

# **Sadie Halstead Middle School**

**We Believe & You Belong**

## **Behavioral Expectations & Disciplinary Procedures “Student Handbook”**

Updated Summer 2023



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## FERPA and Notice of Information

\*The Newport School District has adopted policies which prohibit sexual, racial, age, gender and disability bias

## **Best Practices & Research:**

At Sadie Halstead Middle School, we believe that appropriate and exceptional behaviors occur when clear expectations are taught by those who care and believe in others' ability to make good choices through positive relationships. We believe the most meaningful way to initiate positive change in behavior is through positive reinforcement of expected behavior. In other words, people are more likely to make good choices when they are acknowledged for positive behavior. Evidence-based discipline recommends a ratio of 5:1 positives to negatives. This means that for every poor choice we recognize, in theory, we should have recognized 5 good behaviors beforehand. The first step in addressing problem behavior is by positively recognizing good choices made.

In this handbook our goal is to provide an outline as well as specific details for recognizing positive behaviors as well as procedures for addressing misbehaviors.

## **Success Framework:**

<b>We want to be... involved in positive behavior!</b>	<b>We DON'T want to be... involved in poor behavior.</b>
<b>Respectful</b> can look like... <ul style="list-style-type: none"><li>• Kind language</li><li>• Following Directions from any staff</li></ul>	<b>Disrespectful</b> can look like... <ul style="list-style-type: none"><li>• Unkind language</li><li>• Running/jumping/yelling/unsafe in hallways</li></ul>
<b>Responsible</b> can look like... <ul style="list-style-type: none"><li>• Being on-time, prepared, work completed</li><li>• Cell phones out of sight between 7:55am-2:30pm</li></ul>	<b>Irresponsible/Off-task</b> can look like... <ul style="list-style-type: none"><li>• Tardy to class</li><li>• Abusing restroom breaks during class</li></ul>
<b>Reasonable</b> can look like... <ul style="list-style-type: none"><li>• Following directions</li><li>• Changing behavior when expected/asked</li></ul>	<b>Defiant</b> can look like... <ul style="list-style-type: none"><li>• Doing the opposite of what's expected/asked</li><li>• Refusing to stop when asked</li></ul>

**Some helpful advice: If you disagree with directions, first say, "Okay" & comply. Then, "Can I ask you a question when class is over so we can talk privately? When you asked me to... I disagreed because..."\*\*\***

## **Important Definitions:**

- **Reset Room:** The reset room is in room 7 and is a place where students can take a break, regulate their social/emotional/behavioral state, reset their mind, and return to class. The purpose of the 'reset room' is to help a student become ready to learn as soon as possible.
- **In-school Intervention (ISI):** In-school intervention is also in room 7, yet is used when students exhibit misbehaviors and/or poor choices in the classroom or other locations. When in ISI, students will complete a reflection sheet and bring it home to review with families and return the copy to school the next day. See the next page for step-by-step procedures.

## **Classroom-based Progressive Steps:**

<p><b>Concrete Steps for <u>great behavior</u>:</b></p> <ul style="list-style-type: none"> <li>- Shout outs!</li> <li>- Positive Phone calls home</li> <li>- Great News Griz postcards completed at the beginning of each staff meeting w/address labels.</li> <li>- Popcorn and Slushies once per week for students with passing grades and no disciplinary issues</li> <li>- Reward Time once per Trimester for students with all passing grades (no Fs), fewer than 10 tardies, fewer than 5 lunch detentions and/or referrals, less than 1 day of in-school suspension, and no out-of-school suspensions</li> <li>- Character Assemblies</li> </ul> <p><b>Natural consequences for great behavior:</b></p> <ul style="list-style-type: none"> <li>- Appreciated by others</li> <li>- Strengthening relationships</li> <li>- Learn more</li> <li>- Get recognition from peers and authority</li> <li>- Feel successful</li> <li>- Build effective habits</li> </ul>	<p><b>Concrete Steps for <u>poor behavior</u>:</b></p> <ul style="list-style-type: none"> <li>- Step 1- Prompt: Negative attention/called out</li> <li>- Step 2- Coach: Private talk at seat</li> <li>- Step 3- Room Service: Call office for class support... room service involves an administrator or counselor going to the classroom, and resuming classroom instruction for the teacher, or conferring with the student while the teacher resumes instruction.</li> </ul> <p>***Note, all steps below must involve documentation in skyward, a phone call to either the office/ISI staff, and a phone call to the family within 24 hours.***</p> <ul style="list-style-type: none"> <li>- Step 4- In-School Intervention: Sent out of class (for the period, the day, or up to two days) complete reflection sheet</li> <li>- Step 5- Lunch detention(s): complete reflection sheet</li> <li>- Step 6- Conference: meeting with parents, admin, and reset room staff, to make a behavior plan with goals</li> </ul> <p><b>Natural Consequences for poor behavior:</b></p> <ul style="list-style-type: none"> <li>- Lose trust from others</li> <li>- Risk relationships</li> <li>- Lose freedoms</li> <li>- Have people frustrated with you.</li> <li>- Miss out on learning</li> <li>- Miss out on extracurriculars</li> </ul>
<p><b>***Any behaviors can escalate to greater consequences, even if it is not a student's first/second (so on) offense. The administration will also refer to policy/procedure/ and handbook for offenses***</b></p>	

