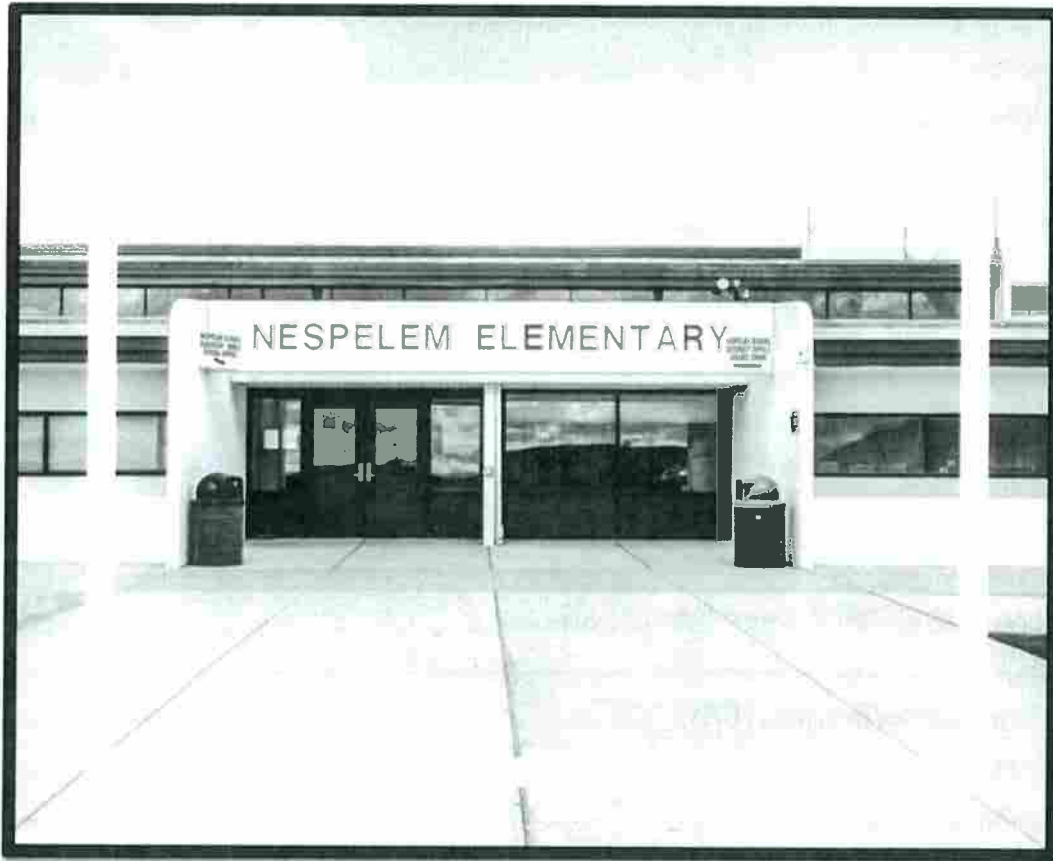


NESPELEM SCHOOL DISTRICT #14



Student & Parent HANDBOOK

2024-25 SCHOOL YEAR



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

(509) 634-4541
www.nsdeagles.org



2024-25 Student Parent Handbook

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Nespelem School District #14



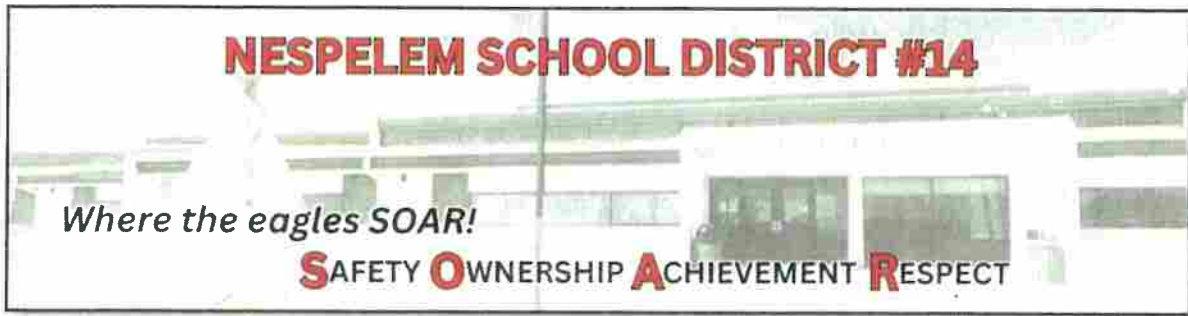
Mission Statement

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

Nespelem School District's Core Values

Safety Ownership Achievement Respect





Welcome Message

Dear Students & Families:

