

# NESPELEM SCHOOL DISTRICT #14



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## Student & Parent HANDBOOK

2025-26 SCHOOL YEAR

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Nespelem School District  
229 School House Loop Road  
Nespelem, WA 99155

(509) 634-4541  
[www.nsdeagles.org](http://www.nsdeagles.org)



# 2025-26 Student Parent Handbook

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\* Board Policy Paraphrased





## Mission Statement

*To enable each child to be a thinking, caring, productive person using high academic standards in a positive environment.*

## Welcome Message

### Welcome to Nespelem School!

We are thrilled to have you as part of our school community. At Nespelem, our staff is committed to supporting you in becoming an engaged learner who takes responsibility for academic growth. We model safety, ownership and respect, to help prepare you for future achievements.

This handbook is here to help you get to know the many programs, services, and routines that make our school a safe and supportive place for learning. We hope you keep it as a helpful resource throughout the year, as it provides answers to many common questions.

Most importantly, we encourage you to take time to review the sections on student expectations with your child. Talking together about these expectations helps strengthen the partnership between home and school as we work together toward every child's success.

### Administration

Dr. Effie Dean, Superintendent/H.S. Principal  
Keta Cline-Picking, Elementary Principal  
Mark Herndon, ALE Coordinator/H.S. Assistant Principal

### Nespelem School District School Board

P. Jolene Marchand, Chair  
Nancy Armstrong-Montes, Vice-Chair  
Jarae Cate, Director  
Annette Moses, Director  
Anna Vargas, Director



# District Calendar

## 2025-2026 Nespelem School District #14

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August (4 Days)	
19-20	Professional Development & Staff Orientation
20	Welcome Back BBQ
25	School Board Meeting
25	Student's First Day

September (17 Days)	
1	No School - Labor Day
2	Kindergarten's First Day
22	School Board Meeting

October (17 Days)	
13	No School - Indigenous Peoples Day
17	Professional Development
27	School Board Meeting
28	End of 1st Quarter

November (13 Days)	
3-6	Parent/Teacher Conferences
11	No School - Veteran's Day
24	School Board Meeting
26-27	No School - Thanksgiving Break

December (12 Days)	
15	School Board Meeting
18	Early Release - Christmas Program
22-31	No School - Christmas Break

January (15 Days)	
1	No School - New Year's Day
19	No School - Martin Luther King Jr. Day
20	End of 2nd Quarter
26	School Board Meeting

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

February (15 Days)	
16	No School - President's Day
20	Professional Development
23	School Board Meeting

March (17 Days)	
5	No School - Snow Day
23	School Board Meeting
26	End of 3rd Quarter
30-31	Parent/Teacher Conferences

April (14 Days)	
1-2	Parent/Teacher Conferences
6-9	No School - Spring Break
27	School Board Meeting

May (14 Days)	
14	No School - Snow Day
25	No School - Memorial Day
26	School Board Meeting

June (6 Days)	
5	High School Graduation
8	8th Grade Promotion
9	Last Day of School
10	End of 4th Quarter
22	School Board Meeting

First & Last Days of School
School Board Meeting / First Day of School
No School
End of Quarter
Parent/Teacher Conferences
School Board Meeting
Staff Orientation & Professional Development
8th Grade Promotion
Christmas Program
High School Graduation


Last Updated 7/2025



# School Hours

<b>Doors open:</b> 7:30 AM <b>Breakfast:</b> 7:30-8:00 AM (in classroom) <b>School Begins:</b> 7:30 AM <b>Lunch:</b> 10:45-12:15 <b>Dismissal:</b> 3:10 PM	<b><i>Please do not drop your student off before 7:15AM.</i></b> <i>We want to ensure they are safe and monitored.</i> <i>Staff supervision duty starts at 7:15.</i>  <i>Students are expected to be in the classroom to eat breakfast!</i> <i>All students that arrive tardy must check-in at the office.</i>
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## Late Start Schedule

	<b>Late Start:</b>	* * * * * 2 Hours late, school starts at 10:00 AM
	No breakfast, preschool or after school programs on days with a late start.	

In the event of a late start, the school will initiate a robo-call and will post closure information on the district website and Facebook. Please ensure the school office has up-to-date contact information for you on file.

## Snow Information

\*\*\*\*\*

### EMERGENCY CLOSURE-COMMUNITY ANNOUNCEMENTS

In the event school must be closed because of weather considerations or other circumstances, announcements will be made on **KEYG AM 1490, KHQ-TV, KREM-2, KXLY TV, School Messenger and the Colville Confederated Tribes Broadcast System**. No announcement means school as usual.

# Mandatory Attendance

Nespelem School District is required to take daily attendance and notify you when your student has an unexcused absence. Washington State law (RCW 28A.225.010, known as the Becca Bill), states that students between the ages of 8 and 18 are required to attend school full-time. Each day of class builds on the last, and regular participation helps students reach important academic goals.

Excessive absences or tardiness may result in academic difficulties for the student. Chronic Absenteeism occurs when students are absent for 10% or more of the school year. Just 2 absent days each month will result in chronic absenteeism. Our goal is to partner with families to address attendance issues early so that every student has the best chance to succeed.

Consequences for excessive absences may include required parent meetings, attendance contracts, loss of credit, or referral to the Okanogan County Court for truancy. Please communicate absences with the school office; by working together, we can help every student build positive habits and make the most of their educational opportunities.