## **Minor & Major Misbehaviors:**

Minor: Classroom managed	Major: Office managed
<ul style="list-style-type: none"> <li>- Isolated (one-time) defiance</li> <li>- Disruption</li> <li>- Disrespect</li> <li>- Profane language</li> <li>- Tardies 1-3 per trimester</li> <li>- Verbal outbursts</li> <li>- Dress code violation</li> <li>- Off-task behavior</li> <li>- Cell phone violation (steps 1 &amp; 2)</li> </ul> <p><b>** Also See School Board Procedure <a href="#">3241</a> on the website (school board, policy &amp; procedures, 3000 - Students)</b></p>	<ul style="list-style-type: none"> <li>- Blatant OR repeated defiance</li> <li>- Significant/intentional disruption</li> <li>- Vape/tobacco/alcohol/drug possession or use</li> <li>- Harmful disrespect</li> <li>- Targeted Profane language</li> <li>- Tardies 4+ per trimester</li> <li>- Verbal outbursts intentionally disrupting</li> <li>- Threatening language</li> <li>- Physical aggression</li> <li>- Bullying/Harassment/Intimidation Reports</li> <li>- Illegal activity</li> <li>- Cell phone violation (step 3 - 5)</li> </ul> <p><b>** Also See School Board Procedures <a href="#">3240</a> &amp; <a href="#">3207</a> on the website (school board, policy &amp; procedures, 3000 - Students)</b></p>

## **Specific Expectations:**

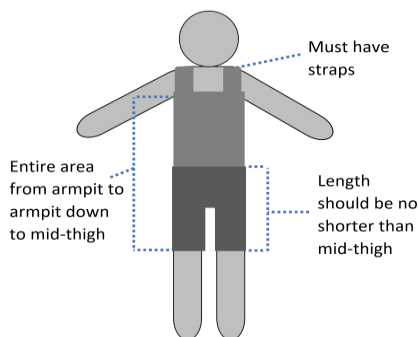
Classroom	Bathroom	Halls	Cafe	Recess	Office
Cell Phones away	Have a pass	Stay on the right	Reasonable noise level	Swings: face forward, no jumping, no running between swings	Be respectful
Materials ready	Go to the age-designated bathroom	Walking please	Walking	Spinny toy: one person at a time	Speak with an inside voice
On-time		Hands & Feet to self	Clean up your mess		Be patient... its a busy place!
On-task	Flush			Football: two-hand touch (not shove/push)	
Ask questions	Wash	Reasonable noise level	Remind others to clean up their mess	Snow: stays on ground (unless thrown at baseball fence)	Counselor: request an appointment with a secretary & explain why
Backpacks in lockers	Go Back to class	Use passing period for locker, materials, rest room (followed by brief socializing, if time allows)			
Hands/feet to self	See anything unsafe/unhealthy, report to the office			Include others	Admin: request an appointment with a secretary & explain why
Do your own work				Be respectful	

\*\*\*Expectations are not limited to the above/below, but also includes the most recent direction from staff\*\*\*

- **Backpacks:** Backpacks and other bags/purses are to remain in lockers while students are in class. If students have extra materials/equipment for co-curricular or extracurricular activities, they can seek help from the office as to where to store their personal items (sports, band, scooters, skateboards, etc.).
- **Hall Passes:** Students needing to use the restroom, requesting to attend another teacher's classroom, or be in any specified location other than their assigned class period will need a signed hall pass from the teacher indicating time left and location destination. Teachers may develop specific limitations on students' use of hall passes per trimester based on teacher discretion.
- **Lunch:** Students are expected to attend their regularly scheduled lunch/recess during the specified time on the bell schedule. Some staff choose to open their classroom doors to students during lunch for a more structured social time or place for students to connect with staff on a relational level. Staff choosing to do so can open their doors on Mondays and Fridays during lunch, and students will be allowed to attend their class for the lunch period. Tuesdays, Wednesdays, and Thursdays, students are expected to attend their regularly scheduled lunch period UNLESS they have prior written permission from a staff member for an academic or individualized emotional purpose serving the student. Students attending a teacher's classroom or the library for lunch will need a signed hall pass from the teacher PRIOR to the lunch period.
- **Lockers:** Students are assigned lockers at the start of the school year. Any students choosing to share lockers with other students are assuming responsibility for lost/stolen items. Additionally, students not using a lock on their locker may not have security of personal items or property. Any problem concerning lockers should be brought to the attention of office personnel. Each locker has a padlock that is provided to the student. The padlock must be turned in at the end of the school year in good repair or a fee will be assessed. Lockers are to be treated with care and kept neat, clean, and free of materials or markings that are in poor taste. Lockers are the property of the District and are subject to inspection at any time. Sadie Halstead Middle School is not responsible for the theft of personal

