

Lake Roosevelt Jr/Sr High School

Parent/Student Handbook

2021-2022



Principal - Sara Kennedy
Dean of Students - Billy Monroe

Academics

Students are expected to earn credits towards graduation during their time at Lake Roosevelt Jr/Sr High School.

A summary of classes needed for graduation is listed in the table below.

For complete requirements go to

[Washington State Board of Education Graduation Requirements](#)

SUBJECT	CREDITS AND INFORMATION
English	4 Credits ➤ Taken each year of high school
Math	3 Credits ➤ Algebra ➤ Geometry ➤ 3rd year of math
Science	3 Credits ➤ 2 lab science classes ➤ 3rd year of science
Social Studies	3 Credits ➤ US History ➤ World History or SS Elective ➤ CWP/Civics *WA State History is a graduation requirement (completed in Jr. High)
Arts	2 Credits - Performing or Fine Arts (current offerings listed below) ➤ Art Lab ➤ Ceramics ➤ Band ➤ Chorus
World Language	2 Credits (current offerings listed below) ➤ Spanish ➤ Salish
Health & Fitness	2 Credits ➤ 1 semester of Health ➤ 1.5 semesters of PE/Fitness
Career & Technical (CTE)	1 Credit
Electives	4 Credits

8th Grade Recognition

Before sending 8th graders to high school, the district would like to recognize those students which demonstrated exemplary work in their academic studies. At the end of the school year, there will be a ceremony in honor of those students that worked hard in being their Raider BEST. Parents, family members, community members, and other grades will be invited to attend. Requirements for participation will be communicated in the fall of your 8th grade year.

CLASS ENROLLMENT

Students must be enrolled in 7 classes each day. For any exceptions applications must be made to the School Administration.

SCHEDULE CHANGES

The Counselor's Office will review information from teachers, parents, and test scores, as well as from the student, in helping with course selection. The Counselor's Office is responsible for scheduling students. All requests for schedule changes after the first day of the semester must be approved by the principal.

TEXTBOOKS and CHROMEBOOKS

Students will be issued Chromebooks upon enrollment and teachers issue books to students at the beginning of the year or term. Upon returning books and Chromebooks, all noticeable damage will be subject to fines and payment required by the end of the school year. Lost books and Chromebooks will be charged at replacement costs with adjustments made yearly for depreciation. Report cards will be withheld until all fines have been paid.

HOMEWORK and MAKE UP WORK

Homework is the conscious effort of practice and learning outside of the normal class time. The LR JR/SR HS staff feels it is a joint effort between the student and parent to establish a homework schedule that includes adequate time and a comfortable study atmosphere to maximize the benefits of the homework. It is the student's responsibility to complete all homework assignments.

Make-up work will be allowed for all absences. However, teachers reserve the right to deny credit for work assigned during an unexcused absence. It is the responsibility of the student to pick up make-up assignments on the day he/she returns to class. Staff will do their best to provide work as quickly as possible without disruption of current instruction. Students will be given reasonable time to complete work missed by excused absences. Some pre planned projects will have concrete due dates that must be met regardless of absence. In general, students will be given a 1 day extension for each day they were absent to complete their work for full credit. After this time has lapsed the teacher reserves the right to treat the work as late and in turn follow their classroom policy for late work. The teacher will notify parents when failure to turn in work becomes a problem. A conference will be held with the teacher, parents, student and the principal if necessary. If a student has a pre-excused absence from class, it is at the discretion of each teacher to provide assignments in advance of the student's absence. Please allow 24 hours for the work to be made available. If work has been requested and granted for a pre-excused absence, it will be expected to be turned in upon return to school.