RCW 28A.04.135 and RCW 28A.27.010



### **EXCUSED ABSENCES (Make-Up-Work)**

The following are valid excuses for absences where missed assignments and activities may be made up in the manner provided by the teacher.

- ☆ Absences caused by illness, health condition or family emergency.
  - The parent/guardian is expected to notify the office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school.
- ☆ Absence for parental-approval activities.
  - This category of absence shall be counted as excused for a minimum of 5 school days.
- ☆ Absences resulting from disciplinary actions or short-term suspension.

## **Truancy**

The school office will notify a student's parent or guardian by telephone or writing whenever the student fails to attend after one unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and find supports available to ensure regular attendance. The district wants to develop a plan with you that can help reduce absenteeism. A conference with a parents or guardian may be held after two unexcused absences. The Nespelem Community Engagement Board will schedule a conference with parents/guardians to determine what corrective measures could improve attendance.

We are required by state law to file a petition with the Juvenile court sometime between your child's seventh unexcused absences in any month or fifteen unexcused absences within the school year, alleging a violation of RCW 28A.225.010, the mandatory attendance laws.

Board Policy 3122\*

## **Student Check-in, Check-Out and Tardy**

Students who arrive late must check-in at the front office. They will be marked tardy and given a tardy pass to take to their teacher. Students who left campus temporarily (for example: due to an appointment) must check-in at the office upon their return. Students leaving campus early must be signed out at the office by a parent/guardian. Any student who leaves campus without permission will be considered truant.

## **Student Food/Beverages**

### **No energy drinks or hot/spicy items allowed**

The Nespelem School participates in the Community Eligibility Program through OSPI Child Nutrition Program for the breakfast, lunch, fresh fruits & vegetable & snack programs. Students may not bring energy drinks or hot/spicy items (example: takis, hot Cheetos, etc.) to school.

## **NO NUT POLICY**

Nespelem School is a "No Nut" school. This includes peanuts and tree nuts. This policy promotes safety through prevention of allergic reactions. Please do not bring any food containing nuts to school parties.





# Dress Code

Student dress shall be neat, clean, and within the bounds of decency, health, and safety. Dress and appearance is the responsibility of the parent and student; however; dress and appearance shall not be disruptive to the educational process or learning objectives. Students need to dress appropriately to learn. A student who wears clothing that disrupts the educational process will be referred to an administrator. This code may be modified at any time.

## General Dress Code Guidelines:

- Clothing or jewelry advertising drugs, alcohol or tobacco, or demonstrating obscene language, harassment, violence or double meanings (innuendo) is not appropriate.
- Any items that are evidence of membership in, or affiliation with a gang are not allowed.
- Head: No bandanas, hairnets, hoods, or sunglasses. Hats may not be worn inside the School.
- Torso: Clothing must cover stomachs, backs, shoulders, chest, and undergarments. No shirts with oversized arm holes, halter-tops, tube tops, bare midriff shirts, and spaghetti strap tops or other attire which leaves the shoulders completely bare and/or exposes cleavage.
- Shorts, skirts, dresses must be no shorter than three inches above the knee. Wearing shorter skirts, shorts, or dresses may be acceptable if worn over leggings.
- Holes in clothing that expose undergarments will be prohibited.
- Feet: Footwear must be worn at all times appropriate for the activity.
- No blankets. Students may not wear blankets in-lieu of a jacket or coat. Please leave all blankets at home.
- Approved activity and sport uniforms are excluded.

Board Policy 3224\*

## Electronic Devices and Personal Items

**Students may not use personal electronic devices during school hours.**

This includes **cell phones**, tablets, radios, gaming devices, headphones, ear buds, etc.

**Nespelem School District is not responsible for lost or stolen devices.**

Students who need to make a phone call home may get permission from their classroom teacher to use a hall pass and will go to the office front desk to make a phone call. Parents who need to contact their student during the school day may call the front office at (509) 634-4541

Student who bring their phones to school will be asked to place their phone on silent or turn off their device upon arrival. Students will turn their phone in to their teacher and the phone will be locked in the classroom phone locker for the remainder of the day. The classroom teacher has a key to the locker and phones will remain safely stored then returned to students at the end of the day.

Each student is issued a locker. **Student backpacks need to be placed in the locker upon arrival and may not travel with students around campus. This includes purses, tote bags, make-up bags, etc.** Sports gear bags that do not fit in the locker will need to be stored elsewhere throughout the day. Students may discuss this with their coach or homeroom teacher to find a safe location for gear bag storage.



## Curriculum, Materials, Chromebooks

Nespelem School curriculum is a comprehensive one, including reading skills, math, writing, science, and social studies. Students will utilize a Chromebook or that alike to access materials when working remotely. If a Chromebook is checked out from the school, it must be signed for and returned on an agreed date with a technology agreement.

## Visiting Campus

All parents and other visitors sign in at the office before visiting our facilities. A visitor pass will be issued to the parent/guardian/visitor to ensure staff that this has been done. Parent/guardian/visitor may be asked to present photo identification upon request.

## Volunteers

Nespelem School needs and encourages parents/guardians to be involved in their child's education. There are a variety of opportunities to become involved. Through parent volunteer group, classroom help, PTO, and other support at home, parents are an integral part of their child's school success. Please request a sign up form from the office to begin the process; a background check will be performed.