items. Also, damage to lockers may result in a school fine. Signs/pictures etc. on the outside of lockers must have prior approval from staff. \*\*Locker privileges can be removed if major behaviors warrant.\*\*\*

- **Public Displays of Affection:** Other than high fives, fist bumps, and friendly hugs among others, students are expected to keep hands and feet to themselves. Romantic displays of affection (examples: hand-holding, hugging, & kissing) will be addressed by staff.
- **Dress Code:** Sadie Halstead Middle School supports student expression and individuality in attire. Students are expected to dress in a manner that is appropriate for a learning environment and not educationally disruptive or distracting. When a staff member believes a student does not have adequate covering or appropriate clothing (to be in violation of the dress code) the staff member contacts the office to address the situation. At that point, office staff will contact the family/parent to explain the situation, and the student will need to find appropriate clothing to return to their regular school activities. The school has some clothing available for students to borrow if they are in violation of the dress code.
  - **Clothing/covering:** The best rule of thumb for considering clothing is to dress modestly and appropriately to keep the educational environment focused on learning. Tops must have adequate covering of the shoulders, back, midriff, and front of the torso (chest and abdomen) in standing and seated positions. Tops must also extend to the beltline or be tucked into the pants such that the skin/torso is not visible. Shorts, skirts, and dresses should reach mid-thigh. A good guideline is the “fingertip rule”. If pants have holes, the holes must not reveal underwear or areas that could be covered with underwear, including areas above mid-thigh.
  - **Undergarments:** Undergarments must not be visible or extend beyond the outer clothing.
  - **Gang Attire/Behavior:** Any student wearing, carrying, or displaying gang related apparel (i.e. bandanas, or “gang colors”), or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect attendance of another student may be subject to school discipline.
  - **Other General Rules:** Clothing that suggests or portrays anything illegal or is sexually suggestive, and/or promotes drug, alcohol, or tobacco references are unacceptable. Clothing that depicts violence is not allowed. Footwear is necessary - no bare feet. Sunglasses may not be worn in the building unless approved by the administration. Hats may be worn in the building - teachers have the option to create their own classroom policies regarding hats. With the exception of dress up days, pajamas/slippers are not allowed.
  - \*\*These rules apply to students at school or school sponsored events, at SHMS or elsewhere. Students found in violation of these rules may be required to make contact with a parent and have appropriate clothing brought to school before being allowed to return to class. If compliance becomes an issue, the student may be subject to school discipline.\*\*