PROGRESS REPORTS

School District Policy #2420 states that "Progress reports will be either handed out to the students (with the stipulation that they must be returned with the parent's or guardian's signature) or mailed directly to the student's parents or guardians. These reports will be issued

for students who are earning a grade of D or F or are not working up to his or her ability at the end of the fifth week of each quarter.” Progress reports let students and parents/guardians know the rate and level of progress in all classes. Students who are doing good work are informed that they are on track to receive credits for their classes. Students who are receiving D or F grades are made aware that they need to improve their rate of progress.

REPORT CARDS

The school year is divided into two semesters with two quarters each. To keep students and parents informed, midterm progress reports and report cards are issued. Parent/teacher conferences are held two times during the school year, as well as a student led conference at the end of the 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.

CHEATING

- **Definition of Cheating** –Collaborating without permission or using unauthorized devices as an aid to complete assignments or tests in a class is considered cheating. Cheating will also include instances of plagiarism. Individuals allowing others to use their work as their own will receive the same consequences.
- **Definition of Plagiarism**-Plagiarism is intellectual stealing. Plagiarism can consist of using words, sentences, or longer passages without giving the author credit.
- **Consequences of Cheating on an assignment** – Student(s) will receive a “0” on the assignment and face disciplinary action covered under the discipline policy.

Student Expectations

Students are expected to follow expectations and policies outlined in the handbook, classroom rules, and staff directions. Students are expected to behave in a safe and respectful manner while on campus or at school sponsored events.

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,
- every day, unless there is a valid excuse.

Absence due to the following reasons shall be classified as excused absences: illness, 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. doctors note).

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.

Students who miss more than 10 minutes of a class period will be considered absent from that period without a valid excuse.

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 trancies (12 in a semester) will be referred to the Community Engagement Board (formerly Truancy Board).

Bus Expectations

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.

- Students will follow all the bus driver's expectations and instructions when riding the bus.
- 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 determined by the school or bus driver.
- School rules and expectations apply to riding school buses.
- Students are responsible for keeping the bus clean and free of excessive trash.
- Students are to keep all parts of their bodies inside the bus at all times for safety.
- Students must ask permission from the driver before opening windows.
- Bus aisles must be free from debris and personal belongings at all times for safety in the event of an emergency.
- Students are to stay seated while the bus is in motion for safety and wait for the bus to stop completely before disembarking.
- Students cross the highway only in front of the school bus and never behind it.
- Students that violate any and all bus expectations will be subject to consequences up to but not limited to bus privileges being revoked.
- In the event of an 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.

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.

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.

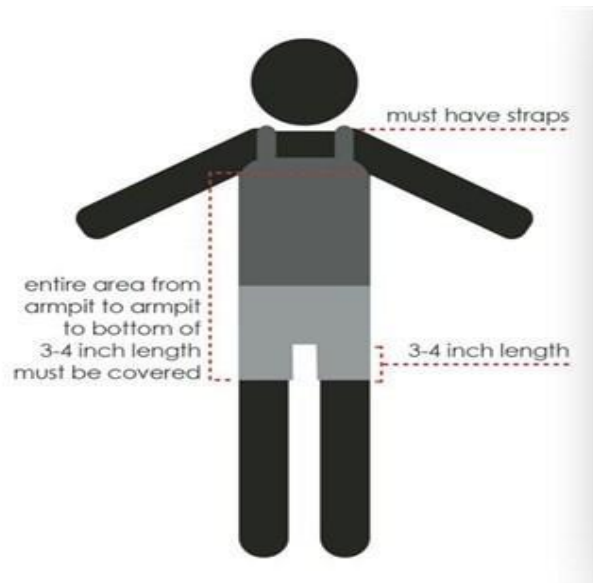
Automatic loss of riding privileges for fighting, bullying and racial or sexual harassment will be a minimum of 3 school days off the bus.

Dress Code

In order to provide guidance for parents and students, the following are dress code guidelines to be followed.

- Raider spirit gear is encouraged to be worn on Friday's as Raider Spirit Day.