## Communication

It is very important for us to make certain that we communicate with the parents/guardians of our students.

- ✂ NEWSLETTERS will be sent home detailing all upcoming activities and events.
- ✂ WEBSITE / FACEBOOK we regularly post information on our school website and Facebook. You can find our page on Facebook by searching for @Nespelem School District
- ✂ READER BOARD We highlight events on our new reader board located on Highway 155
- ✂ REPORT CARDS/CONFERENCES will be scheduled with parents/guardians each spring and fall for all students. These conferences will allow parents/guardians and teachers to meet to discuss the student progress.
- ✂ TELEPHONE CALLS teachers will make every attempt to contact parents/guardians to inform them of any concerns they may have regarding their child.
- ✂ SPECIAL PROGRESS REPORTS/CONFERENCE may be scheduled when a student is not progressing in class. Parents may arrange conferences with teachers before or after school.
- ✂ Skyward Mobile App allows families to check attendance, grades and more. Download the Skyward Mobile App with your mobile device.





# Parent Access to Qmlativ/Skyward

## Accessing Skyward Qmlativ for Parents



### What is Skyward Mobile?

Nespelem School District uses a student information system (SIS) called Skyward Qmlativ to manage student data. This is a two-way stream of information: It allows teachers and school staff to provide parents access to their child's:

- Attendance
- Grades
- Schedules
- & More

NSD provides students and their families with Skyward accounts, so they can access this information at any time. This guide will support you in gaining access to your Skyward Mobile account.

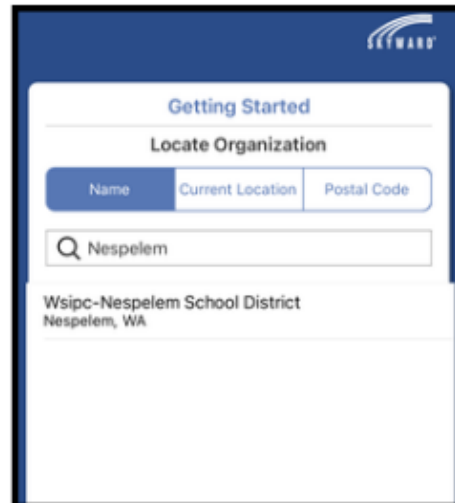
#### 1. Download the App:

Search for "Skyward Mobile Access" in your device's app store and download the app.

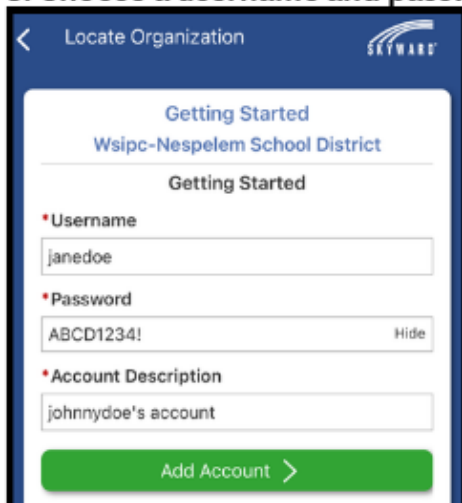
#### 2. Set-up a Passcode



#### 2. Search for the District



#### 3. Choose a username and password



#### 4. Continue in App



## Student's Responsibility

Students should come to school with the desire to learn. The school staff's goal is to help children to succeed. However, the student must make personal effort to learn and participate in school. It is the student's responsibility to cooperate with the teacher and to do the best that they can to learn. When students make a positive effort to learn, they find success. Always try, cooperate with others, respect others, and manage yourself!

Board Policy 3240 \*

## Student SOAR School Expectations:

At Nespelem School *the Eagles SOAR!*

**S-Safety** is a priority. Students will be aware of safety for themselves and others. Keeping hands and feet to themselves, walking within the school, and using pencils and other school items properly.

**O-Ownership** is important. Students will take ownership for their learning and behavior.

**A-Achievement** for all, whatever it takes. All students at Nespelem School will achieve at their highest levels.

**R-Respect** for self, others, and our environment



Students will follow teachers' classroom and SOAR expectations:

1. Student achievement is acknowledged
2. Perfect attendance is acknowledged
3. Exhibiting SOAR behavior in line with the month's core value is acknowledged as the student of the month.
4. Students have opportunities to earn "SOAR Dollars" for showing good behavior, which can be spent at the SOAR Store.
5. Individual classrooms may also make special presentations and acknowledgments in various ways.

## Behavior Support & Intervention

### School-Wide Positive Behavior Intervention Supports

Nespelem School has adopted a Positive Behavior Intervention and Support (PBIS) framework to encourage positive behaviors at school and to help create effective learning environments. This framework is used with all students, across all environments of the school (classroom, lunchroom, hallways, and playgrounds).

When students violate behavioral expectations, clear procedures are necessary for providing information to them that their behavior is unacceptable. A school-wide discipline matrix has been developed and is shared with students to help them understand the expectations.



# Student Behavior

At our school, student behavior is addressed based on whether it is considered a **minor** or a **major**. Minor behaviors are managed by the classroom teacher and support staff, while major behaviors are referred to the administrative office. This system helps ensure that every situation is handled fairly, consistently, and in a way that supports a safe and respectful learning environment.

Please review this table for some examples of more common minor and major behaviors.