## **Important Procedures:**

- **Cell Phones/Personal Devices (including ear buds, tablets, & other electronics):** Due to several incidents involving illegal student activity, disrupting the educational process, and issues involving inappropriate use of social media, we now have a new cell phone/personal device procedure. Each classroom will have a process for students to check-in their cell phones at the beginning of the period in a cell phone pocket holder. Students or families who wish to keep their phone on their person, in their locker, or their backpack may do so. Students found using their phone without permission from the teacher, their parent(s), and the office, will need to bring their phone to the office and have it picked up by a family member/guardian. Students do not need their cell phones for any educational purpose as all students have access to school-issued and classroom-assigned chromebooks for curricular activities and classroom assignments.
  - **Expectation:** Student cell phones and all other personal electronic devices are to remain out of sight between the beginning of first period and the end of 7th period (7:55am-2:30pm).
  - **Pocket Holders in Classrooms:** Each classroom has a pocket holder for students to check-in their phone at the beginning of each period and gather it at the end of the period so as to help keep students from using their phones/devices during class.
  - **Family Emergencies:** For families with situations when their student needs to check their personal device/cell phone throughout the day, this communication needs to come through the office. In this case, a student/family will need to speak to the office requesting permission to use their phone. Once communicated and approved by the office and the student needs to check their cell phone/personal device, they will need to ask a staff member to do so by being called to the office.
  - **Cell Phone/personal devices Procedure:**
    - **Step 1:** Students will check in their personal device/cell phone (including earbuds) during each class period OR keep their phone out of sight and unused during the school day. Students who need to contact their family can do so by asking a staff member if they can go to the office, and with permission from the office, they can contact their family on an as-needed basis.
    - **Step 2:** Students found using their cell phone/personal device during the school day (without permission from a staff member while in the office) will place their phone in a labeled and sealed envelope and bring their device(s)/phone to the office for the remainder of the day and can pick it up and the end of the day.
    - **Step 3:** If step 2 occurs again, the student's phone/device(s) will remain at the office until a family member or emergency contact will need to come to the school and pick up the device/phone.
    - **Step 4:** If a student has repeated incidents of cell phone/personal device violations, the student may face sanctions including lunch detention, in-school suspension, checking their device into the office at the beginning of each school day, and/or other plans determined by administration.
- **Threatening Language:** Students using threatening language toward others is not tolerated. Given the current events of our country's schools, verbally threatening language inside and outside of school (if it affects students during school hours, educational experiences, or educational impact) is dealt with swiftly and with consistent procedures.
  - **Reports of threatening language:** When the office receives reports of verbally threatening or intimidating language, the office immediately investigates the situation, contacts families of the alleged student and the student(s) affected, and contacts law enforcement.
  - **Finding upon investigation:** Upon the findings of the investigation, the school administration will communicate with all impacted student(s) families possibly impacted by the scope of the threat. If a threat is targeted toward one student, that student's family will be contacted. If a threat is targeted toward a group

of students, those students' families will be contacted. If a threat is targeted toward a larger group (including the school as a whole) all affected families will be contacted.

- **Following-up:** When a student uses threatening language the following steps may be followed:
  - Creating safety plans for the alleged aggressor and other student(s) impacted
  - Assessing the potential of future threats through the Newport Threat Assessment Team (NTAT) which can involve several interviews and safety plans involving the families of the aggressor and impacted student(s) family(ies).
- **Disciplinary Action:** Students found to have used threatening language are subject to disciplinary sanctions under procedure 3240, including between 3 -20 days of out of school suspension.

## - **Harassment, Intimidation, & Bullying:**

- **Definition:** Unwanted, one-sided, and repeated behavior from one student to another student. For example, if one student and another student have mutually involved conflict (both say/do things back and forth to each other) it would then be defined as conflict (see below for the process of conflict resolution). For example, if one student repeatedly calls another student names, the other student does not retaliate, and the other student demonstrates behavior that the name calling is unwanted, this would classify as bullying.
- **Reporting:** All students are asked to first ask for the closest staff member to help with an alleged incident of bullying. The staff member then provides strategies and interventions between both students to remediate the situation. If another incident occurs between the aggressor and the student affected, anyone can report bullying to an office staff member, via the bully box outside the office, on the anonymous reporting website under parent resources → safeschools (<https://newport-wa.safeschoolsalert.com/>)
- **Training:** Staff and students have annual training during all-school assemblies and/or class meetings during the school day.
- **Policy/Procedure 3207 :** All of our processes fall under school board policy and procedures on our website → school board → policies & procedures → 3000 Students.
- **Conflict Resolution:** When bullying is unfounded, or is found to be mutually involved by both parties, conflict resolution strategies are implemented by school staff.
  - Step 1: Staff member remediation - a teacher, paraprofessional, or other staff member may come up with an informal, unwritten agreement between both students as to how to avoid the conflict going forward.
  - Step 2: Counselor mediation - a trained school counselor conducts a mediation between students to find common agreements and ground rules for the nature and actions of the relationship between the students affected, and develops a written and signed plan between the students and counselor.
  - Step 3: Administrative intervention - a school administrator develops a plan for conflict resolution, similar to the mediation strategy (above) with the understanding that continued conflict may be subject to sanctions (consequences) under procedure 3207 including, but not limited to, out-of-school suspension between 3-20 days.
- **Disciplinary Action:** Students found to have been involved in harassing, intimidating, or bullying others are subject to disciplinary sanctions under procedure 3240, including between 3 -20 days of out of school suspension.



**Attendance, Absenteeism, & Tardiness:** Student attendance is very important for their education and our school community. Students are expected to be on time to class given the three minute passing period between classes. We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. If you need any assistance or support with regards to your student's attendance, please feel free to contact our District's **Attendance Coordinator, Shannon Prange at (509)447-3167 ext. 4509**. Additionally, more information can be found on our website under resources → attendance. Also, all of our policies and procedures align with state law, under RCW 28A.225.

