

# **Aberdeen School District No. 5**

2023-2024

Harbor Learning Center  
A Title 1 Schoolwide Program  
Student/Family Handbook

300 North Williams  
Aberdeen, WA 98520  
(360) 538-2180 Phone  
(360) 538-2183 Fax  
[www.asd5.org](http://www.asd5.org)

## **Please sign and return:**

- Enrollment Agreement
- Handbook Receipt
- Parking permit (if necessary)

Last modified August 2, 2023

**August 2023**

**Students and Families,**

On behalf of the staff at the Harbor Learning Center, we welcome you to the 23-24 school year. We are so excited that you chose to attend our school, and we look forward to working with each of you.

Our focus at the Harbor Learning Center is to provide an environment where each member of our diverse learning family is treated with respect and fairness. We believe that all students are capable of doing high quality work and to support that belief we have developed instructional and grading practices that foster quality work. We are dedicated to improvement in every area of our school and constantly review our performance. We believe that students work best in an environment that fosters rigorous lessons and quality relationships with staff and other students.

This Student/Family Handbook provides each student and family with information regarding general procedures, schedules, and requirements. Thanks for taking the time to review and become familiar with its contents.

As a student, you will be responsible for the information contained in this handbook and following the expectations of our district and our school. Everything we do here is based on respect- Respect yourself, respect others, and respect this school. You will find the program and the people here suited to your needs.

As a family member, if you have any questions, suggestions or needs, please let us know. We are a Title 1 Schoolwide Program that ensures that your child will always have an opportunity and access to a high quality education. We are here to support their educational goals and dreams.

We consider ourselves a large family here at the Harbor Learning Center. Because of that, we will give our best every day, for every student.

**Welcome to our Family- No Dragon Stands Alone.**

**Please sign and return the HLC Enrollment Agreement, the HLC Student Handbook Receipt, Attendance Letter, and the Parking Permit (if needed).**

Lisa Griebel, Principal

# 23-24 HLC ENROLLMENT AGREEMENT

This small school environment provides opportunities for students to learn in a self paced personalized environment. If motivated, students can take advantage of this contract-based learning and self pacing to retrieve high school credits or even work ahead!

## **Students accepted into our school commit to these school expectations:**

- ✓ Focus on my school plan. Meet with my advisory teacher daily and attend school regularly.
- ✓ Help make Harbor Junior/Senior High a safe place for everyone.
- ✓ Solve problems in a responsible non-confrontive manner, speaking with respect and kindness.
- ✓ Help others achieve and ask for help when needed.
- ✓ **Follow the school and district expectations!**

## **Specifically:**

- Treat all students, staff, families, and visitors with respect
- Follow teacher/staff, school and district cell phone expectations
- Attend all classes **and** get there on time
- Make academic progress in ALL of your classes
- Follow the **closed campus** expectations. Students leaving campus during the school day **MUST** check out through the main office. If under the age of 18, a student **must** have parent/guardian permission to leave school
- If parking on campus, a student must follow our school district parking expectations
- No more than 2 students at a time in a restroom (only one in the single use bathroom)
- Treat our school facility with respect and report things that need to be repaired
- Use school appropriate language **at all times**
- Follow our district's Harassment, Intimidation and Bullying Policy

## **If students can not follow the school expectations, the following will occur:**

- Attendance Interventions and Truancy Petitions
- Parent/Guardian contact by student's teachers
- Parent/Guardian contact by principal and/or counselor
- School discipline such as restorative practices, suspensions or emergency expulsions
- Withdrawn from Harbor Junior Senior High and re enrolled in "home school"

When students are suspended or emergency expelled, the enrollment **IS** reconsidered and students could be withdrawn from Harbor Jr Sr High and expected to:

- 1) Enroll in their home school (out of district students who enrolled with a choice form would have their choice placement revoked)
- 2) Enroll in one of the other programs offered at the Harbor Learning Center like the Open Doors/GED program or Grays Harbor Academy OnLine School

Student Name (Print and Sign) \_\_\_\_\_

Parent/Guardian (Print and Sign) \_\_\_\_\_

**HLC STUDENT HANDBOOK**

**RECEIPT**

**2023-2024**

I have read the Harbor Learning Center Student Handbook, a hard copy is available AND it is located on-line at the Harbor Learning Center website. I agree to follow the Aberdeen School District and Harbor Learning Center Expectations in full. If I choose to NOT follow the Harbor Learning Center Expectations, I could be subject to disciplinary action. **Since the Harbor Learning Center is a CHOICE school, returning to my "home" school could result if I am unable to follow the Harbor Learning Center expectations.**

Student's Name (Please Print) \_\_\_\_\_

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

Parent/Guardian Print Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Harbor Learning Center Vehicle Parking Registration 2023-2024

Name of Driver: \_\_\_\_\_ Phone # \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

**You must provide proof of a valid driver's license and insurance**

Make of Vehicle: \_\_\_\_\_ Model: \_\_\_\_\_ Year of Vehicle \_\_\_\_\_

Color of vehicle: \_\_\_\_\_ License plate # \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this you agree that parking at the Harbor Learning Center is a privilege, not a right. This privilege can be taken away if abused. Examples of abuse are: falsifying a permit, reckless driving, parking in an illegal zone, leaving campus without permission, taking other students off campus without permission. You can and will be towed if you violate any parking policies.