<b>MINORS</b> Handled by the classroom teacher and support staff	<b>MAJORS</b> Handled by the administration office
<ul style="list-style-type: none"> <li>• <b>DEFIANCE</b> <ul style="list-style-type: none"> <li>-Saying “No” to teacher directions</li> <li>-Refusing to complete work</li> <li>-Not listening</li> <li>-Leaving classroom without permission</li> </ul> </li> <li>• <b>DISRESPECT</b> <ul style="list-style-type: none"> <li>-Talking back</li> <li>-Making faces or body gestures</li> </ul> </li> <li>• <b>DISRUPTION</b> <ul style="list-style-type: none"> <li>-Talking or yelling</li> <li>-Making noises for attention</li> <li>-Throwing objects</li> </ul> </li> <li>• <b>MEAN BEHAVIOR, Not Bullying</b> <ul style="list-style-type: none"> <li>-Teasing &amp; pestering others</li> <li>-Name calling</li> <li>-Inappropriate language/name calling</li> </ul> </li> <li>• <b>PHYSICAL CONTACT</b> <ul style="list-style-type: none"> <li>-Playing around for reaction, tag</li> <li>-Hitting, pushing, pinching, etc.</li> <li>-Tripping/kicking</li> </ul> </li> <li>• <b>PROPERTY MISUSE</b> <ul style="list-style-type: none"> <li>-Throwing, dropping, breaking or mishandling an object</li> <li>-Defacing of school property</li> </ul> </li> <li>• <b>INAPPROPRIATE ITEMS AT SCHOOL</b> <ul style="list-style-type: none"> <li>-Personal items, toys, electronics.</li> </ul> </li> <li>• <b>TECHNOLOGY VIOLATION</b> <ul style="list-style-type: none"> <li>-Use of cell phone during school hours</li> <li>-Accessing content that is not related to academics</li> </ul> </li> <li>• <b>STEALING</b> <ul style="list-style-type: none"> <li>-Petty theft with low value</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>DEFIANCE</b> <ul style="list-style-type: none"> <li>-Sustained defiance of 20 min. or more resulting in other students falling behind</li> <li>-Leaving campus or fleeing from classroom</li> </ul> </li> <li>• <b>DISRESPECT</b> <ul style="list-style-type: none"> <li>-Verbal threats to others</li> <li>-Harassment of any kind</li> <li>-Abusive language, cussing</li> </ul> </li> <li>• <b>DISRUPTION</b> <ul style="list-style-type: none"> <li>-Sustained disruption of 15 minutes or more</li> </ul> </li> <li>• <b>BULLYING</b> <ul style="list-style-type: none"> <li>-Seeking to harm others physically or their reputation. This includes cyberbullying. Bullying is repeated behavior.</li> </ul> </li> <li>• <b>PHYSICAL CONTACT</b> <ul style="list-style-type: none"> <li>-Intent to harm</li> <li>-Sexual harassment</li> </ul> </li> <li>• <b>VANDALISM</b> <ul style="list-style-type: none"> <li>-Destruction or defacing of school property of a higher value</li> </ul> </li> <li>• <b>POSSESSION OF ILLEGAL ITEMS</b> <ul style="list-style-type: none"> <li>-Drugs, alcohol, vape, lighters, weapons</li> </ul> </li> <li>• <b>TECHNOLOGY VIOLATION</b> <ul style="list-style-type: none"> <li>-Cyberbullying</li> <li>-Inappropriate websites</li> <li>-Videoing other students without permission</li> <li>-Repeated cell phone usage on campus</li> </ul> </li> <li>• <b>STEALING</b> <ul style="list-style-type: none"> <li>-Theft of high value</li> </ul> </li> </ul>

*Disclaimer: This chart represents general examples.*



# Playground Rules:

**We are a “hands-free” campus. Playing tag or any other hands on activities is not allowed.**

1. You must have an adult supervising areas outside of the playground such as the track or basketball court. Do not go to another area without an adult.
2. Line up quickly when the bell or whistle rings.
3. No food on the playground.

## Tornado Rules

- Only 2 people may be inside the Tornado at a time.
- Do not climb or hang on the outside bars—it’s unsafe.
- Take turns. Students waiting will count to 45 and then your turn is over and you may get back in line.

## Swings:

- Sit on swings only, do not stand or use your knees to swing
- Walk around the swings, do not run through the swing set
- Stay on the swing while it is moving, do not jump out
- Swing back and forth, not sideways
- Take turns. Students waiting will count to 60 and then your turn is over and you may get back in line.

## Basketball Court Rules

- You may only use the court when an adult is with you to supervise
- No hanging on the nets or rims
- Be respectful of others when playing

## Personal toys/items:

Please leave all personal toys and items at home.

## Jungle Gym Rules

- Bars are for hand-over-hand use only
- When dropping from the bars, land safely with knees slightly bent
- Use jungle gym only when dry
- Do not climb on the outside of the tunnel

## Slide Rules

- Only one student on the slide at a time.
- Always slide down feet first.
- Wait your turn patiently.
- Do not climb up the slide—go down only.
- Stay off the orange top; it is not safe.
- Move away quickly from the bottom so others can slide.
- Keep sliding—don’t stop in the middle of the slide and do not stay sitting on the bottom.
- No hiding inside the green slide.

