

Lake Roosevelt Elementary School

Home of the Raiders

2022-2023



503 Crest Dr. ~Coulee Dam, WA 99116

Phone: 633-0730 ~ Fax 633-2652

Website: www.gcddsd.org

Mission: *To prepare ALL students to be successful members of our diverse society.*

Principal's Message

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Lake Roosevelt Elementary. The staff joins me in saying we're happy to have you as part of the Raider Family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Lake Roosevelt Elementary parents are our partners in the important job of educating the children of this community. We welcome your participation and support this school year. Working together, we will be able to reach our goals and celebrate the achievements of our students.

Sincerely,

Ms. Lisa Lakin
Principal

Table of Contents

Notice of Nondiscrimination	1	Bus Use/Discipline	4	Report Cards	9	Visitors/Volunteers	10
Harassment/Bullying	1	Child Find	5	Retention	9	FERPA	10
Sexual Harassment Prohibited	1	Dress and Appearance	5	Safety	9	Gender Inclusive Schools	11
Attendance	2	Cell Phone Policy	8	Report Cards	9	Electronic Resources	12
Excused & Pre-arranged Absences	3	Injuries	8	Student Support Services	9	PBIS	14
Late Arrival	3	Leaving During School	8	Testing	10	Definitions of Behavior	16
After School Pick-up	4	Medicine at School	8	Opportunity Room	10	Definitions of Consequences	18
		Playground & Recess Rules	8				

Notice of Nondiscrimination

The Grand Coulee Dam 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 or 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) have been designated to handle questions and complaints of alleged discrimination:

HARASSMENT, INTIMIDATION, AND BULLYING School Board Policy 3207

The Grand Coulee Dam School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

Harassment, intimidation, or bullying – is an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Incident Reporting Form – may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. The form can be found on the district website (www.gcdsd.org).

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

The district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

The term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances; · unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Refer to Board Policy 3205 for further information dealing with Sexual Harassment and how to file a complaint.

What if you have a concern?

If you have a concern regarding your child(ren), the following steps might be helpful:

1. If it’s a classroom situation, contact your child’s teacher either by messaging them on their online platform or calling the Lake Roosevelt Elementary office (509-633-0730). It is important to contact them before or after school unless there is an emergency, so it doesn’t disrupt the educational flow during the day. If the situation is not resolved, please contact the principal.
2. In any school-related situation — inside or outside the classroom — feel encouraged to contact the principal. The school principal is there to be of help to you, your child, and the learning process.
3. The school nurse is available at the elementary school, Monday-Friday, 8:00 am-3:30 pm to assist with health problems and can be reached through the school office (509-633-0730).

Remember, the situation or your concern cannot be addressed if you don’t make someone aware of it!

ATTENDANCE

A state law in Washington RCW 28A.225.010, called the “Becca Bill,” requires all children *between ages 8 and 18* to attend school regularly. The law requires parents or legal guardians to make sure their children are in school regularly. Students can be in public school, private school or homeschool. The law requires that students are *in school, full-time, every day*, unless there is a *valid excuse*. If a student *misses school without a valid excuse*, the student might be considered “*truant*.” When a student is truant, schools are required to:

- Notify the family;
- Meet and work with the family and student to figure out why, and
- Try different strategies to help improve the student’s attendance.

If that doesn’t work, a student and family can be referred to a Community Engagement Board (formerly Truancy Board) or to court. If a student *misses school a lot*, even with a valid excuse, the law now requires schools to meet and work with the family to figure out why, and make a plan to help the student get to school regularly. That is because missing school a lot or “*chronic absenteeism*” (10% or more of the school year) can make it hard for a student to keep up. It can also be a sign that a student might not be getting the support they need. When we are talking about missing school, “a lot” can seem like “a little” – missing *even just 2 days a month* can add up to a big impact!

What does the law require of Schools?

- notify parents of the attendance rules and get a signature to show they received the notice
- notify parents every time a student is absent,
- meet with parents and students to find out why,

- try different strategies to improve attendance, and in some cases,
- refer a student and/or parent to a Community Truancy Board or to court.

What does the law require of Students?

- in school,
- on time,
- everyday, unless there is a valid excuse.