**Absence Procedure:** If a student has missed the teacher-led instruction, you may receive an automated call from your student's school indicating that they have missed scheduled learning time. These calls go out to ensure that parents are aware of absences during live instruction and can serve as a reminder that parents need to report absences to the school.

- **Excused Absences:** We understand students need to miss school for a variety of reasons. Although we aim to keep excused absences limited, please contact our office to communicate with the attendance secretary and attendance coordinator.
- **Unexcused Absences:**
  - After 1 unexcused absence the school will Inform the student's parent/guardian by a notice in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
  - After 3 unexcused absences in a 30-day period a conference will be scheduled with you and your student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend.
  - Between 2 and 7 unexcused cumulative absences in a school year the District will take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results.
  - No later than 7 unexcused absences in a 30-day period the District 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
  - After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year RCW 28A.225.035 the District is required to file a truancy petition with Juvenile Court. Court must 'stay' the petition. The District will refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The community engagement board must meet with the child, a parent, and school district representative and enter into an agreement.
  - If the above actions are not successful, the district will file a truancy petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The parent and student will be required to appear in the Pend Oreille County District Court.

**Tardy Procedure:** Students are expected to be on time to class given the three minute passing period between classes. Tardies 1, 2, and 3 are excused for students given that we understand issues arise. Students needing to visit the office, counselors, or other support staff can receive a pass if they have permission from the staff member in order for their tardiness to be excused.

- Tardies 4, 5, and 6 in a trimester: lunch detention for each tardy.
- Tardies 7, 8, and 9 in a trimester: 1 hour after school detention for each tardy
- Tardies 10+ in a trimester : 2:20 after school detention and parent meeting
- The 7<sup>th</sup> and subsequent tardies will be handled at the building level: an SHMS staff member will call home for each tardy referral. *Being more than ten (10) minutes late for class is an unexcused absence.*

**Technology policies for school-provided internet & devices:** Please see our website (Departments → technology) for more specific technology information and acceptable use policy for all students. This section is intended to provide some important highlights for students' use of school-provided technology, internet, & devices.

- All use of school-issued technology devices and networks are monitored by school and district administration.
- All school rules, district policies, and laws are in effect for students accessing and using technology.
- Network accounts (login IDs) are to be used only by the authorized owner of the account for authorized purposes only.
- Users shall not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Network.
- All communications and information accessible via the Network should be assumed to be private property in regards to accessing, downloading or transferring of other people's data and information.
- Hate mail, harassment, discriminatory remarks, cyber-bullying and other antisocial behaviors are prohibited.
- Use of the Network to access obscene, pornographic, or extremely violent material is prohibited.
- Use of the Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Students should discuss with parents and teachers the appropriate areas to visit while online before ever using the Internet.
- There shall be no expectation of privacy for any electronic device used on School District property.

#### **Chromebooks, Computers, Workstations and other Electronic Media**

- Chromebook, Computer or Workstation abuse or unauthorized experimentation will not be tolerated and may be subject to disciplinary action, including civil and criminal actions.
- Students, their parents or guardians will be held financially responsible (full replacement cost) for any damage to hardware and/or software including but not limited to; chromebooks, monitors, mouse, mouse pad, keyboard, speakers, systems box and other peripheral equipment.
- Any disk, flash drive or electronic media, chromebook, computer or workstation suspected of having a virus must be reported immediately to the IT Director at extension 5000.
- Misuse of equipment or programs may result in immediate suspension of computer and Network use.
- **No food or drink** allowed around chromebooks, computers or workstations.
- Computer users may not make any changes to the environment on the computers in any way. This includes but is not limited to; altering or deleting any system files.

**SHMS Office & Administrative Contact Information:** Please contact us with any questions, comments or concerns. We appreciate partnering with our families. Thank you!

Mandy Aubrey  
SHMS Administrative Secretary  
(509) 447-2426 ext.2501

Sarah Theal  
School Counselor  
(509) 447-2426 ext.2504

Tina Spring  
Reset Room Paraprofessional  
(509) 447-2426 ext.2577

Serena Carlson  
Dean of Students/Assistant Principal  
(509) 447-2426 ext.2506

Tony Moser  
Principal  
(509) 447-2426 ext.2502

**Newport School District** is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. September is Attendance Awareness Month and each school in our district will be focused on helping students develop consistent attendance habits that will carry through to their adult lives.

## **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

## **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please call the campus attendance message line at **509 447-2481 press #1**.

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

## **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time.

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best

meet the needs of your student and reduce absenteeism. The assessment and other attendance information may be viewed on the district website.