I understand that my child is accepting responsibility for parking in the Harbor Learning Center parking lot. If that privilege is lost, the requirement will be to park off campus.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Board Policy 3241 and 3241P Student Parking Adoption date 10/2/1995**

***The board regards the use of motor vehicles and bicycles for travel to and from school as an assumption of responsibility by parents and students. The superintendent shall develop procedures governing the use of bicycles and motor vehicles while on school property and shall disseminate those procedures to all students so affected.***

### **3241P Student Driving**

***Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless consent has been granted by the student's parent.***

***A student may use the school parking lot subject to the following conditions:***

- A. A student must register the car in the school office. The student must possess a valid Washington driver's license and show evidence that there is liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property. Schools may issue parking permits.***
- B. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.***

***A student who does not conform to the above rules shall be subject to corrective action***

## HLC MISSION STATEMENT

Harbor Junior Senior High School, a Title 1 Schoolwide Program, is dedicated to preparing our students to become Responsible Citizens, Lifelong Learners, Effective Planners and Successful Workers

### **Harbor High School : A Title 1 School-wide Program School/Family/Community Partnership Policy**

**Students learn in a variety of ways – all students can achieve at high levels!**

- Achievement can be measured in various ways
- There should be no barriers for a student to earn an education
- Mutual respect and trust is essential for students to learn
- Students need support & mentorship to be healthy & well adjusted
- Families are essential partners for student success
- Our community is a valuable partner for student success

#### **OUR FAMILIES ARE:**

- Valued by us
- Encouraged to participate in our student/family activities
- Partners in supporting the student in reaching their goals
- Essential to helping students be healthy and well adjusted

#### **OUR COMMUNITY:**

- Supports our programs and services in many ways
- Cares about the future of our students

**At Harbor Junior Senior High School, staff, families, friends and the community work together to help our students become caring and responsible adult members of our community.**

#### **As a student, I will:**

- ✓ Focus on my school plan. Meet with my advisory teacher daily and attend school regularly.
- ✓ Help make Harbor Junior Senior High a safe place for everyone.
- ✓ Solve problems in a responsible non-confrontive manner, speaking with respect and kindness.
- ✓ Help others achieve and ask for help when needed.
- ✓ **Follow the school expectations!**

#### **As a family member, I will:**

- Encourage and expect regular attendance.
- Attend our school's family activities whenever possible.
- Support Harbor Junior Senior High's effort to be a safe place for everyone.
- Keep in contact with my child's advisory teacher/school counselor/case manager and review their high school plan/portfolio at Student/Family Conferences.

**A Title I School-wide Program  
Student, Family and School Partnership Agreement/Compact  
FAMILY INVOLVEMENT POLICY**

**As a school, Harbor Junior Senior High School will:**

- Recognize individual learning styles.
- Provide individualized instruction.
- Promote the acquisition of personal management skills, conflict resolution skills, and foster responsible citizenship.
- Promote career development and post high school placements.
- Provide daily feedback on student progress and quarterly progress reports to parents.
- Always provide an opportunity for a student to obtain an education.

**Annual Title Family Meeting**

Our annual Title 1 Family Meeting is conducted the first day of school during our Orientation and at our Student Led Conferences. Families, students, and staff meet individually to share information and determine student plans for the year.

**Family Opportunities for Involvement**

Our goal is to provide a wide variety of opportunities at different times of the day and year for family involvement. These include, but are not limited to:

- Annual Title 1 Family Meetings in August (beginning of school year)
- Junior High and High School Student/Family Conferences (4 days a year)
- Family Surveys
- Student Advisory Meetings
- Weekly Progress Reports sent home per request
- COPE (Teen Parent Meetings)
- After School Program
- Evening workshops on topics such as FAFSA (Dates TBA, Graduation, Attendance)
- On-Demand Meetings with Counselor, Advisory Teacher, or Principal

and Skyward access to students and families to view student progress

**Curriculum, Assessment and Proficiency Levels**

At the beginning of each school and as new students enroll at Harbor Junior Senior High School, families receive an updated handbook explaining our programs and services. Also, all new students that enroll participate in a Student/Family Interview/Tour and Orientation.

**Title 1 Annual Meeting and Family/Student Led Conferences**

October 19, 2023	Thursday	time TBD
October 20 2023	Friday	time TBD
March 21 , 2024	Thursday	time TBD
March 22, 2024	Friday	time TBD

**Harbor Junior/Senior High School 2023-2024 Daily Schedule**

<b>Staff Access/Breakfast</b>	<b>7:30-8:00</b>
<b>1st</b>	<b>8:10- 9:00</b>
<b>2nd</b>	<b>9:05-9:55</b>
<b>Breakfast AGAIN</b>	<b>grab and go during passing time</b>
<b>3rd</b>	<b>10:00-10:50</b>
<b>4th/Advisory</b>	<b>10:55-11:25</b>
<b>Lunch</b>	<b>11:30-12:00</b>
<b>5th period</b>	<b>12:05-12:55</b>
<b>6th period</b>	<b>1:00-1:50</b>
<b>7th period</b>	<b>1:55-2:45</b>

**Staff Training Day**

February 20, 2024	No School
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**2023-2024 Early Release Dates 11:00 AM**

October 13, 2023 Conference Prep	Friday	11:00 AM
December 15, 2023 Winter Break	Friday	11:00 AM
January 26, 2024 End of Semester Grading	Friday	11:00 AM
June 13, 2024 Last Day of School	Thursday	11:00 AM

**2023-2024 Collaboration Dates—12:45 Dismissal**

September 27, 2023	February 7, 2024
October 25, 2023	March 6, 2024
December 6, 2023	April 10, 2024
January 10, 2024	May 15, 2024



<b><i>Harbor Learning Center</i></b>	<b><i>General Information</i></b>
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The Harbor Learning Center is home to many of our district's alternative programs. We house a private day care, district preschool, and therapy office. We also support our teen parents with Snug Harbor, which is also open to district staff day care options. Three new programs were added in '21-'22: Junior High, Grays Harbor Academy and Open Doors/GED. Students and families accessing the different programs must also follow all school district and Harbor Learning Center expectations.

- Harbor High School

Harbor High is an alternative, contract based high school. Students have a "contract" for each course in which they are enrolled. Once they complete the contract, a .5 credit is placed on their transcript and students are then enrolled into another class. Students work at their own pace and are in multi-age classrooms. Many students take advantage of this self paced program to work ahead OR catch up!