Excused Absences

Absence due to the following reasons shall be classified as excused absences: illness, mental health, medical appointments, attendance at funerals, religious or cultural purposes, appointments with legal counsel or to attend court, participating in fairs, school or community events, pre-arranged absences for family trips exceeding one day, and absences necessitated by family emergencies. Other absences may be classified as excused by the building attendance officer, or principal on an individual basis. Students with excessive excused absences may be required to submit documentation for further excused absences (ie. Doctor's note). WAC 392-121-108

A student whose consecutive days of absence from school exceed twenty school days shall not be counted as an enrolled student unless there is a written agreement between the school and the parents/guardian.

If a student arrives late to school, he/she must report to the office for a late slip. Parent/guardian contact will be required to be excused.

When a student has 7 or more unexcused absences in a month or a total of 15 unexcused absences during the school year, the School District will file a petition with Juvenile Truancy Court. The petition will be filed against the student and possibly the parent if it is determined that the parent did not make adequate efforts to correct the attendance problem. The student and his/her parents will be required to appear in court.

Students who have excessive tardies (15 in one quarter) or excessive single period truanancies (12 in a semester) will be referred to the Community Engagement Board (formerly Truancy Board).

PRE-ARRANGED ABSENCES

Students must bring a signed note from a parent or guardian stating the date of absence and reason for the absence. This note is to be brought to the office at least 5 days **BEFORE** the absence begins (please include the students first and last name, reason for absence, exact dates of the absence and a parent/guardian signature). Absences not excused by the parent within two school days of the students return may only be excused by the Principal. Students are permitted one school day for each day missed to make up work. If a student is going to be absent more than two days, assignments can be arranged by calling the school. We will try to obtain homework assignments by 3:40 p.m. the day a call is made if the call is received by 10:00 a.m. If the student is expected to return the following day, the student can obtain assignments then.

If you know you will be picking your student up during the school day for an appointment, please send a note with your student to school with the time you will be picking your student up. This will limit classroom interruptions.

LATE ARRIVAL

If a student arrives late to school, he/she must report to the office for a late slip. Parent/guardian contact will be required to be excused. Please contact the school office if your child is tardy. A late arrival caused by an approved school activity, illness, a health condition, family emergency or a parent-approved activity will be excused. Before returning to class the student should bring a parent note to the office explaining the reason for the tardiness. Students have the right to make up missed work as prescribed by the teacher.

A late arrival that is not excused shall be considered unexcused. Students are expected to make up missed work, but credits can be denied. Excessive late arrivals will result in disciplinary action by the Principal and referral to BECCA court.

AFTER-SCHOOL PICKUP

**For the safety of our children . . .*

1. Please **stay in your car** when picking up your child.
2. A school employee will escort your child back to the car.
3. A student who goes home at the end of the day to a different location and/or on a different bus, needs a note signed and dated by the parent and turned into the elementary school office. You may also call the school office with a bus change. Please make any changes **before 2:30. Changes after 2:30 will not be accommodated.**

BUS USE

EXPECTATIONS FOR RIDING DISTRICT TRANSPORTATION

The rules and regulations were prepared by the District's Transportation Department and apply to all school buses and other district provided transportation in the Grand Coulee Dam School District. Transportation supervisor will have final authority as to bus safety.

- The driver is in charge of the bus and students. Students must obey the driver promptly and willingly.
- Students shall ride their regularly assigned bus at all times.
- Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his/her regular stop or ride a different bus.
- Students may be assigned seats as necessary.
- Outside of ordinary conversation, classroom conduct must be observed.
- Students are responsible for keeping the bus clean and free of excessive trash.
- No student will smoke or light matches on a school bus.
- Students must keep head, hands, and feet inside the bus.
- No student will open a window on the school bus without permission from school authorities.
- Students must see that they have nothing in their possession that may cause injury to others.
- Each student must see that his/her books and personal belongings are kept out of the aisle.
- No student shall sit in the driver's seat.
- Students are to remain seated while the bus is in motion and are not to get on or off until it has come to a full stop.
- Students cross the highway only in front of the school bus and never behind it.
- Students must not stand or play in the roadway while waiting for the bus.
- Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed. The district shall conduct an Emergency Exit drill by the end of the second week of each semester along with two oral instruction sessions during the remainder of each semester.
- Students will make restitution to the Grand Coulee School District for damages done to buses.

SCHOOL BUS DISCIPLINE

Discipline procedures are designed to assure every student's safe transportation to and from school and school-sponsored activities. Violations of the rules on a bus, at a bus stop, or at a loading area may be sufficient reason to discontinue bus transportation privileges.