## Hand over hand bars:

- Move in one direction (south to north)
- No monkey fights
- No flips off the bars
- Stay under bars, do not climb on top of them

**Activities During Snow:** Making snow forts and snow people is allowed. **Snow throwing is dangerous, please don’t do it!**



# Bus Rules for the Nespelem School District

Students will sit in their assigned area on the bus during the school year!

**ABSOLUTELY NO EATING ON THE BUS DUE TO HEALTH AND SAFETY REASONS**

- a. Students being transported are under the authority of the bus driver.
- b. Students shall use the emergency door only in case of emergency.
- c. Students shall be on time for the bus both morning and afternoon.
- d. Students shall not bring animals, except approved assistance guide animals on the bus.
- e. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
- f. Students shall not extend their hands, arms, or heads through bus windows.
- g. Students shall not open or close windows without permission of the bus driver.
- h. Students shall keep the bus clean and refrain from damaging it.
- i. Students shall be courteous to the driver, to fellow students, and passers-by.
- j. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

✂ If you cannot follow these directions, tickets will be given and the following actions will be taken:

- ✓ First Ticket: Warning from the Principal.
- ✓ Second Ticket: Warning from Principal and a phone call home.
- ✓ Third Ticket: 3 to 5 days suspension from all buses.
- ✓ Fourth Ticket: Suspension of all riding privileges.

Thank You for Helping Us Keep Our Buses Clean and Safe

Board Policy 3240, 3241 \*

## Alcohol, Tobacco, Drug and Weapon Free Schools

The Nespelem School District has strict expectations and policies regarding maintenance of an alcohol, drug and weapon free environment this includes vaping. Alcohol and other drug use prevention curriculum are in place at each grade level. In addition, school counselors, the district's alcohol and other drug use prevention coordinator, and other district personnel work closely with students, teachers, parents and community agencies to emphasize the risks associated with alcohol and other drug use. Students who bring tobacco, vaping products or alcohol products to school, or bring drugs to school or come to school under the influence of alcohol or drugs are dealt with very seriously according to Nespelem School District policy 2121 and procedure 2121P.

## Weapons

**Federal law prohibits students from bringing firearms and other weapons to school. Students who bring firearms or other weapons to school face severe consequences.** Students who threaten bodily harm or death to any student or staff member will be subject to the same discipline as for the weapons. In both cases, parents and Law Enforcement will be notified.

School Board Policy #3240P

## Harassment/Intimidation/Bullying (HIB)

Harassment/Intimidation/Bullying happens when anyone does things to annoy, bother, intimidate, threaten, or anger other persons in any verbal or physical way, whether the actions are directed at the person or their property. The



Nespelem School District is committed to a safe climate for all students and staff, free from **any form of discrimination, harassment, intimidation, or bullying**, including sexual harassment or cyber bullying. Harassment is unwelcome and unwanted verbal or physical actions or comments, including those that are electronically transmitted. It is uncomfortable, humiliating or intimidating for those targeted by the behavior. Therefore, no form of harassment will be tolerated according to Nespelem School District Policies on Harassment/Intimidation/Bullying

(HIB), 3207 and 3207P.

## Student Activities

### Athletics

***Students must be registered for the current year to be eligible for sports.*** The Nespelem School District is proud to offer a variety of athletic opportunities for students in grades 5 through 12. Sports offered includes Football, Cross Country, Volleyball, Basketball, Wrestling, Track, and Baseball. All students who wish to participate must meet the eligibility requirements outlined in the Athletic Code, maintain a current physical, and provide proof of insurance. The Nespelem School District enforces all Washington Interscholastic Activities Association (WIAA) regulations to ensure fairness, safety, and integrity in our programs.

Please refer to the Nespelem School District Athletic Handbook for detailed information including athlete qualifications, training regulations, equipment, sports travel, playing time, coach responsibilities, etc.

General requirements for Nespelem School athletes

- A current Physical, Student-Parent/Guardian Warning Form, Insurance waiver, Participation Guidelines form.
- Academic Standard - the minimum is that the athlete must be passing in all core subjects is a 2.00 GPA average to date, students with a D or F grade will not be allowed to play.
- School attendance prior to a contest or practice - In order to participate, the athlete must be in school the day of the contest.
- The dismissal or removal from classes for disciplinary reasons may disqualify a student athlete from participation in extracurricular activities. All violations shall be reported to the Athletic Director.

► *This is not a complete list of all eligibility rules and regulations. The WIAA has more regulations and a coach may have more team rules. For specific details regarding expectations, eligibility, and guidelines, please refer to the Nespelem School District Athletic Handbook. If you have any questions, please contact your Athletic Director at 634-4541.*

### Associated Student Body (ASB)

We, the students of Nespelem School, with equal representation, respect, value and recognition of all students and staff, and for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of Nespelem School, establish this Constitution of the Student Body of Nespelem School.

The purpose of the ASB is to unify all student organizations under one general contract. To increase student involvement and to represent our school in the best respectable manner. The student body of the Nespelem School shall consist of all students from Pre-12<sup>th</sup> grade.





The Student Council is comprised of four (4) executive members plus class representatives, and one faculty member.

## Nespelem School Parent Advisory Board

Parents are encouraged to be a part of the school advisory board for the building. This group does the following:

- ✂ Be a part of the review and dissemination yearly of the school improvement plan.
- ✂ Communicate to staff and parent's components of the plan
- ✂ Approve Title and Lap programs (state & Federal).

Nespelem School will promote partnerships that will increase involvement in promoting the academic, social and emotional growth of the children. These goals will be aligned with state and national educational goals.