- Harbor Junior High

Our mission is to provide a smaller, more personalized/individualized learning environment for a few of our district's 7th and 8th graders. Our district's junior high, Miller Junior High, is an amazing, vibrant school! However, its large size (750-800 students) promotes an active and energetic place that might not be the optimum learning environment for a few of our district's youth. Our middle school students are together as a class all day, but they have 5 different teachers. They travel from room to room like our high school students do. Some of our 8th grade students take classes with high school students which gives them the opportunity to earn high school credit. Our middle school students also have the same lunch period as the high school students.

- Open Doors/GED

Open Doors Youth Reengagement is a system that provides education and services to older youth, ages 16-21, who have dropped out of school or are not expected to graduate from high school by the age of 21. Open Doors reengages disconnected youth through programs that encourage community partnerships, create multiple pathways for students to realize success, and provide an on-ramp to post-secondary achievement through a performance-based, individualized support model. This program offers students an opportunity to both prepare for their GED while also earning high school credits. Some of our students choose to take the GED tests in order to earn the 4 mastery based credits. Students in the Open Doors Youth Reengagement Program are supported through case management, instruction, and support services available through the district, including but not limited to the following: special education and 504 services, EL support services, onsite childcare services, assessment support, and computer access.

Students enrolled in the Open Doors Youth Reengagement Program will be provided with academic instruction appropriate to their skill level and academic goals as well as college and career readiness preparation coursework. Instruction may include: Competency-based academic and/or vocational training, College preparation math or writing instruction, Subject-specific high school credit recovery, English language instruction/support, and Cooperative work experience credit

Student eligibility is determined based on the following factors:

- Under 21 years of age, but at least 16 years of age, as of September 1st.
- Has not yet met high school graduation requirements.
- Is credit deficient, or referred by case managers from DSHS, the Juvenile justice system, district-approved school personnel, or a community agency that provides educational advocacy services

## ***Aberdeen School District School Board***

The Aberdeen School District Board of Directors is made up of five at large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the Internet at [www.asd5.org](http://www.asd5.org) or by calling the Aberdeen School District office at 538-2000. The board represents the people of the school district. Board members welcome comments and questions from the public. The Board of Directors typically meets the first and third Tuesdays of each month during the school year at 6:00 PM in the Community Room at Aberdeen High School at 410 N. G Street in Aberdeen. During the summer, the Board of Directors usually meets once a month. A copy of the meeting schedule can be obtained from the district office and on the district website.

### **LAW of the CLAW: We are a family!**

HLC, like all the Aberdeen schools, uses PBIS strategies to build a positive school culture. The “Law of the Claw” is:

**We are respectful. We are responsible. We are engaged. We persist.**

### **ATTENDANCE:**

**Research shows that attendance matters. WAC 392-401-020**

#### **Attendance affects achievement.**

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

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

Absences can signal that a student might need more support. Our new policies will set up different ways to collaborate for resources.

#### **Attendance=Graduation**

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

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

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

Attendance is recorded every instructional day, Monday through Friday in every class including advisory. Students are expected to be in class on time. Students are also responsible for making up any missed work while absent. It could also result in no longer being able to attend one of the programs here at the HLC. Here are the RCWs and the district policy on attendance: Chapter 28A.225 RCW Chapter 28A.150 RCW, District Policies 3121 and 3122.

### **Attendance Expectations**

**Educators and administrators** are required by law to monitor absences and identify if students/families need support. We will communicate when we see a concern or as required by policy. We will track attendance daily and contact you when your student is missing.

**Students** are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities. Show up on time, and ready to learn.

**Parents/Guardians** send your child to school every day unless they show signs of severe illness, Fever, vomit, diarrhea, severe cough, strep throat, or doctor order to stay home. Communicate with the school within 48 hours and when possible, schedule vacations and appointments outside of school hours.

## **Excused Absence**

### **If communicated within 48 hours, approved absences are:**

- 1) Physical or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical counseling, mental health, wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in patient or out patient treatment for chemical dependency or mental health)
- 2) Family emergency, including but not limited to a death or illness in the family;
- 3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- 4) Court, judicial proceeding, court ordered activity or jury service;
- 5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- 6) State-recognized search and rescue activities consistent with RCW 28A.225.055;
- 7) Absence directly related to the student's homeless status or foster care/dependency status
- 8) Absences related to deployment activities of a parent or legal guardian who is an active duty member
- 9) Absence due to disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion)
- 10) Absences due to safety concerns, including absences related to threats, assaults, or bullying
- 11) Absences due to a student's migrant status
- 12) Absences due to an approved activity consistent with district policy and is mutually agreed upon by the principal/designee and parent/guardian or emancipated youth
- 13) Absences due to the student's lack of necessary instructional tools, including internet and connectivity

**Who can Excuse Absences?** Parents or guardians may call, email, or send a note to the school to excuse an absence for students; this must be received within **2 days** of the student's absence.

**How do I excuse my student's absence?** Please have a parent/guardian call Amy Rasler @ 360-538-2180 to report absences. If you are unable to call, please email [arasler@asd5.org](mailto:arasler@asd5.org) or email. Please include your student's name, date of absence, and reason for absence.

In accordance with the law:

- After 5 excused absences within a 30-day period or 10 excused absences within a school year, the school must schedule a conference with the guardian of an elementary student identifying barriers to attendance and offering support and resources to assist. RCW 28A.225.018

## **Excessive Excused Absence**

There are times that students need to miss school and we realize that students can fall significantly behind after missing 10% or more of school. Therefore, after fifteen (15) excused absences in a school year, **a conference may be required.**

This conference with the parent and child, at a time reasonably convenient for all, will identify barriers to the child's regular attendance, set up an academic plan, review supports/resources available, and decide how future absences will be addressed. The conference must include at least one school district employee such as administrator, nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program (IEP) or a 504 plan, in which case the reconvening of the team that created the program or plan is required first.