- Hats and head coverings may be worn in the hallways and HUB. Student faces must always be visible (unless wearing a mask as required by health and safety protocol). Hats and head coverings may be worn in the classrooms at teacher discretion.
- Sagging or extremely loose fitting clothing, and trench coats are not allowed. Hanging belts, chains, or ropes are not permitted.
- Garments that discriminate against gender, race or nationality, or any group of people/persons will not be worn.
- Clothing containing inappropriate or suggestive statements, relating to alcoholic beverages, tobacco, marijuana, drugs, sex, or violence are not allowed.
- No strapless clothing.
- Sunglasses in the building should not be worn on the face but can be worn on top of the head.
- Shoes must be worn at all times.
- Slipper and/or soft soled shoes are not permitted.
- Clothing should have straps and cover the body from armpit to armpit and to mid-thigh. (See graphic below)



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. If school officials deem 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.

Electronic Devices

Students shall not use electronic devices, including cell phones, during class time without teacher permission. The principal or designee shall have the final say on use that may be considered as inappropriate. The school is not responsible for the loss or destruction of any personal devices brought on school grounds.

Students are expected to bring their school issued Chromebook to school each day. Students are responsible for making sure that their Chromebook is charged. Students and Parent/Guardian assume responsibility for caring for the school property while it is in their

possession. The student will be responsible for reporting and paying for damage to their Chromebook.

Food and Beverages

Food is only permitted under teacher permission in areas outside of the HUB (cafeteria). Other locations may be designated by the principal. Water in a closed bottle is allowed in all areas of the school, except computer labs.

Violent or Assaultive Behavior

Violent or assaultive behavior is not allowed at LRHS. This includes physical, verbal, or written threats/behaviors.

Hazing, Harassment, Intimidation, & Bullying

Students shall not participate, or conspire with others to participate in harassing acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing is not permitted. 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) shall not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Parking

Student parking is in the parking lot on the east side of the building (between the main building and CTE Center/Gym). Driving to school is a privilege and students are expected to drive and park in a safe and responsible manner. Parking is not allowed in the bus driveway, in fire lanes, or in handicapped and other restricted areas, including on Crest Drive. Anyone parking in such areas may be referred to the police. Students may not park in visitor or staff parking areas. Parking procedures are outlined in District Policy 3243.

Bikes and Skateboards

Upon arrival at school, bicycles are to be parked and locked in the bike rack and are not to be used until the end of the day. Bicycle/skateboard/longboard riding is not allowed at school or on school premises. Skateboards must be checked in at the office and may not be possessed by the student during the school day. The school is not responsible for lost or stolen bikes or skateboards.

Leaving or Getting Picked up During School Hours

Parents who need to pick up their child during school hours are required to sign their child out at the office. 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.

Students who leave campus without permission at any time will be considered truant.

High School students may opt for lunch off-campus. *An agreement form, signed by the student and parent/guardian must be on file before a student will be permitted to use this privilege.* Forms are available in the office. The following must be adhered to:

1. Students will not be late returning to class/school.

2. Liability while the student is off campus is assumed by the parent/guardian.
3. Discipline issues including actions while off campus at lunch time may result in the loss of off-campus privileges.

Cafeteria

Breakfast and lunch meals are served in the cafeteria. Meals may be eaten in the cafeteria or designated areas outside. It is the responsibility of the student to clear his/her area of their plates and other trash. Students will be expected to comply with all directives of the staff responsible for supervising the lunchroom. Students who do not comply with lunchtime rules and expectations may be subject to disciplinary action.

PUBLIC DISPLAY OF AFFECTION

All students are expected to refrain from public displays of affection when they are at school and/or participating/attending in-school functions.

TRESPASSING

Students and the public are required to have prior permission from the Athletic Director in charge of facilities to use any school facilities outside of school time. Be advised that the high school grounds are covered by security cameras at all entrances and inside the building.

LOCKERS

The school IS NOT responsible for losses from lockers. Keep your combination private. Lockers are school property and are subject to search.