We welcome you! We are so excited for you to be a part of our school! As a staff, we are dedicated to helping you become engaged learners that are accountable for academic growth. Adults in our school will consistently model teamwork, while intentionally preparing you for a successful future.

We encourage parents/guardians to be involved in all aspects of school during this time and maintain open communication with your child, teachers, support staff, and the administration at Nespelem School. We believe that all stakeholders should be involved in decision-making. Every member of the staff is here to assist students in learning and growing.

The information in this student handbook has been prepared to provide students and families the necessary information about our school. It is essential that all students know the contents and use the handbook throughout the year.

Make your years at Nespelem School count!

Administration

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


Nespelem School District School Board

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



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.

Late Start Schedule

	Late Start:	* * * * *
		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 the most update 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.

Student Food/Beverages

No outside snacks or energy drinks are allowed

The Nespelem School participates in the Community Eligibility Program through OSPI Child Nutrition Program for the breakfast, lunch, fresh fruits & vegetable & snack programs. Outside snacks and beverages are not allowed.

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 or functions.

Nespelem School District 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.
- ✎ *Approved activity and sport uniforms are excluded.

Electronic Devices

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.

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.

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.

Student Check Out

No student shall be removed from the school grounds or from school buildings during school hours except by a person authorized to do so by a parent or legal guardian who has legal custody of the student. If a parent is picking up a student during school time, he or she must be checked out of the office with a signature and may be asked to present photo identification upon request.

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.



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 Elementary 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 theme is acknowledged as student of the month.
4. Students have opportunities to earn "SOAR Dollars" for showing SOAR behaviors.
5. Individual classrooms may also make special presentations and acknowledgments in various ways.



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 *



Playground Rules:

<p>Teeter-totters: One student on each end. Both hands on the handle bar. Keep middle bar clear. Keep feet out from under the board while it descends. Board is for rocking back and forth while sitting on it only.</p>	<p>The big slide: Be patient and wait your turn. The orange top of the slide is dangerous, don't climb on it. Slide down feet first. Keep clear from the bottom when others are coming down.</p> <p>Hand over hand bars: Move in one direction (from south to north). No monkey fights. No flips off the bars. Stay under the bars at all times, not on top of them.</p>
<p>Jungle gym: For grades K-5. The bars are for hand over hand use. Climb on jungle gym when it's dry only Drop from the bars with knees slightly bent.</p>	<p>Swings: Sit on the swings with your bottom, not feet or knees. One person to a swing. Walk around the swings, being careful not to get hit. Stay on the swing while in motion Keep swings at original height. Swing back and forth not sideways.</p>
<p>Tornado: Up to 2 people are allowed inside the Tornado at a time. No one is allowed on the outside bars of the tornado for safety reasons. Snow: Making snow forts and snow people is allowed. Snow throwing is dangerous, please don't do it!</p>	<p>Basketball court: No hanging on the nets or rims. Be respectful when playing, avoiding hurting others.</p>



Discipline Matrix

Key Terms: In School Suspension (ISS), Out of School Suspension (OSS), But not limited to (BNLT), Short Term (ST), Long Term (LT)