Each absence after fifteen (15) will be considered unexcused unless parents can demonstrate justifiable cause for the excessive absences (i.e., long-term illness, etc.) or the principal has set up a plan on how those absences will be addressed.

## **Unexcused Absence**

We care about our students and their success. We will communicate daily when students are not at school. Parents/Guardians are required to notify the appropriate staff in advance, or within two days, to excuse their absence.

An **unexcused absence** is any absence not on the list approved above or an absence not communicated by parent/Guardian to school within the approved time. Also, the school principal has the right and final authority to excuse or unexcused any absence when absences become excessive. **Examples may be:** Sleeping-in, missing ride/car trouble, personal errand and non-medical appointments.

In accordance with the law: RCW 28.A.225.010, The state law for mandatory attendance, called the Becca Bill, requires children from age 8-17 to attend a public school, private school, or a district approved home school program. Children under 7 are not required to be enrolled in school; however, once a child is enrolled after 5, they must attend full-time.

- After **1 unexcused absence**, the school must inform the parent/guardian in writing or by telephone. RCW 28.A.225.020
- After **3 unexcused absences in a 30-day period**, the parent and school must have a conference discussing absences and supports needed. RCW 28.A.225.020
- Between **2 and 7 unexcused cumulative absences in a school year**- Our school needs to take data-informed steps to eliminate or reduce student absences. RCW 28A.225.020
- We are required by state law to closely monitor and track attendance for the safety and wellbeing of your child. We need to file a petition with the Juvenile court sometime between the ***seventh unexcused absences*** in any month or ***fifteen unexcused absences*** within the school year. RCW 28A.225.010

- Not later than the **7th unexcused absence in a 30-day period**- Our school shall do one of the following:
  - Enter into an agreement with the student and parent establishing attendance requirements, OR
  - Refer student to a Community Engagement Board (CEB), OR
  - File petition under subsection (1) of RCW 28A.225.030
- We need to file a petition with the Juvenile court sometime between the ***seventh unexcused absences*** in any month or ***fifteen unexcused absences*** within the school year. The petition will be automatically stayed (paused) and your student and family may be referred to a Community Engagement Board or other coordinated means of intervention. If our collective efforts are not enough to increase your student's attendance, the stay may be lifted, and the court may require a hearing. RCW 28A.225.010

### **What are things that can help**

- Setting a regular bedtime and morning routine can help reduce stress and anxiety.
- Help/encourage your child to prepare for school the night before, finish homework, and get enough sleep (Ask their doctor or research the hours of sleep youth need for their age group).
- Knowing when to keep your child home due to illness is not always easy with changing district and state health guidelines. If unsure, call the school nurse.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Talk to your student about the importance of attendance. (Some students might not realize when they miss school, they are missing important instructional time and will have a lot of assignments to catch up on)
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school (Students and families are often our best source of information to understand how to increase attendance and engagement)
- Encourage meaningful after-school activities, including sports and clubs. These activities encourage teamwork, improve social skills, and can help self-confidence.
- Check status of credits earned to see if your student is on track to graduate. (Did you know, you can check the graduation requirements and grades on Skyward!)

### **Your Right to Appeal Attendance Related Action**

You and/or your parents/guardians have the right to an informal conference with a principal for the purpose of pleading your case and resolving your grievance. While the principal has an open door policy, it is best to make an appointment through one of the building secretaries.

### **Community Truancy Board/Court**

- If you accumulate 7 or more unexcused absences in a month or 7 absences in a semester, and refuse to participate in the Community Truancy Board, the petition will be forwarded for Truancy Court
- If you accumulate 10 or more unexcused absences in a year you will be petitioned for Truancy Court

- If you are absent 20 consecutive days, you will be withdrawn from school, and reported to local law authorities

### **Tardiness**

If you get to class after the last bell, you are tardy. It is always better to be late than not be there at all, if you accumulate too many tardies, you could be assigned consequences OR jeopardize your place in a choice school.

An **excused tardy** is not being in class for the first 10 minutes of class time but with an excuse acceptable by the teacher. A note from another teacher or school official is required. An **unexcused tardy** is not being in class for the first 10 minutes of class time without an acceptable excuse.

### **MEALS:**

All Aberdeen schools provide free breakfast, free morning snack, and lunch. Breakfast, Snack, and Lunch are served Monday through Friday. While eating you **MUST** remain in a **staff supervised** area. Snack/Meals are provided in our After School Program.

### **LAPTOPS/CHROMEBOOKS:**

Each HLC student will be responsible for the school issued laptop and charger. Remember, you are responsible for acceptable use of the device AND for keeping the device in good condition. Students could have their internet access restricted or lose their device if misused. Gaggle is also used to monitor all activity on your device AND it can pick up activity on your personal device if you have logged into your Aberdeen account on your personal device.

### **ASSEMBLIES and CEREMONIES:**

Yes! We anticipate having some small assemblies and student recognition events. Your advisory teacher will discuss the seating arrangements for all school assemblies. Expectations for assemblies are reviewed before each assembly.

### **CLOSED CAMPUS:**

All Aberdeen schools have a “closed campus”. Students are expected to remain on campus during the school day. Once you are on campus, you are here! During lunch, students are able to go outside, but stay on school property and in a supervised area. This does **NOT** include sitting in student cars. Students who are 18 or older **CAN** sign themselves in and out. If an 18 year old signs themselves out, they will not return until the next school day UNLESS the reason for going off campus is “excused” (see section for excused absences). That means no unauthorized trips to your car during school hours. If you must go to your car, you must get permission from the office staff first and might also have a staff escort!

### **HIB- Harassment, Intimidation, and Bullying:**

All district policies and procedures in regards to HIB apply to our HLC students. This includes district policy, procedures, and forms 3205, 3205P, 3207, and 3207F. Please report any incidents of HIB to a staff member at HLC. At the end of this handbook, there is more information about our HIB district policies.