## Student Rights

The mission of the district is to assure learning experiences to help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens.

- ✂ A student shall have the right to educational opportunity and treatment in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, marital status, pregnancy, previous arrests or incarcerations, or non-program-physical, sensory, or mental disabilities.
- ✂ A student shall enjoy freedom of speech, press, and assembly, providing such expression is not libelous, obscene, or disruptive.
- ✂ A student shall not be deprived of educational rights without due process.
- ✂ A student shall be punctual and regular in attendance unless officially excused.

Board Policy 3200 \*

## Civil Rights and Equity

WASHINGTON OFFICE OF SUPERINTENDENT of PUBLIC INSTRUCTION (OSPI) HANDBOOK LANGUAGE

### Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

#### What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

#### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB using our ([BULLYING REPORT FORM](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if





you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, **Keta Cline-Picking, (509) 634-4541 ext. 155**, that supports prevention and response to HIB.

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

#### **For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

#### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's webpage [www.nsdeagles.org](http://www.nsdeagles.org) or the district's *HIB Policy [3207]* and *Procedure 3207P* in the [Nespelem School District's Policy Manual](#).

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's *Nondiscrimination Policy 4260* and *Procedure 5010* visit [www.nsdeagles.org](http://www.nsdeagles.org) under the *Policy Manual*.

### What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.



Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy [5011] and Procedure [5011P] visit [[www.nsdeagles.org/policy-manual/](http://www.nsdeagles.org/policy-manual/)].

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.


What can I do if I’m concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns. For any discrimination or civil rights concerns, please contact the following coordinators/officers:

**Concerns about discrimination, please contact:**

<b>Title IX Coordinator</b> Ron Frescas <a href="mailto:rfrescas@nsdeagles.org">rfrescas@nsdeagles.org</a> (509) 634-4541 ext. 120	<b>HIB Officer</b> Keta Cline-Picking <a href="mailto:kcline@nsdeagles.org">kcline@nsdeagles.org</a> (509) 634-4541 ext. 155	<b>Section 504 Coordinator</b> Desirae Bear Eagle <a href="mailto:dbear eagle@nsdeagles.org">dbear eagle@nsdeagles.org</a> (509)634-4541 Ext. 137
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To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.



What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district’s discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to The Nespelem School District School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district’s Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)



All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeco.wa.gov](http://www.oeco.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3201] Procedure [3201P],

Visit [www.nsdeagles.org/policy-manual](http://www.nsdeagles.org/policy-manual).

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

**Keta Cline-Picking, Gender-Inclusive Schools Coordinator, (509) 634-4541**

## **Gender Inclusive Statement**

In Washington, all students have the right to be treated consistent with their gender identity at school.

Nespelem School District School Board believes in fostering an education and environment that is safe and free of discrimination for all students regardless of gender expression, gender identity, or sex. The board recognizes the importance of an inclusive approach towards 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 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.

To review the district's Gender-Inclusive Schools Policy #3201 and Procedure #3201P, visit [www.nsdeagles.org/policy-manual](http://www.nsdeagles.org/policy-manual).

## McKinney-Vento Act

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA)

The McKinney Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, commercial or public campgrounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, homes without electricity or running water, bus or train stations
- Migratory children and youth living in any of the above situations

\*Children in foster care are not automatically eligible (G-10, McKinney-Vento Non-Regulatory Guidance July 2004). A child/youth may be eligible for McKinney-Vento Services for the remainder of the school year from the time they are initially removed from the child's home and placed in foster/kinship care by CPS.

The McKinney-Veto Act ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first become homeless) regardless of what district they live in. It requires schools to register homeless children even if they lack normally required documents such as immunization records or proof of residence.

## FERPA Notification of Rights

### Elementary and Secondary Schools Confidentiality Notification

Nespelem School District #14 is required by federal regulations titled Family Educational Rights and Privacy Act (FERPA), to provide parents and students over 18, annual notification of their FERPA rights. If a primary or home language other than English is required, the district will effectively notify them of their rights under this regulation. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 years of age (eligible students) certain rights with respect to students' 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 the 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 him/her of his/her 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.

**Educational records** will not be released by the school district without your express written consent, provided, subpoena request shall be honored after you have been notified; provided further, the educational records will be sent, upon request, to another educational institution in the event of student transfer.

## Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Nespelem School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Nespelem School District may disclose appropriately designated "directory information" without written consent, ***unless you have advised the District to the contrary*** in accordance with District procedures. The primary purpose of directory information is to allow the Nespelem School District to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- Student of the Month or other recognition lists;
- Graduation programs;
- School website & Facebook; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Nespelem School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The Nespelem School District has designated the following information as directory information:

- Student's name



- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Grade level

## Home School Filing

Parents providing home-based instruction to their children must, under state law, file the following information with their local school district:

1. Child's name
2. Child's grade
3. Child's birth date
4. Credentials, if any, of home instructor

Parents must file this information and fill out the appropriate forms at the start of each school year at the Nespelem School District Superintendent's Office at 229 School Loop Road between the hours of 8:00 a.m. and 4:00 p.m.

## Child Find

**Nespelem School Child Find continues to be open to the public** at the Nespelem School. The screening is available for any child that resides within the Nespelem school district whether or not they are enrolled in school. A parent/guardian or teacher who has concerns regarding any educational needs or suspects a disability may complete a referral form located in the school office.