Drivers must deal with those riders who threaten the safety of themselves or other students or behave in a way that will distract the driver. The driver will notify the transportation supervisor who will attempt to contact the parent or guardian to

discuss behavior and, hopefully, find a way to alleviate the problem. Should the discipline problem continue, the driver will issue the student a Bus Conduct Report.

The disciplinary progression for normal bus infractions is as follows:

- 1st referral Warning, parent notification by transportation supervisor
- 2nd referral 2 Lunch detentions, Principal/student conference, parent/guardian notification by transportation supervisor
- 3rd referral 3 School Days off the bus, parent/guardian notifications by transportation supervisor
- 4th referral 5 School Days off the bus, Principal/student conference, parent/guardian notification by transportation supervisor
- 5th referral 10 School Days off the bus, Principal/student conference, parent/guardian notification by transportation supervisor

Automatic loss of riding privileges for obscenities directed toward the driver or for possession of tobacco, alcohol, or drugs will result in 3 days off the bus.

Automatic loss of riding privileges for fighting, bullying and racial or sexual harassment will be a minimum of 3 school days off the bus.

CHILD FIND

Each year the district is seeking students of all ages 3-21, who are not now attending school or Head Start programs that may need assistance in developmental skills to prepare them for the school setting. All identified students that qualify for developmental delays will have a program designed for them at no cost to the parents. This program could involve vision and hearing services and/or cognitive (learning) delay services.

If you have a child or know of a child who lives in the Grand Coulee Dam School District and is not receiving services for a suspected developmental delay and would like a free screening of that child, please contact Paul Turner, Superintendent of Grand Coulee Dam School District, or Kathryn Logue, Director of Special Programs at 633-2143 to schedule a screening of your child. (WAC 392-172-100)

COMMUNICATION

We want great communication between home and school! There are formal conferences set up each school year. However, parents are invited and encouraged to visit the school to discuss their child's progress at any time. We only ask that you make prior arrangements with the classroom teacher, as there are times when they are unavailable.

We expect that you will have questions from time to time, so please feel free to contact us with your interests or concerns. Generally, when the concern relates to teachers or students, your first contact will be with the classroom teacher. Concerns regarding school policy are usually best directed to the principal.

DRESS AND APPEARANCE

The general philosophy of the Grand Coulee Dam School District in regards to dress is to eliminate disruption caused by individual attire to the educational process within the schools. This is a safety issue which we take very seriously. In addition, as schools are called upon to provide appropriate school-to-work transition skills and behaviors, we believe this includes dress and that it is important to begin this educational process at an early stage. Therefore, any apparel, jewelry, accessory, or manner of grooming which by virtue of its color arrangements, trademark or any other attribute denoting membership in a gang, or advocating drug use, sex, violence or disruptive behavior is considered inappropriate. In order to provide guidance for parents and students, the following are some dress guidelines to be followed.

1. No personalized messages or nicknames written in "gang style" writing on clothing, accessories notebooks, etc.
2. Clothing is to FIT in a normal fashion. Sagging or extremely loose fitting clothing, trench coats, and coveralls, which are not completely fastened, are inappropriate.
3. Attire must be appropriate to the educational process. When the school deems that clothing is disruptive, or unsafe, the school reserves the right to require immediate modification in the dress of,

and impose a dress code policy upon, a student or students. The following is a partial list of what is considered disruptive or unsafe:

- Groups of individuals all dressed in the same colors of clothing other than those associated with school.
- Garments that discriminate against gender, race or nationality will not be worn.
- Attire with obscene, suggestive, or tasteless slogans will not be worn in any form.
- Clothing containing inappropriate or suggestive statements, logos or brand names relating to alcoholic beverages, tobacco, or drugs. (This includes advertisements of drinking establishments).
- Spandex without an additional covering garment.
- **No holes in garments above the knee. Students will be asked to change clothes.**
- Narrow strap clothing.
- Underwear (including sports bras) that is exposed or worn as an outer garment-top or bottom.
- Necklines on garments are to be at levels that are decent and do not inappropriately expose the chest.
- Tops worn must be long enough to tuck in or to cover the belt line; no bare midriffs are permitted.
- Shorts and skirts must be at least fingertip length when arms are down at the side.
- Sunglasses in the building.
- Shoes must be worn at all times.
- Pajamas and slippers- including hard soled (except if part of Spirit Week/dress-up days).