### **SCHOOL NURSE/HEALTH ROOM:**

The nurse's office is located in the main office hallway. The nurse is not here consistently. If you need to go home sick, please come to the office to call a parent or guardian.

**All medications that you have to take during the school day need to be checked into the office. See the office for necessary forms, they must be filled out prior to your prescription being brought to school. No Over-the-Counter drugs are allowed on school grounds, school functions, or off-campus school events.**

### **FRAGRANCE FREE ZONE:**

We have several staff and students who are extremely sensitive to fragrances. Please keep your smells to yourselves. If we can smell your cologne/perfume/scented lotion, then it is strong enough to trigger an allergic reaction. Please do not spray any fragrances in the rest rooms either. Bathrooms are just smelly places!

### **Announcements**

The daily announcements keep you in touch with the happenings at our school. These are done during the first period of the school day and advisory.

### **Lost and Found**

The Lost and Found is where you want to check if you have misplaced something. It is located in the main office. Items that are in our possession for a while are given to charity. Please ask permission to check the Lost and Found.

### **Emergencies**

**If you see something that requires emergency action, send someone to notify a staff member immediately! If you do not have a role in helping out, please follow the directions of the people in charge.**

### **Fire Alarm**

If the fire alarm goes off, exit the building in an orderly manner. Stay with your teacher/staff member at all times. Walk, don't run to the nearest exit and meet your class in the designated meeting spot. We have periodic drills to practice this and maps for exit routes are posted throughout the building. Please help guest teachers when appropriate. Remember to help out if able with "the littles" during emergencies.

### **Earthquakes**

If an earthquake happens, duck, cover, and hold. Get on the floor and under something. If the intercom still works, listen for directions on what to do next. If the intercom does not work, listen to your

teacher/staff member's instructions. At that point, leave with your class and stay with your teacher. Once outside, stay away from power lines and the building. Do not enter the building until directed to do so. Please stay together and listen for instructions as the situation can change quickly.

### **Tsunami**

In the event of a tsunami, you will evacuate to high ground. Staff will be there to help support and re-unite you with your families. You are expected to follow the directions of staff in order to remain safe at all times. If possible, assist the preschool or daycare littles to get to safety.

### **Technology Use**

All students in Aberdeen will be granted permission to use the internet for school purposes only, after turning in a parent/guardian signed Acceptable Use Policy Form. There are specific rules you must follow to keep internet access. You will be assigned a user account of which only you should have access to; **DO NOT GIVE YOUR PASSWORD OR DEVICE TO OTHERS!** Any actions to bypass filters, safety mechanisms or inappropriate use of the device or other violations of the Acceptable Use Policy (AUP), will result in loss of privilege. Our district uses a program called GAGGLE to monitor use on district devices AND any activity on any device if the student is logged in to their district account.

### **Fines**

Take care of all school property to avoid replacement or damage fines. Unpaid athletic fines of enrolled students will prevent them from participating in future activities. Unpaid scholastic fines can put a hold on requested official transcripts. Please make sure you make arrangements to pay off your fines. HLC honors the fines from other schools.

## **Student Expectations/Student Conduct**

### **Discipline Philosophy**

The Aberdeen School District follows our new state guidelines in regards to student discipline. If a student makes a poor choice, an appropriate corrective action will be assigned. It is the expectation that this will deter future problems through Restorative Practices and your commitment to change. It is about correcting the behavior and making it right. **The goal is for you to be successful in school and life.**

### **Academic Honesty**

It is expected that you will cite the work of others appropriately when necessary for an assignment. Plagiarism is not allowed. You are also expected to do your own work- not copy others' work. You could be expected to do the assignment AGAIN or given another assignment.

### **Cell Phones/Electronic Devices**

Our school district created a new cell phone policy in the 21-22 school year. Cell Phone use is not allowed unless authorized by staff. Each classroom teacher will have their own cell phone policy and you are expected to follow it. Not following it will result in conferences, parent/guardian contact, and



the loss of the privilege of having a phone. Using your device to create drama in and out of school is NOT OK! Many of our students chose HLC to be around LESS drama.

Please refrain from Text messaging and other forms of communicating through forms of social media during class time. Taking pictures or videoing others with your cell phone or electronic device is also not OK. This can land you in serious legal trouble! Transmitting inappropriate messages or images is not allowed and can also land you in serious trouble with the school, and law.

### **Dress Code- Administration will address the dress code issues.**

All students are expected to come to school or any school sponsored activity appropriately dressed. Dress and appearance must not present health or safety problems, nor be vulgar, offensive or cause a disruption; including drugs, alcohol, gang references or sexual depictions. Clothing styles that create conflict or an atmosphere of intimidation are prohibited. Individual teachers may restrict appearance and attire (i.e. hair, clothing) with special consideration for safety and health issues. **The administration has the authority to make changes at any time to the dress code based on any disruptions to the learning environment, safety and or health concerns.**

- Dress for education- School is for learning.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments (waistband and straps excluded).
- Fabric covering breasts, genitals and buttocks must be opaque (not see through).
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face to be visible to the school staff.
- No bandanas are to be displayed or worn in school during the scope of the academic day; exceptions may be approved by administration for special events.
- No flags can be worn as clothing.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- **Clothing MUST take into account we have small children on campus.**

### **Drugs/Alcohol or Distribution of Drugs or Alcohol**

Students under the influence or having possession of drugs/alcohol are a major concern for all of us. Students providing drugs and alcohol to others is also not OK. We are very serious about this being a drug/alcohol free school environment. If you are violating this, we will:

#### **Use or Possession**

- ❖ Contact Law Enforcement, and a MIP may be issued
- ❖ Contact your parents/guardians
- ❖ Student will be sent home for safety reasons
- ❖ Students can be suspended or emergency expelled depending on the severity of the situation
- ❖ Student needs to make an appointment for a substance abuse assessment and follow the recommendations
- ❖ Students could lose the privilege of attending one of the programs at the Harbor Learning Center and returned to their home school (which includes losing choice status if in our district on choice)

No drugs or medications are allowed to be dispensed on campus without a physician's order and a parent signed medication form. Medication must be turned in to the school nurse for dispensing.