**Public Participation (WAC 392-172-588)** the district welcomes public participation and input regarding the planning and operating of the district's special education program. Any application and any required policies, procedures, evaluations, plans, and reports relating to the district's special education program are available for public review and comment through Nespelem School. Please contact the Principal at 509-634-4541 for further information.

# Emergency Procedures and Guidelines

## Emergency Drills

### FIRE DRILLS, SMOKE, and BOMB THREAT

When the fire alarm goes off, the students and staff will implement the following fire procedures:

- ✗ Children line up, stay calm and orderly.
- ✗ Children exit the building per fire drill map.
- ✗ If caught in smoke → drop to your hands and knees and crawl: breathe shallowly through you nose and use your shirt as a filter.
- ✗ If you are forced to advance through flames →hold your breath, move quickly; cover your head and hair, keep your head down and close your eyes as much as possible.
- ✗ If your clothes catch on fire → STOP, DROP, and ROLL until the fire is out.

### BUILDING LOCK-DOWN

Administrator will call a building lock-down when it is safer to stay in an area that can be secured than to move through the building where a potential threat may be encountered and there is no possibility of uncontrolled fire or explosion.

- ✗ A dangerous person is or is suspected of being on the campus





- ✗ Imminent danger exists

When a building lockdown is called, the students and staff will implement the following procedures from the Quick Reference Guide for Emergencies:

- ✗ Lock classroom doors, cover and lock windows **unless the situation is in the classroom.**
- ✗ Keep students out of sightlines of anyone outside the room.
- ✗ Contact the office immediately if you have an emergency in your room.
- ✗ Keep students away from doors and windows.
- ✗ If gunshot or explosion is heard refer to the Active Shooter section of Quick Reference Guide for Emergencies.
- ✗ Be prepared to provide attendance information.

### MODIFIED LOCK-DOWN

Administrator will call a modified building lock-down when it is safer to stay in the building that can be secured than to move outside of the building where a potential threat may be encountered.

- ✗ A dangerous situation occurs within the community or in another building on campus.
- ✗ No imminent danger exists.

When a modified building lockdown is called, the students and staff will implement the following procedures from the Quick Reference Guide for Emergencies:

- ✗ Allow no movement of students between buildings.
- ✗ Recall students from outside areas if safe to do so.
- ✗ Normal or modified activity may be permitted inside the building.
- ✗ Restrict entry to known district staff members.
- ✗ Adjust protocol to the level of perceived threat.
- ✗ Re-assess the situation periodically (summon help as warranted).

### EARTHQUAKE

When an earthquake is felt all students and staff will implement the following earthquake procedures:

- ✗ Students should drop to the floor, face away from windows, and cover their heads.
- ✗ If possible children should get under their desks; hold onto the desk legs, and stay until told to come out.
- ✗ If cover is not available, stand in interior doorways, narrow halls, or against weight bearing walls.
- ✗ Stay away from windows, light fixtures, and suspended objects.
- ✗ When the earthquake is over, evacuate the building as quickly as possible per fire drill map.

### ACTIVE SHOOTER ON CAMPUS

- ✗ Secure students in lockdown and call 911.
- ✗ Barricade rooms and entrances as necessary.
- ✗ Contact the office immediately and/or initiate a school wide lockdown.
- ✗ If gunshot or explosion is heard, initiate RUN, HIDE, FIGHT strategies as you believe are necessary.
- ✗ If you are HIDING, keep students away from doors and windows.

Definitions:

- ✗ Run – Disperse and leave the building if you can. This may include breaking a window with anything at your disposal or damaging school property.
- ✗ Hide – Barricade and Hide if you can't run. Lock and brace the door and windows with anything at your disposal.
- ✗ Fight – If your barricade fails and the shooter makes entry into your room, fight like your life depends on it. Use anything at your disposal to eliminate the threat.





# Nespelem School District Internet Safety Rules

## Information for Families

- Your child may be given an account to use on the district network, including email and online learning tools.
- This allows communication with schools and organizations worldwide, access to research, and sharing of student work.
- Inappropriate use of the network may result in **loss of privileges** and other disciplinary actions.

## Important Reminders for Parents:

- You are legally responsible for your child's actions online.
- Please stress the importance of keeping passwords private.
- We do our best to supervise and filter content, but no system is perfect. Students may encounter inappropriate material despite safeguards.

By working together, we can help students build safe, respectful, and responsible online habits that will serve them well into the future.

## Netiquette & Network Guidelines

- ✓ Be safer online *and* offline.
- ✓ Say "NO!" when you need to.
- ✓ Post content carefully, because anything posted remains online somewhere, forever!
- ✓ Check first.
- ✓ Tell a trusted adult.

<b>Be Safe</b> <ul style="list-style-type: none"><li>• Always use your code name (not your real name).</li><li>• Keep your personal info private (address, phone number, etc.).</li><li>• Never share your password—except with your teacher.</li></ul>	<b>Be Kind</b> <ul style="list-style-type: none"><li>• Use positive, friendly language.</li><li>• No sarcasm, rude words, or put-downs.</li><li>• Remember: kindness shows character.</li></ul>
<b>Be Respectful</b> <ul style="list-style-type: none"><li>• Follow school rules (<i>this is still schoolwork</i>).</li><li>• Edit only your own work unless you have permission.</li><li>• If you find someone forgot to log out, log them out instead of snooping</li></ul>	<b>Be Productive</b> <ul style="list-style-type: none"><li>• Write clearly (no texting shortcuts).</li><li>• Stay on topic and keep your audience in mind.</li><li>• Share ideas that matter.</li><li>• Be authentic. If using AI, use it responsibly.</li></ul>
<b>Be Present</b> <p>Only posts that meet these rules will be published. If not, your post may be held back.</p>	

## Network Use: What's Allowed

The Nespelem School District network includes computers, email, blogs, wikis, websites, storage, and connected devices. All use must support **education and research**.