Attire or appearance that is inappropriately disruptive to the educational process and /or threatens the health and safety of the students or others will be prohibited.

Dress Code Violation Consequences

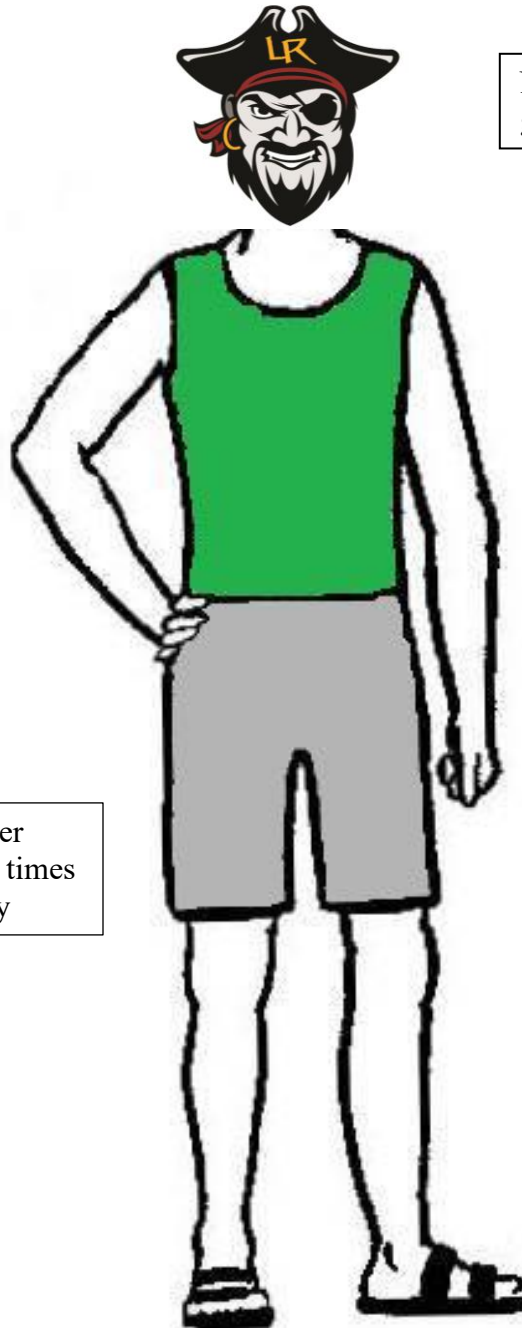
Step 1: Warning / change clothing.

Step 2: Repeated violation of the dress code will result in furthers steps on the student discipline scale.

LAKE ROOSEVELT RAIDERS

NO BARE ZONE

The shaded portions of this figure represent front and back views. These parts of the body must be covered (in all positions e.g. sitting, standing, bending, reaching) while attending school.



No cleavage or undergarments showing.

Skirt, shorts or dress length must not be shorter than the fingers when palm is resting open on the leg. Pants with holes—the holes must not be higher than the length of shorts/skirts.

Footwear with hard/rubber soles must be worn at all times appropriate to the activity

CELL PHONE POLICY

We understand that many students have phones for family contact and emergency use; however, due to digital content issues, harassment, and inappropriate use, the following is our cell phone use rule.

Cell phones may be brought to Lake Roosevelt Elementary if they are kept off and out of sight during the school day. Students may use their cell phones before (8:00 AM) and after school (3:00 PM).

The office phone is available for use by students for emergencies. Additionally, parents may call the office at 509-633-0730 to leave a message for their child.

Violation of cell phone use in school will result in:

- **1st offense** – Cell phone is taken to the front office until the end of the day.
- **2nd offense** – Cell phone taken to the front office and parent must pick it up. Students will serve lunch detention.
- **3rd offense – Cell phone is taken to the front office, parent picks up, and cell phone is not allowed at school for the remainder of the school year. The student will serve lunch detention.**

INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for the possible medical expenses that may arise should their child be injured at school. *The school district does NOT provide medical insurance to automatically pay for medical expenses when students are injured at school.* This is the responsibility of the parents or legal guardians.