In elementary school after two unexcused absences in any month, or ten or more unexcused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Additionally, districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more *excused* absences in a month or ten or more *excused* absences in the current year except when (1) prior written notice was given or a doctor's note was provided; and (2) an academic plan was put in place to keep the student on track.

The conference must include a school district employee such as a nurse, counselor, social worker, teacher, or community human services provider at a time reasonably convenient for all persons for the purpose of identifying the barriers to attendance and supports and resources so that the child may regularly attend school. If the child has an IEP or a 504 plan, the team that created the plan is required to attend the conference.

A conference is not required if there was prior notice or a doctor's note was provided to the school *and* there is an academic plan put into place to ensure the student does not fall behind.

If your student has five unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family will be referred to the Community Truancy Board, or you and your student may need to appear in Juvenile Court. The goal of the CTB is to improve student attendance through positive interventions and partnerships between home and school. The board is comprised of community professionals dedicated to serving the families of our area. Board members work together with the student, parents, and school to devise a plan for consistent attendance and graduation. The purpose of the board is restorative, not punitive in nature. If your student continues to be truant, you may need to go to court.

At **Newport School District**, we have established the following rules on attendance that will help you ensure your student is attending regularly.

### **Attendance Hotline**

Please call your school and leave a message regarding your student's absence. When leaving your message please include the following information:

1. Spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification purposes.
4. Give a brief reason for the absence.

### **Excused Absences**

The following are valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency including, but not limited to, a death or illness in the family;

4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

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

A written note or phone call from a parent or guardian must be received by the school within 48 hours of the absence in order for an absence to be considered excused, other than for school sponsored activities.

### **Unexcused Absences**

An absence will be considered unexcused if the school does not receive a written note or phone call from a parent or guardian within 48 hours of the absence.

- The school is required to notify the parents via phone or in writing upon the first unexcused absence.
- After three unexcused absences in a month, the school is required to send out a letter of concern and initiate a conference to improve the student's attendance.
- After four unexcused absences in a month, the Community Truancy Board (CTB) Secretary will initiate a parent phone conference to improve the student's attendance.
- After five unexcused absences in a month or ten unexcused absences in an academic year, the school is required to refer the case to the Community Truancy Board. The CTB will meet with the student and parent(s) to form an attendance agreement plan.
- If the student is not in compliance with the attendance agreement plan, the school is required to file a contempt motion.

### **Tardies**

Being on time to class is an expectation for all students in our district. Tardies disrupt both the learning of the late student and the other students already in the classroom. Tardies are excused using the same parameters as absences. Waking late or sleeping through an alarm will not be considered excused tardies. Three unexcused tardies will equal one unexcused absence and will trigger the steps outlined in the unexcused absence section above.

### **15 Percent Rule**

Once a student's absences, regardless of whether they are excused or unexcused, reach 15% of cumulative days of attendance, the school may require a doctor's note for any subsequent absences to be excused.

### **School-Sponsored Absence**

Sometimes, students are absent from class for the purpose of participating in a recognized school activity such as a classroom trip, athletic competition, music program, extracurricular field trip or student government activity. The most common reason for these absences is an "away game" with a leave time scheduled before the end of the school day. All school-sponsored absences are excused.

### **Illness During School Day**

If a student becomes ill while at school and wishes to go home, he or she must:

1. Report to the office.
2. Call parents from the office to see if anyone is at home. If not, the student must stay in school. Office personnel must speak with the parent before releasing the student to go home.
3. Parents, please provide emergency contact information to the office listing alternative people that you give authority to pick up your child in the event that you cannot be reached.

### **Check-Out Procedure**

Students who leave anytime during the school day must tell the teacher and report to the office prior to leaving the premises. Students must sign out and have school *and* parent/guardian permission, given via note or phone call, for legitimate purposes such as illness, doctor's appointment, or family emergency.

### **WHAT YOU CAN DO**

- Set a regular bedtime and morning routine. Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- 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.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school. Encourage meaningful after school activities, including sports and clubs.

Network Use Agreement  
FOR INTERNET ACCESS AND COMPUTER USE

The purpose of this policy is to ensure student-level compliance with policies and guidelines concerning the Internet and the District Network which will be generated by Local, State, National and International entities and to help assure the district's opportunity to access the Internet.