Acceptable Uses	Not Acceptable
<ul style="list-style-type: none"><li>• Creating school-related projects, videos, podcasts, or websites.</li><li>• Participating in blogs, wikis, and online groups that support learning.</li><li>• Publishing school-related work online (with proper citations).</li><li>• Staff using the network occasionally for personal needs, in line with district policy.</li></ul>	<ul style="list-style-type: none"><li>• Using the network for personal gain, advertising, or sales.</li><li>• Installing unapproved games, music, or software.</li><li>• Political campaigning.</li><li>• Hacking, spreading viruses, or tampering with equipment.</li><li>• Accessing another student's or staff member's account.</li><li>• Cyberbullying, harassment, hate speech, or discrimination.</li></ul>

Please sign the:

*Internet Safety Student & Parent Agreement*

And the

*Google Apps for Education Permission Form*

**Both are required for any student to access the internet.**

✉ *If you have questions, please contact your child's teacher or the Nespelem School District office.*

# Nespelem School District

## Student/Parent/Teacher Agreement

### 2025-2026

We are proud of our school. Our community is committed to providing you with a safe and orderly environment where you can learn and practice good choices and habits, which will ensure success. No one is allowed to interrupt your education nor will you be allowed to interrupt another's. We invite you to join the Nespelem Eagles community by committing yourself to success.

Student Name \_\_\_\_\_  
*First Last*

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
*First Last*

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Parent E-mail Address: \_\_\_\_\_

By signing this agreement, I understand and accept the expectation and responsibilities required to pursue and complete my education at Nespelem School.

By signing this agreement, I understand that I am responsible to read and accept the Academic Standards and the Behavior Standards set forth in the Handbook.

By signing this agreement, I assure Nespelem School that I will take responsibilities to:

- ☆ Contribute to a safe and orderly school environment
- ☆ Dress appropriately in compliance with the dress code
- ☆ Demonstrate successful attendance practices
- ☆ Use appropriate social behaviors
- ☆ Follow school-wide expectations
- ☆ Maintain work habits appropriate for Nespelem School

I understand and accept the consequences if I fail to comply.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please Return to Your Classroom Teacher When Finished*



# Google Apps for Education Permission Form

Dear Parents/Guardians,

The Nespelem School District utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Nespelem School District's online presence in Google Apps for Education: Mail - an individual email account for school use managed by the Nespelem School District Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. For more information about Nespelem School District's Google Apps for Education implementation, please visit <http://goo.gl/JlIGuv> Google Apps Information under the "Tech Info" tab at [www.nsdeagles.org](http://www.nsdeagles.org)

## Why use Google Apps for Education?

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience
- To facilitate "paperless" transfer of work between students and teachers
- To provide adequate (seven gigabytes) long-term storage space for student work
- A potential cost savings in terms of software licensing and document storage

## How are the Nespelem School District and Google linked together?

The Google agreement with the Nespelem School District provides access to Google applications and storage. While Google hosts these services off-site, the District maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that NSD can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

## What personal student information and student education records will be stored in Google Apps for Education?

The terms of the Google contract with the Nespelem School District mandate that we must have parental permission for the use of Google Apps for Education. On the Google permission form that parents are asked to sign, it states that "information about my child will be collected and stored electronically." Google does not request any personal information from students and the District does not provide personal student data (ex. birthdate, address, phone number, grades, test scores) to Google. That information resides in the NSD student information system and is not stored nor available to Google.

The permission form also states that "my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Nespelem School District". Examples of



student education records in Google are assignments, notes, calendars and projects created by the student. Technology use in the Nespelem School District is governed by federal laws including:

**Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Nespelem School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. --COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

**Family Educational Rights and Privacy Act (FERPA)** FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. --FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

### **Guidelines for the responsible use of Google Apps for Education by students:**

1. Official Email Address. All students will be assigned a username##@my.nsdeagles.org email account. This account will be considered the student's official NSD email address until such time as the student is no longer enrolled with the Nespelem School District. Student usernames are pseudonyms, not their real names.
2. Prohibited Conduct. Please refer to the Board Policy N2022 and N2022P, the Acceptable Use Policy and also the Netiquette Expectations
3. Access Restriction. Access to and use of student email is considered a privilege accorded at the discretion of the Nespelem School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. Security. Nespelem School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. Nespelem School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the username##@my.nsdeagles.org Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.
6. Internet Safety: We focus on internet safety and digital citizenship guidelines.  
<http://www.nsdeagles.org/home/technology-information/net-safety> <http://www.nsdeagles.org/netiquette>

### **Nespelem School District**

### **Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, and Sites**

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Washington law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Nespelem School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.



I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ **YES**, I give permission for my child to be assigned a full Nespelem School District Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned a full Nespelem School District Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) \_\_\_\_\_

Grade: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please sign and return this form.***

