-240
1. Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference, the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the school board's next regular meeting.

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

A copy of Chapter 180-40 WAC which explains in detail procedural due process relating to student rights and responsibility is available in the office.
*The Law supersedes any of the sections or articles of this handbook.*