### **Hallway Passes**

During class time you are expected to have a pass to go from one place to another. Often staff will allow students to work in a different room during class. Both the sending staff and the receiving staff **MUST** be in agreement for this to occur. We limit the ability of students to go to other staff member's rooms when there is a substitute teacher.

### **Hazing/Initiation**

**The initiation and hazing of students is NOT OK and against the law!** It is considered to be harassment, and will involve consequences from the school, and potential legal problems.

### **Identify Yourself**

You must identify yourself to any staff member who asks you, and be willing to produce ID if necessary. This is a safety issue and failure to do so will result in consequences by the administration.

### **Laser Beam Items**

Anything emitting a laser is not permitted in school or school activities. They can cause eye damage, and are distracting. If you bring one, it will be confiscated and you will not get it back.

### **Littering**

If you are caught littering, you will be politely asked to pick up your trash. If it becomes an issue, you will give up **your time** to come and pick up trash. This is an aging school, but we all take care of it!

### **Profanity/Inappropriate Language**

This is a professional and family environment so please keep your language "G" rated. Profanity in school is not acceptable, please keep inappropriate language and conversation away from school. Harbor Junior Senior High School expects that your written and spoken language will reflect your commitment to treat people with respect. **You are setting examples for "the littles"!**

### **Searches**

The school has the right to search student lockers, desks, backpacks, persons, cars, and storage areas if there is reasonable suspicion to suspect a violation of school rules. Please understand this and don't bring something to school that you shouldn't (**RCW 28A.600.210**).

### **Student Parking**

Students are expected to follow the Aberdeen School District policy for parking on school property. Students must: Obtain a parking permit, show proof of a driver's license, show proof of insurance. Students are NOT allowed to sit in cars during the school day and must have an escort to the car if they need to get something out of the car. Students are not allowed to transport other students off campus during the school day without permission from the parents of ALL students involved. It is NOT OK to smoke/vape inside a car while on school grounds.

### **Skateboarding/Biking/Blading**

Campus is never to be used for skateboarding, biking, skating, or rollerblading. If you board or ride to school, please walk on campus with your ride. That includes ebikes or hoverboards.

### **Theft**

If you bring something of value to school, you assume the risk of it being stolen. Schools are not liable for this. Protect your property! Respect other people's property as well.

### **Tobacco/Vaping**

Tobacco on campus in any form is against the law regardless of age. For your health, state law forbids the use of tobacco, in any form, on school grounds or at school functions. Tobacco violations will result in consequences with the school and the law. Use of tobacco includes, but is not limited to: cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery systems (e-cigs, vapes, etc, chemical or devices that produce the same flavor or physical effect of nicotine substances and any other tobacco innovation!

Law Enforcement may be contacted. Interventions and consequences could include taking a Smoking Cessation course or other educational/prevention course. Out of school suspension or emergency expulsions could result as well.

### **Trespassing**

We have a unique situation here at the HLC. We are surrounded by private property. That means that you may be trespassing in your "hang-out" areas if you are loitering before or after school. You are expected to honor "No Trespassing" signs, if not, you could receive a trespassing citation from the Aberdeen Police. Non-students are required to remain at least one city block away (1000 feet) from campus buildings while school is in session. **Your friends can not visit with you during lunch or during the school day.**

On early release days, once you are released, go home. AHS, Miller Jr. High and all elementary schools are also off limits on early release days.

## **Discipline Support**

### **Detention**

Detention can be assigned by a teacher or Administration for specific conduct. This can be served before or after school at teacher/administration discretion. Administration can also assign lunch detention. Parents/Guardians will be contacted.

### **Out-of-School Suspensions**

Students returning to school after Out-of-School Suspension will participate in a re-entry meeting prior to attending classes. Once your re-entry meeting is complete you may be required to check in with a specific staff member regularly.

### **Emergency Expulsions**

Bringing a firearm to school will be an immediate expulsion for one calendar year. Other safety issues or types of disruptive conduct can also result in an emergency expulsion from school.

### **Community Service**

Community Service can be assigned when appropriate by an administrator with your parent/guardian's consent.

### **Due Process**

You are entitled to various rights guaranteed to citizens of the United States. Among these rights is the right to due process. That means that you have the right to state your side of any action to school authorities. You are entitled to have a written or verbal notice of any allegations against you. You may appeal any disciplinary action you feel is unjust. Specific information on appeal rights can be found in our district policy 3241P.

Appeals can include:

- Requesting an informal conference with the principal
- If your appeal is denied at the building level, then you or your parents can request a hearing from the superintendent
- If the appeal is still denied, you or your parents may take your case before the School Board

Make sure you follow the timelines addressed in Policy 3241P when it comes to your appeal.

## **Academic Resources**

Be sure you are eligible for graduation. Our counselor and your advisory teacher are ready to assist you and/or your parent/guardian any time regarding your graduation status, or other issues that arise. Please check this often! You have access to this information in Skyward! All fines must be addressed prior to graduation.

### **High School and Beyond Plan**

Each student will develop a High School and Beyond Plan. The plan will be developed in collaboration with the student, parents/guardians and district staff and include, at a minimum: 1) a career goal; 2) an educational goal; 3) a four-year course plan for high school; and 4) identification of required assessments. Each student plan should be reviewed annually to assess student progress, to adjust the plan if necessary and to advise the student on steps for successful completion of the plan. Whether the student has met requirements for the High School and Beyond Plan is determined by the district. The High School and Beyond Plan will culminate in a Senior Board presentation as a requirement for graduation.

A student receiving special education services who has developed a transition plan as part of their Individualized Education Plan (IEP) may be considered by the district to have developed a High School and Beyond Plan.