LEAVING DURING SCHOOL HOURS

Lake Roosevelt Elementary School has a “closed” campus. Students are not allowed to leave campus during lunch. If someone other than the parent/guardian will be picking up your child, you need to send a written note that is dated and signed. Evidence of proper authority to remove a child may be required. **For the safety of our students, do not go to the classroom or playground to pick up your child. Students must be checked out through the office.**

MEDICINE AT SCHOOL

School personnel cannot administer medication (over the counter or prescription) to students, including aspirin, without the following requirements, as per Washington State law:

- 1) Both the child’s parent and physician must fill out the school’s Medication Authorization Form stating specific instructions. The form **MUST** be updated every school year.
- 2) Medication must be in the original bottle.

If medication does come to school and these measures are not followed, the medication will not be given to the child.

PLAYGROUND & RECESS RULES

1. Students may not bring toys from home to play with at recess. Basketballs and other sport’s equipment may be brought at the owner’s OWN risk.
2. Students will show respect to others, themselves, and our school by:
 - not hitting, kicking, or playing in a way which might hurt themselves or others
 - using the “right” kinds of words (no foul language)
 - playing according to the rules and sharing equipment
3. Students must ask permission to leave the playground or to use the restroom.
4. Students will help make the playground a safe place by:
 - not playing tackle football
 - not throwing snowballs, rocks, or ice

not kicking balls against the school building
using the slides appropriately (slide down on your bottom)
walking on sidewalks
not walking up the slide
staying within playground boundaries

5. Additional changes may be made as the time of the year and weather conditions demand. Final decision about indoor recess (in case of inclement weather) will be made by the building principal, in consultation with one or more recess supervisors. In his/her absence, the decision and notification should be made by the secretary.

REPORT CARDS

The school year is divided into two semesters with two quarters each. To keep students and parents informed, report cards are issued. Parent/teacher conferences are held two times during the school year.

RETENTION School Board Policy 2421

Occasionally, a student does not make progress or is so far behind his/her peers in academics that the best alternative is to repeat a grade. Retention (having a student repeat a grade level) is not a decision that we make lightly. An entire team of educators makes this decision together. Other alternatives, interventions, and services (before- and after-school classes, extra help, study buddy, tutoring, etc.) are explored and/or utilized in an effort to provide the best possible learning environment for a student who is struggling. We consider physical, emotional, social and mental maturity, as well as the age of the student and his/her siblings, plus academic achievement before reaching a decision.

SAFETY DRILLS

To help protect the school community, we will practice evacuation and lockdown drills. In order that our drills may be orderly, a few simple rules shall be followed. Teachers will review them with students periodically. All students should know them thoroughly so that, in case of an emergency, personal harm will be minimized.

STUDENT SUPPORT SERVICES

Students are also supported in their efforts by a wide variety of individuals and agencies. The Support personnel provide many services to both children and families. The following is a list of services available to students at Lake Roosevelt Elementary School.

- **Communication Specialist**

The speech and language pathologist works with students having delays in speech and/or language development. When a child is identified as needing services, the Communication Specialist develops an individual educational plan with the family and other professionals. As with other support personnel, the Communication Specialist works closely with the classroom teacher.

- **Special Education/Section 504**

Consistent with various federal and state regulations, GCDS provides a variety of specialized programs for students with learning, emotional, intellectual, speech, physical, health, vision, or hearing disabilities. There is a fully certified special education teacher who can provide/coordinate many services. Any student with an identified handicap is eligible to receive services. The teacher works closely with parents, regular classroom teacher, and other support staff members.

- **CARE Team**

CARE team is a teacher-based support team committed to serving students who are struggling academically, physically, socially or emotionally. The goal of CARE team is to identify areas of need and implementing supports that will help them be successful in their daily school life.

Parents concerned that their child's school progress may be limited by one of the above handicaps may refer their child for a diagnostic evaluation. Students may refer themselves, but parental permission for evaluation is required if the student is not yet 18 years of age. Referrals should be directed to the special program director for special education, (509) 633-2143.

TESTING

Throughout the school year, we assess all students to monitor their progress using tests such as STAR Math and Reading. Classroom teachers also use other assessments to determine if students are being successful and to make any necessary changes to instruction.

In the spring, all students in 3rd – 6th grade are required by the state to participate in the Smarter Balanced Assessment.