1. All use of the network must support education and research and be consistent with the mission of the District.
2. Any use of the Network for personal gain, commercial solicitation and compensation of any kind is prohibited.
3. Extensive use of the Network for non-work related communication is prohibited. Spamming is strictly prohibited. Chat groups, Instant Messenger, web-based emails and unsecured communications are prohibited.
4. Any use of the Network for product advertisement or political lobbying is prohibited.
5. Network accounts (logon IDs) are to be used only by the authorized owner of the account for authorized purposes only.
6. Users shall not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Network.
7. All communications and information accessible via the Network should be assumed to be private property in regards to accessing, downloading or transferring of other people's data and information.
8. No use of the Network shall serve to disrupt the use of the Network by others; hardware or software shall not be destroyed, modified, or abused in any way. Absolutely no software is to be installed other than that provided by Newport School District on any computer, device or server. Furthermore, I recognize that copyright laws that protect software; therefore, no student will make unauthorized copies of software found on school computers or devices. Any programs, files, or music not authorized will be deleted without notice.
9. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system, network and/or damage the software components of a computer, computing system or network is prohibited.
10. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks are prohibited.
11. The illegal installation of copyrighted software for use on District computers or devices is prohibited.
12. Use of the Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
13. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing, Cyberbullying) is prohibited.
14. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material is prohibited.
15. Attaching unauthorized devices to the District network is prohibited.
16. Subscriptions to ListSrvs must be pre-approved in writing by the District's Technology Director.
17. No student will be allowed to give out any personal information such as his/her address, telephone number, parent's address/telephone number, the name and location of their school or their picture.
18. Students should discuss with parents and teachers the appropriate areas to visit while online before ever using the Internet.

From time to time, Newport School District, ESD 101 and WedNet will make determinations on whether specific uses of the Network are consistent with the Acceptable Use Policy. Newport School District and ESD 101 reserve the right to log Internet use and to monitor file server space utilization by users. Newport School District and ESD 101 reserve the right to remove a user account on the Network to prevent further unauthorized



activity. WedNet and ESD 101 reserve the right to disconnect an Affiliate (school district) to prevent further unauthorized activity.

## **Computers, Workstations and other Devices**

1. Computer or Devices abuse or unauthorized experimentation will not be tolerated and may be subject to disciplinary action, including civil and criminal actions.
2. Students, and their parents or guardians will be held financially responsible (full replacement cost) for any damage to hardware and/or software including but not limited to; monitors, mouse, mouse pad, keyboard, speakers, systems box, devices and other peripheral equipment
3. Any disk, computer or device suspected of having a virus must be reported immediately to the District Technology Director, extension 5000.
4. Misuse of equipment or programs may result in immediate suspension of computer and Network use.
5. Computer and device users may not make any changes to the environment on the computers in any way. This includes, but is not limited to, altering or deleting any system files.
6. Students are not allowed to open or make physical changes to computers or devices. This includes, but is not limited to; swapping a mouse or keyboard with another computer.
7. The District reserves the right to confiscate and search any electronic device (including but not limited to cell phones, cameras, iPod's and tablets) used on school district property for any material deemed inappropriate by the Districts Cyberbullying Policy No. 3207 or the Electronic Resource Policy No. 2022.

### **No Expectation of Privacy**

The district provides the network system, email and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of: the network; user file and disk space utilization; user applications and bandwidth; user document files, folders and electronic communications; email; internet access; and any and all information transmitted or received in connection with network and email use. No user should have any expectation of privacy when using the District's network or other electronic media on school district property. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

## **Individual User Access Release Form**

I declare that I have read the NETWORK USE AGREEMENT FOR INTERNET ACCESS AND COMPUTER USE Policy and I agree to abide by all rules and regulations.

In consideration for the privilege of using the Network, WedNet and in consideration for having access to public Networks, I hereby release Newport School District Number 56-415 and/or Washington School Information Processing Cooperative, their operators, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my, or my child's use, or inability to use the Network, WedNet including without limitation the type of damages identified in the Newport School District and/or ESD 101 Acceptable Use Policies. Further, I and/or my child agree to abide by the Acceptable Use Policies.

I also understand the Network is considered to be Public and, therefore, student information/files/emails are subject to review at any time for content and use by district staff or their agents. Furthermore, the district uses real-time monitoring of technology without prior notification.

## Chromebook Checkout

Email: [GrizIT@newportgriz.com](mailto:GrizIT@newportgriz.com) Website: [www.newportgriz.com](http://www.newportgriz.com)

Students will receive a Chromebook to use at home as a means to promote achievement and provide for flexible learning opportunities. Students are expected to use District technology responsibly and they must understand the appropriate and responsible use of the technology and District network resources. The District also expects that students will keep their devices safe, secure, and in good working order. This agreement includes the following specific expectations.