### **Graduation Requirements**

#### **WASHINGTON STATE GRADUATION REQUIREMENTS (as of December, 2016)**

**NOTE: Graduating class is determined when a student first enters ninth grade**  
CREDIT REQUIREMENTS

<b>Class of:</b>	<b>2021 and beyond</b>	<b>2024 and beyond</b>
<i>Entering 9<sup>th</sup> grade after July 1 of:</i>	<i>2017</i>	<i>2020</i>
English	4	4
Mathematics	3	3
Science	3	3

Social Studies	3	3
Arts	2*	2*
Health and Fitness	2	2
Career and Tech Ed	1.5	1.5
World Language	2*	2*
Electives	5.5	3.5
<b>Total Required Credits:</b>	<b>26</b>	<b>24</b>

### **Math Credit Information**

2021 Math (3 credits required)

The following courses are required: Algebra 1 or Integrated Math 1, Geometry or Integrated Math 2 and a third credit of math chosen by the student based on the student's interest and High School and Beyond Plan.

### **Science Credit Information**

2021 and Beyond Science (3 credits required)

At least two (2) labs are required and a third credit of Science chosen by the student based on the student's interest and High School and Beyond Plan.

### **Social Studies Credit Information**

2021 and Beyond Social Studies (3 credits required)

The Washington State history and government requirement may be met in grades 7 through 12. US History and Civics courses are required.

### **Health & Fitness Credit Information**

2021 and Beyond Health and Fitness (2.0 credits required)

The following are required: .5 credits of Health; 1.5 credits of Fitness.

\*Starting in the winter of 2021-22 school year, sophomores, juniors and seniors can receive up to 1 full PE credit by participating in a WIAA sanctioned sport at AHS. You can earn .5 credit per season. This form should be completed prior to starting the sport.

### **Arts Credit Information**

2021 and Beyond Arts (2 credits required)

Performing or visual arts is required. One (1) credit may be a **Personalized Pathway Requirement\***, defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan.

### **Occupational / Career & Technical Education Credit Information**

2021 and Beyond Career and Technical Education (1.5 credits required)

Must earn 0.5 credit class that incorporates Washington State Financial Education Standards as part of the required 1.5 credits.

### **World Language Credit Information**

2021 and Beyond World Language (2 credits required)

Both credits may be a **Personalized Pathway Requirement\***.

### **Additional Assessment Information**

Due to the ongoing Covid-19 pandemic, state testing requirements are still subject to change. SBAC refers to the Common Core State Standard assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium. ELA SBAC refers to the English Language Arts assessment that will be administered to students in the 10th grade.

#### NON-CREDIT REQUIREMENTS

<b>Class of:</b>	<b>2021</b>	<b>2022</b>
<i>Entering 9<sup>th</sup> grade after July 1 of:</i>	<i>2017</i>	<i>2018</i>
	Culminating Project	
	High School and Beyond Plan	
	Certificate of Academic Achievement or Individual Achievement awarded to student who pass the required assessments	
	Washington State history and government	

### **Academic Services**

#### **World Class Scholars**

This program is co-sponsored by Aberdeen and Grays Harbor College. It is available to students in grades 7-12 and offers an opportunity for financial assistance, and mentorship at Grays Harbor College. Students must maintain a 3.0 GPA, and demonstrate a series of competencies such as computer skills, cooperative learning, and community service. Please make contact with your WCS tracker for more information.

#### **After School Program**

When possible, we have after school programs offering student support. The after school program is offered each week. You can receive homework help from staff and/or volunteers. Snacks and fun as well. Stay tuned for more information as to hours and dates!

#### **Summer School**

The HLC typically usually offers summer school. This is a great opportunity to get caught up OR work ahead!

### **Activities and Athletics**

#### **Purpose**

HLC students have the right to access AHS and MJH for sports. The purpose of activities and athletics is to provide out of the classroom experiences that develop key skills such as leadership, teamwork, pride and discipline. AHS and MJH have a proud tradition of quality athletic and activity programs. We hope that you find something that you enjoy in our many clubs, sports and groups.

## **What do I need to do to turn out for a sport?**

All students wishing to turn out for sports at MJH or AHS, MUST follow our district guidelines for sports. Please refer to MJH or AHS to determine the process to be eligible to participate in sports.

In Aberdeen, your involvement in athletics and activities is a privilege, not a right. You will be held to a higher standard of conduct as you are representing our school and community.

## **Right to Appeal**

If suspended from an activity, you have a right to appeal this to the Eligibility Board within three days of the suspension. The commission is usually made up of the Athletic Director/Activities Coordinator, an administrator, and a coach. They will hear your case and render a decision within two days of your hearing.

## **Rights of Students**

1. To attend school unless removed under due process as specified in the Education Code
2. To attend school in a secure academic and social climate, free of fear and violence.
3. To enjoy the full benefit of their teachers' efforts undiluted by the disruptive student.
4. To examine personal records upon reaching the age of sixteen or completing the 10<sup>th</sup> grade.
5. To be fully informed of school rules, regulations and standards.

## **Responsibilities of Students**

1. To attend school and classes regularly and on time.
2. To be prepared for class with the appropriate materials, ready to work and actively engage in the learning process.
3. To know and obey school rules, regulations and learn the standards
4. To respect the rights of school personnel, fellow students, and the public in general.
5. To demonstrate pride in the appearance of school buildings and grounds.
6. To learn the standards of the state of Washington and be proficient in the same by graduation.

## **Rights of Parents/Guardians**

1. To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere, engaged in productive activity under the care and direction of a dedicated staff.
2. To have assurance that school personnel will at no time preempt parental prerogative.
3. To be informed of District policies and regulations and school rules.
4. To review their child's records with a certified staff member providing assistance.

## **Responsibilities of the Parents/Guardians**

1. To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their child.
2. To provide supportive action by making sure children have enough sleep, adequate nutrition and appropriate clothing before coming to school to learn the state standards.
3. To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
4. To cooperate with the school in bringing about improvements designed to enhance the educational program offered students toward learning the state standards.