OPPORTUNITY ROOM

The Opportunity room is designed to provide behavior management and support for students. The Opportunity Room helps students problem solve difficulties they may be having on the playground, in the classroom, on the bus or during any other school time. Classified instructional assistants, who work under the direction of the counselor and principal, staff the Opportunity Room. Working with the principal and counselor, the Opportunity Room staff help students find positive ways of working with problems at school, gain input from the classroom teacher, and insure that the students will be safe at school and will be able to work constructively on issues and problems that may arise with other students or staff.

VISITORS / VOLUNTEERS

Our school recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other community members. However, we ask that you call to make arrangements first. As you come to the elementary, please use the main entrance and come to the office rather than going to classrooms or the playground. All visitors must sign in and out at the office while on school grounds. If you are visiting on our school grounds you will be given a “Visitor” pass to verify that you have checked in at the office. The principal may withhold visitation approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or staff member may withdraw approval. If you would like to be a volunteer, you must fill out a background check prior to volunteering. The paperwork may be picked up at the District Office or is available on the District website.

MISCELLANEOUS

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

For Elementary and Secondary Schools

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. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school 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 school official 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 an amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person

...serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Grand Coulee Dam School District to comply with the requirements of FERPA are to be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public record” request within five (5) business days. RCW 42.17.32

Gender-Inclusive Schools

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

Please refer to GCDSB Board policy 3211 for further information

Title IX Coordinator

Name or Title: Athletic Director
Address: Lake Roosevelt H.S.
Telephone Number: 633-1442

Section 504/ADA Coordinator

Name or Title: School District Nurse
Address: District Office
Telephone Number: 633-2143

Compliance Coordinator for 28A.640 and 28A.642 RCW

Name or Title: Superintendent
Address: District Office
Telephone Number: 633-2143

The Grand Coulee Dam School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education contact Carrie Derr at 633-0730.

COMPUTER AND NETWORK USE

For students to use school computers and networks, please read and sign the following:

GCDS Procedure 2022P

ELECTRONIC RESOURCES

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

- Acceptable network use by district students and staff includes: Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the district network after checking with Technical Support to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district; Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the district Technology Director or his/her designee;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or internet.

Internet Safety

Personal Information and Inappropriate Content

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district’s Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user’s account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the “remember password” feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail 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 files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers nightly – Monday through Friday. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's user agreement. Violation of any of the conditions of use explained in the district's user agreement, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Violation of Acceptable Use Guidelines (computer network)

Users of school computers are responsible for the appropriateness and content of material they transmit or publish on the system. Bypassing the school's server is a violation of this policy. Hate mail, threats, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Use of the system to access, store, or distribute obscene or pornographic material is prohibited. Use of school computers to post personal identifying information is prohibited.

Step 1: Warning/Parent Contact/possible revoking of computer privileges

Step 2: Revoking of computer privileges

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

School discipline policies follow Washington state law and the PBIS model.

This means our discipline process focuses on teaching appropriate behavioral expectations and then following through with a progressive discipline model when expectations are not met by students as well as a system of positive reinforcement for students who are meeting behavioral expectations.

WHAT IS PBIS?

PBIS stands for positive behavioral interventions and supports. There are three main components of PBIS. They are teaching appropriate behavior in all settings, provide interventions when behavior expectations are not met, and recognize students when behavior expectations are met.

PBIS is a team based school-wide design for discipline which includes all students and all staff in all settings. It is a program that can be upgraded as we go along to better meet the needs of our student population by using the results of surveys completed by students, parents, and staff and the analysis of discipline data.

The standard approach to student behavior is to utilize Restorative Practices and seek to ensure that students remain connected to the learning environment and school community. Specific circumstances involving student behavior issues may require additional support in the form of corrective action. Corrective actions may include: discipline, suspension, expulsion or emergency expulsion, and classroom exclusion. We believe in applying Restorative Practices, and when needed, the lowest level of corrective action necessary to improve student behaviors and maintain a productive learning environment. This progression of support fosters a positive school and community atmosphere and nurtures an environment for all students to grow as productive citizens.

At Lake Roosevelt Schools we are focused on responsible, respectful and safe student behavior. The procedures below describe how our school strives to balance the needs of students who violate rules of conduct, the needs of those affected by such behavior, and the needs of the overall school community. Such balancing is based on the requirement in RCW 28A.600.020(1) that student discipline rules be "interpreted to ensure that the optimum learning atmosphere of the classroom is maintained, and the highest consideration is given to the judgment of qualified certificated educators regarding conditions necessary to maintain the optimum learning atmosphere." Discipline decisions are based upon individual circumstances, situation, and needs.