### ***Care of the device, software, and confidential data:***

- ☐ Do not leave unattended in a car, an unlocked home, or in a public place.
- ☐ Do not use or store food and drink near the Chromebook
- ☐ Protect from extreme temperatures (i.e. do not leave in the trunk of a car for long periods of time).
- ☐ Do not mark or deface your NSD issued Chromebook, defacing includes the use of stickers or tape.
- ☐ Do not remove or alter district-placed stickers and tags.
- ☐ You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another individual.
- ☐ Students will log on to the network only as themselves.
- ☐ Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures.
- ☐ Students will notify their classroom teacher or the technology department immediately if the mobile device needs repair, is lost, or stolen.
- ☐ Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means

### ***Responsibilities and Restrictions:***

- ☐ Students are expected to abide by the Responsible Use Agreement (Board Procedure 2022P)
- ☐ Student use of District equipment is filtered on and off District property in compliance with CIPA and district policies. No filter is perfect and the District cannot guarantee students will not intentionally or unintentionally access content that is inappropriate.
- ☐ Students are responsible for all content on their Chromebook. Any inappropriate content, in any form (pictures, text, animation, video, sound, etc.) will be grounds for disciplinary action.
- ☐ Use technology for school-related purposes only. Use for commercial or political purposes is prohibited.
- ☐ I will use technology in accordance with the laws of the United States and the State of Washington as they relate to libel, copyright, and criminal acts. Only download/save music, videos, or other content related to specific assignments. I will not use the Chromebook to store personal digital content. ☐ Cyberbullying, including personal attacks or threats toward anyone using online resources, is strictly prohibited and may lead to criminal charges. If you are aware of cyberbullying, please report it to responsible school personnel!
- ☐ All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.
- ☐ Routine maintenance and monitoring of The NSD Computer Network may lead to the discovery that you have violated this Policy, the Student Handbook, or the law.

I understand that if loss or damage occurs while the Chromebook is in my possession, I am responsible for any damage, and in case of theft, for filing an official police report and informing my school immediately. The District may request the Chromebook device and software be returned at any time. Upon request by the District

or termination of the Agreement, I must return the Chromebook to the District, in the same condition it was received, reasonable wear and tear excepted. I understand that the District may ask to examine the device at any time.

*Approximate Replacement Costs, these costs can vary depending on the prices provided by our vendors:*

Case: \$25	Keyboard:		Device Exterior: \$40
Charger: \$25	\$75	Individual	Hinge: \$25
Screen: \$120	Keys :\$15	Touchpad:	Full Replacement: \$205
	\$30		

By signing this handbook, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of NSD district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in their respective Student Handbook.

**Prevention & Education:** In each one of our schools, we take a proactive approach to educate our students on the definitions, processes, and reporting methods regarding harassment, intimidation, and bullying. Annually, and preferably at the beginning of each school year, our schools teach students how to prevent and respond to harassment, intimidation, and bullying. All schools have a bulletin board with reporting forms, copies of policy and procedures, and methods to report anonymously. Specific policies and procedures are available at these bulletin boards, as well as on our school district websites. Methods for reporting include:

1. **Online anonymously** -- <https://newport-wa.safeschoolsalert.com/>
2. **Paper (with an anonymous option)** – complete the reporting form located outside school offices and submit to the “bully box” at the bulletin board
3. **Call or talk to the school office** – Each school's office staff can forward any reports to the appropriate administrator to intervene

### **Intervention:**

For an action to be considered harassment, intimidation or bullying, it needs to meet the following definition found in [RCW 28A.300.285](#):

*Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:*

- a) Physically harms a student or damages the student's property, or*
- b) Has the effect of substantially interfering with a student's education, or*
- c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or*
- d) Has the effect of substantially disrupting the orderly operation of the school.*

Please note that harassment, intimidation and bullying are closely related, but they are not identical. Also remember that not every mean, unfriendly, inappropriate or otherwise unwanted action is harassment, intimidation or **bullying**.

If you believe a child is being **bullied**, contact the school – the child's teacher, the school principal, counselor, another trusted adult – to let them know of the situation.

Obtain a copy of the district's anti-bullying policy and procedures and follow the procedures for filing a written complaint. All districts are required to publish their anti-bullying policies and procedures. Schools usually have those policies and procedures available as well in their student handbooks. A [model policy and procedure](#) document is located on OSPI's website, and your school's policies should look similar to the model policy.

If the act was committed because of perception around a person's race, color, religion, ancestry, gender, sexual orientation or handicapping condition, it might be considered **discriminatory harassment**. If it was particularly vicious, causing significant physical harm to your child or his/her property, the aggressor *may be* guilty of [malicious harassment](#). Contact the police if your child has been the victim of malicious harassment.

Once a complaint is submitted, the school is required to conduct an investigation. Parents/families will be notified of the investigation and the results of that investigation.