Firearms and Weapons

Firearms/dangerous weapons (RCW 9.41.280) or items purported to be a weapon (fake or plastic guns) are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm/dangerous weapon to school, school discipline in accordance with state law and policy will take place. This can include suspension and expulsion.

COVID

Students are expected to abide by current COVID expectations and protocols. Failure to comply with COVID protocols may be considered insubordination and be subject to disciplinary action.

Athletics and Extracurricular Activities

ATHLETICS

JUNIOR HIGH

FALL SEASON

Football
Volleyball

WINTER SEASON

Boys' Basketball
Girls' Basketball
Wrestling
Cheer

SPRING SEASON

Track

HIGH SCHOOL

FALL SEASON

Football
Cross Country
Volleyball
Cheer
Girls' Soccer

WINTER SEASON

Boys' Basketball
Girls' Basketball
Wrestling
Cheer

SPRING SEASON

Baseball
Track
Tennis
Golf
Softball

PARTICIPATION GUIDELINES FOR ATHLETICS

Students must meet all requirements stated in the Athletic Handbook. Copies are available in the office.

AFTER SCHOOL ACTIVITIES

Several after school activities take place through the 21st Century Community Learning Center (SHARP Kids). These programs are an extension of the school day and expectations of students participating in these activities remains the same as during the normal school day. Only students taking part in sports or other school sponsored after school activities will be allowed to ride the after school bus.

ASSEMBLIES

During assemblies students are required to sit in their assigned area. Appropriate participation is encouraged to show your school spirit. During awards and special assemblies it is important to show proper respect towards presenters and to respect the rights of those around you. You will be asked to leave the event if behavior is deemed inappropriate, and may be subject to further discipline.

EXPECTATIONS FOR ATTENDANCE AT SCHOOL EVENTS AND ACTIVITIES

Students are encouraged to support their teams by attending after school sporting activities as spectators. Students will be held to the same standards that apply during the regular school day.

At all times students will show respect for the facilities. In addition, disrespect to the adults in attendance, fellow students, or opposing team members will not be tolerated and will be grounds for disciplinary action.

Discipline

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.

Policies

PROPERTY

A student, a student's possessions, or school property assigned to a student (locker, desk, etc.) are subject to search and seizure in accordance with RCW 28A.600.230.

Be advised that security cameras are in use at LR Jr/Sr HS in the hallways, the lunchroom, at main entrances and covering the parking lot of the building.

Backpacks, duffle bags, equipment bags, etc. are not permitted in classrooms, halls or other unmonitored areas. Students need to store these personal items in their lockers. If a student's personal items are too large to fit in the locker, they may ask the office for assistance on a location to store their items until the end of the school day.

Network Use:

The district network includes wired and wireless computers and peripheral equipment, files and storage, email 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, email 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 the 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 website 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.

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 falls 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.

VISITORS / VOLUNTEERS

Our school recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other community members. All volunteers must first go to the District Office to obtain background check clearance. After obtaining clearance we ask that you call to make arrangements. 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 visiting a classroom, at least 24 hours notice and permission from the principal and/or teacher must be granted.

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. The district carries only legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at each building office. Parents, please be prepared to pay for your child's possible medical expenses.

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.

GANG ACTIVITY

A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity and or a group name; claim physical territory; and engage together in one of more forms of antisocial behavior and or criminal activity on a regular ongoing basis. Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. These symbols change from time to time and include such items as hats, bandanas of any color, chain ornaments, clothing colors and styles, gang colors, use of

hand signals, and symbols of affiliation. Other attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming, and tattoos. Behavior on or about school premises or at school-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited. When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism again. Subsequent violation of this policy will result in discipline, suspension, or expulsion.

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 teachers, and other support staff members.

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.

NOTICE OF NONDISCRIMINATION

The Grand Coulee Dam School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

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 the Special Education Director at 633-2143.

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

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.

No Expectations 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 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.