School wide rules of conduct follow our Raider BEST philosophy: Be Safe, Excel in Learning, Show Respect, Take Responsibility. Teachers set rules of conduct in their individual classrooms.

Students who violate the rules of conduct may be subject to restorative practices and/or corrective action. There is a wide variety of restorative practices.

Examples of restorative practices may include, but are not limited to:

- Mediation,
- Apologies,
- Relationship building,
- Affective statements ("I" statements),
- Community building circles,
- Restorative dialogues/making agreements,
- Repairing harm circles,
- Restorative conferences, and/or
- Restitution

There are four types of corrective action:

- Discipline,
- Suspension or In-School Suspension (both short and long-term),
- Expulsion (including emergency expulsions), and
- Emergency removal from class, subject or activity

Discipline may include:

- Detention
- Restitution
- Completing a project relevant to the infraction
- Loss of privileges
- Behavior contract

Serious behaviors that may result in suspension or expulsion include but are not limited to:

- Fighting or threats to fight
- Possession/use/sale of alcohol, marijuana, tobacco, drugs, or paraphernalia
- Bullying, harassment, or intimidation (verbal, written, or physical)
- Threats to cause harm to others
- Possession or use of a weapon
- Insubordination
- Destruction of property

Threats to cause harm to self will result in self harm/suicide protocol. This includes alerting parents/guardians, health and law enforcement officials, and possible requirements to obtain mental health clearance before returning to school.

During a suspension or expulsion:

The school will provide school assignments. School staff are available to answer your questions and concerns. Your child is not permitted to be at the school, even for extra-curricular activities.

When a student returns from a short term suspension (10 days or less):

A staff member at the school will check in with your child to make sure that they feel supported and welcomed back into the school community. This check-in may include discussing what happened, repairing relationships, and identifying supports that your child needs to be successful moving forward. This could include a behavior contract.

When a student returns from a long term suspension (more than 10 days) or expulsion:

The school will invite you and your child to a re-engagement meeting to create a written plan that makes sure your child gets the support he/she needs to be successful moving forward and to repair harm and restore relationships. This could include a behavior contract.

For students with a 504 Plan or IEP:

If your child is removed from school for more than 10 consecutive school days or a total of 10 or more school days in the same school year, the school will invite you to a Manifestation Determination meeting. The purpose of this meeting is to find out if there is a relationship between your child's disability and the behavior that led to the discipline. If so, additional support may be offered.

Student discipline information is protected by the Family Educational Rights and Privacy Act (FERPA). Student discipline information will only be shared with parties who have legal access to that student's information. In other words, you may not request information about another student's discipline.

DEFINITIONS OF BEHAVIOR

For your reference and to further clarify levels of misconduct, we have included the following definitions of behavior and the category they fall under along with definitions of consequences. The school wide behavior charts Lake Roosevelt Elementary uses in determining levels of misconduct and consequences of exhibiting misconduct behavior will follow on the next four pages at the completion of the definitions of behavior and consequences.

The general definitions of behavior are to assure students and parents/guardians have knowledge of the behaviors and the consequences that follow.

Category I. Minor Misconduct

Repeated Class Disruption

Engages in noncompliance behaviors that disrupts others and/or interferes with teaching and student learning.

Inattentive/Off-Task/Acting Out

Not paying attention, sleeping, actively moving about the classroom. Generally disrupting the education process.

Uncooperative

Not willing to do what adult asks.

Tardiness

Not arriving to class on time.

Abusive Language/Obscene Language

Negative statements, derogatory statements, and the use of four letter words and profanity.

Insubordination

Refusing to follow directions and rules.

Violation of Bus Rules

Non-compliance of established bus safety rules (i.e., standing/moving, improper seating, etc.)

In Unsupervised Area or Using Equipment Without Permission

Failure to be physically present where one is supposed to be and within view of an adult. Using school equipment (such as playground equipment) without permission.

Disrespectful

Speech or behavior which shows lack of respect or value

Cheating/Plagiarism

Using or copying another person's work or taking i.e., ideas, writing from another and crediting as one's own.

Minor Theft (Under \$25 value)/Vandalism

Willfully destroying or defacing property, taking something that does not belong to you.

Display of Public Affection

Any touching of an intimate nature.

Inappropriate attire

Clothing that is revealing, suggestive, too tight, too small, too loose, hazardous, conveys messages of drugs, violence, or gang affiliation.