5. To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.
6. To become familiar with District policies and school rules and regulations.

## **Student Assistance**

### **Child Find Notice - Aberdeen School District - Cosmopolis School District**

Aberdeen and Cosmopolis School Districts are responsible for locating, evaluating, and identifying every student with any suspected disability (including students who attend private schools) who live within the boundaries of the Aberdeen and Cosmopolis Schools and who are not currently receiving special education and related services.

Any child with a disability, from birth through age 21, may be eligible for special education and related services. For information about eligibility, please contact your neighborhood school or Aberdeen Special Services Cooperative (538-2018) for further information.

**This notice is intended to comply with the applicable requirements in WAC  
392-172-100.**

### **Notification of Rights - Under FERPA - for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Aberdeen School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the



District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on a official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance  
Office US Department of  
Education  
600 Independence Avenue, S.W.  
Washington DC 20202-4605

State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires\* an appropriate response to a "public records" request within five business days.

RCW42.17.320

### Information for Parents

If your family lives in any of the following situations:

- In a shelter, motel vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find affordable housing

Then, your preschool-aged and school-aged children have certain rights or protections under the **McKinney-Vento Homeless Education Assistance Act**. Your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- They must be given access to the same public education, including preschool education, provided to other children
- Continue in the school they attended before you became homeless or the school they last attended. If that is your choice and is feasible. If a school sends your child to a school other than the one requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.

- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

**When you move, you should do the following:**

- Contact the school district's local liaison for homeless education (see phone numbers below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school directs you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts:

Jackie Summers- 360-538-2190

Sherri Northington- 360-538-2130

State Coordinator:

Melinda Dyer: 360-725-6050

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-800-308-2145

**HIB**

**Aberdeen School District No. 5 Students**

**PROHIBITION OF HARASSMENT, INTIMIDATION AND 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 29A.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 the 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 whether or not the impact or results were intended.

**Harassment**

This can be a very serious issue. Sexual harassment is defined as unwelcome sexual attention, request for favors, and other verbal, physical and/or visual contact of a sexual nature. It can be but is not limited to: jokes, innuendoes, obscenities, pictures, gestures, any action that makes a student feel uncomfortable, deliberate grabbing or fondling, kissing, or suggestive comments. Basically anything in this area can get you into trouble.

If you feel you have been harassed, you should:

1. Tell the offender to stop.
2. Document instances and witnesses
3. Report the harassment to a teacher, counselor, administrator or the district's Title IX Compliance Officer.

Any student guilty of sexual harassment will be subject to disciplinary action and face potentially serious legal issues.

### **Sexual Harassment**

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

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

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

●

#### **Examples of Sexual Harassment:**

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

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

#### **Staff:**

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=571&PageID=17>

#### **Students:**

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=1>

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

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

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

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

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

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

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

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

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

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

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

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

### **Complaint to OSPI**

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

- (1) you have completed the district's complaint and appeal process, or
- (2) the district has not followed the complaint and appeal process correctly.

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967  
**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA  
98504-7200

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

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*  
206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*  
1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### **Cyber Bullying**

Cyber Bullying is a form of "social" or "indirect" bullying by sending or posting harmful or cruel text or images using the Internet or other digital communication devices, including cell phones and PDA's (personal digital assistants) to harass, tease, intimidate, threaten, coerce, or slander one or more individual.

Cyber bullying can include:

- Sending cruel, vicious, or threatening emails
- The use of cell phones to text message threatening or embarrassing information or to send private or compromising photographs or videos to others
- Creating web sites that have stories, pictures and jokes ridiculing others.
- Posting pictures of other students online with derogatory phrases or questions attached to them
- Using someone else's email to send vicious or incriminating emails to others
- Using instant messaging tools to harass others

### **Discrimination**

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

**Civil Rights Coordinator: Christy Sayres; [csayres@asd5.org](mailto:csayres@asd5.org); 216 N. G Street, Aberdeen WA 98520; 360-538-2222**

**Title IX Officer: Christy Sayres; [csayres@asd5.org](mailto:csayres@asd5.org); 216 N. G Street, Aberdeen WA 98520; 360-538-2222**

**Section 504 Coordinator Rick Bates; [rbates@asd5.org](mailto:rbates@asd5.org); 216 N. G Street, Aberdeen WA 98520; 360-538-2017**

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

**Policy 3207**  
**Aberdeen School District No. 5 Students**

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 the community. The policy is to be implemented in conjunction with each school's safety 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

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. The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of, Sexual Harassment Procedure

6590.

Cross References: Policy 3200 Rights and Responsibilities Policy 3210 Nondiscrimination Policy 3240 Student Conduct Policy 3300 Corrective Action and Punishment Policy 4314 Threats of Violence or Harm

Legal References: RCW 9A.36.080(3)

RCW 28A.320 Preventing harassment intimidation, or bullying in schools 28A.600 Students – Due process enforcement guarantees

Adopted: 08/19/03

Revised: 12/18/07

The Aberdeen School District shall provide equal employment opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration and provides equal access to the Boy Scouts and other designated youth groups. The district complies with all federal and state regulations and does not discriminate on the basis of these attributes or characteristics.

District students shall be free from harassment based on race, color, national origin, creed, religion, sex, sexual orientation, marital status, previous arrest (unless a clear and present danger exists) or incarceration, or disability.

Inquiries regarding compliance and/or complaint procedures may be directed to:

Title IX/RCW 28A.640 Officer :Christy Sayres (360) 538-2003

Section 504/ADA Coordinator: Rick Bates (360) 538-2031

Aberdeen School District  
216 North G. Street  
Aberdeen, WA 98520

The nondiscrimination policies and procedures for filing a complaint may be found on the district website in "Our District", "School Board, Agendas, Policy"