Category II. Major Misconduct**Fighting**

Intentionally causing or attempting to cause physical injury to another person or intentionally behaving in such a way that would cause physical injury to another person.

Major Vandalism/Theft or Breaking and Entering

Willfully destroying or defacing property, taking something that does not belong to you, entering an area that is off limits without permission, aiding and abetting a theft by willfully being present when someone else is destroying, stealing, or entering property that does not belong to them.

Harassment/Intimidation/Bullying others

The intent to prevent or hinder by bullying, threatening, glaring/staring, blocking, isolating, or verbally abusing another person.

Verbal Abuse

Harsh and insulting language directed at a person.

Threatening others/Retaliation

Causing someone to feel vulnerable or at risk/seeking revenge

Defiance of Authority

Non-Compliance of a request made by staff, administrator, or other school personnel.

Category III. Exceptional Misconduct**Sexual Harassment**

Sexual harassment consists of deliberate, intentional, or unintentional sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to the following activities.

- Verbal harassment or verbal abuse or pressure for sexual activity.
- Repeated remarks to a person with sexual or demanding implications.
- Unwelcome touch.
- Offensive jokes.
- Staring at body parts.
- Suggestion or demands for sexual involvement accompanied by implied or explicit threats concerning one's academic grades.

Inappropriate use of Medication

All medication whether Over the Counter or prescription needs to be dispensed through the nurses office.

Public Endangerment

Behavior that creates a risk of serious physical injury to others.

Possession/Use of Tobacco

Possession or use of tobacco and smokeless tobacco. (i.e. cigarettes, Redman, Copenhagen, Skoal, electronic cigarettes) on school campus or bus.

Sale of Illegal Drugs

Conducting sales or transfers of controlled substance (real or purported) on school property or at school functions.

Misuse of Technology

Inappropriate use of equipment or facilities as specified in handbook.

Gang Activity

Any behavior that is recognizable as affiliating with gangs.

Assault/Physical Abuse

Behaving in a way that causes substantial physical or bodily injury to another. Abusing or injuring the body of another.

Possession of/Use of Alcohol or Chemical Substance

The consumption, possession, sale or delivery of alcohol products, and drugs. This includes odor on the person's breath, sniffing or misuse or abuse of inhalants.

Bomb Threat

Calling the school or any other authority and threatening to bomb the school or implying that there is a bomb within the school.

Possession of a Dangerous Weapon

Possession on person, in clothing, or property of student (i.e. locker) of any instrument used as a weapon, (i.e. a sling shot, club, metal knuckles, knife, firearm, dagger, sword, explosives) to cut, stab, crush, or produce bodily harm or warrants alarm for the safety of another person found.

Immoral/Vulgar or Lewd Conduct

Public displays of inappropriate sexual behavior, including fondling, de-pantsing, peeping, hickies, profane notes, pictures, objects, or recordings.

DEFINITIONS OF CONSEQUENCES

The purpose of any disciplinary action is the improvement of the individual; and that academic success and discipline are closely intertwined. We further believe that to be effective, discipline must be administered in such a way that:

1. It maintains personal dignity.
2. It creates learning in the individual.
3. It leads towards an increase of self-discipline and personal responsibility.
4. It allows the individual to make choices.
5. Finally, it guarantees a student's "due process" rights.

Restitution

To help students assume responsibility for damage to school property. They will be asked to pay restitution of lost or damaged materials, equipment, or other school property. Restitution cost will be provided through the maintenance staff.

In-School Suspension

Students may be assigned to in-school suspension for a full day or for a longer period of time depending on the level of misconduct.

Short Term Suspension

The administrator or designee shall have the right to remove students from school premises for any single class or full day, not to exceed ten (10) school days.

Long Term Suspension

Long term suspension shall mean denial of right school for attendance for more than ten (10) school days.

Emergency Removal

If a situation creates an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat or substantial disruption of the educational process, student may be sent home.

Expulsion

Expulsion shall mean the denial of school attendance for an indefinite period of time. Students are restricted from school grounds and school activities during suspension or expulsion.

Re-Entry Conference

A student who has been suspended or expelled prior to returning to school the parent/guardian shall schedule a mandatory meeting with the principal and re-admission team. The principal and team may recommend the student and parent/guardian sign a formal agreement that includes evaluation, counseling and other conditions.