Infractions	1 st Step	2 nd Step	3 rd Step
<p style="text-align: center;">Multiple Minors</p> <ul style="list-style-type: none"> ✘ Disruptive ✘ Disrespectful ✘ Defiance ✘ Unsafe action ✘ Dress code ✘ Inappropriate language ✘ Property damage/misuse ✘ Technology violation ✘ Other 	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Parent contact ✘ Loss of recess ✘ Lunch detention 	<ul style="list-style-type: none"> ✘ Parent contact ✘ Lunch detention ✘ School grounds clean-up ✘ Behavior training ✘ Meeting 	<ul style="list-style-type: none"> ✘ ISS ✘ Possible Behavior Plan
<p style="text-align: center;">Gang Issues</p> <p>May include but not limited to (BNLT):</p> <ul style="list-style-type: none"> ✘ Writing ✘ Attire ✘ Graffiti ✘ Recruiting/dialogue/threats 	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Parent contact ✘ Lunch detention/ISS ✘ Graffiti-restitution 	<ul style="list-style-type: none"> ✘ Parent contact ✘ Possible Behavior Plan ✘ Counselor referral ✘ Graffiti-restitution ✘ Lunch or recess detention 	<ul style="list-style-type: none"> ✘ Graffiti – restitution ✘ Behavior Plan
<p style="text-align: center;">Bullying/Harassment/Threats</p> <p>An act that is written, verbal, electronic, or physical that: physically, or emotionally harms another that is persistent and pervasive and is threatening or intimidating</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ✘ Extort items/money ✘ Teasing repeated over time/intensive ✘ Putdowns repeated over time ✘ Repeated directing others to act against a student in a pattern 	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Parent contact ✘ Lunch detention ✘ Possible ISS/OSS ✘ Behavior training ✘ Possible police report 	<ul style="list-style-type: none"> ✘ Parent meeting ✘ ISS/OSS (1-10) ST ✘ Referral to counselor ✘ Possible police report ✘ Lunch detention ✘ Possible police report 	<ul style="list-style-type: none"> ✘ OSS (1- 10) ST ✘ Possible OSS (11-term) LT ✘ Behavior Plan ✘ Possible police report
<p style="text-align: center;">Physical Contact</p> <p>Harmful physical contact Includes BNLT:</p> <ul style="list-style-type: none"> ✘ Fighting ✘ Punching ✘ Kicking ✘ Hair pulling ✘ Pushing/tripping 	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Parent contact ✘ Lunch detention/ISS ✘ Possible OSS (1-10) ST 	<ul style="list-style-type: none"> ✘ Parent contact ✘ ISS/OSS ✘ Re-entry meeting ✘ Behavior training ✘ Counselor referral ✘ Possible police notification 	<ul style="list-style-type: none"> ✘ ISS/OSS ✘ Re-entry meeting ✘ Behavior Plan ✘ Possible police report



<p style="text-align: center;">Hurting Another</p> <p>May Include BNLT:</p> <ul style="list-style-type: none"> ✘ Rough Play ✘ Unsafe behavior/play ✘ Negligence 	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Parent contact ✘ Loss of privilege recess/other lunch detention 	<ul style="list-style-type: none"> ✘ Parent meeting ✘ Lunch detention ✘ Possible counselor referral 	<ul style="list-style-type: none"> ✘ Parent meeting ✘ Loss of privilege ✘ Possible ISS ✘ Possible Behavior Plan
<p style="text-align: center;">Property Damage/Misuse/Theft</p>	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Parent contact ✘ Loss of recess/lunch detention ✘ Possible restitution 	<ul style="list-style-type: none"> ✘ Parent meeting ✘ Possible behavior training ✘ Possible restitution ✘ Lunch detention 	<ul style="list-style-type: none"> ✘ Parent meeting ✘ Possible Behavior Plan ✘ Possible restitution
<p style="text-align: center;">Defiance/Disrespect</p>	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Parent contact ✘ Loss of recess/lunch detention 	<ul style="list-style-type: none"> ✘ Student/teacher conference ✘ Parent contact ✘ Possible behavior plan ✘ Behavior training 	<ul style="list-style-type: none"> ✘ Possible ISS ✘ Parent conference
<p style="text-align: center;">Possession of Legal Drug, Alcohol, Tobacco</p>	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ ISS (1-10) ST ✘ Police notification ✘ Drug and alcohol assessment 	<ul style="list-style-type: none"> ✘ ISS/OSS ✘ Police notification ✘ Counselor referral 	<ul style="list-style-type: none"> ✘ ISS/OSS ✘ Police notification
<p style="text-align: center;">Possession of Controlled Substances</p>	<ul style="list-style-type: none"> ✘ Parent contact ✘ ISS/OSS ✘ Police notification 	<ul style="list-style-type: none"> ✘ ISS/OSS ✘ Police notification ✘ Substance abuse assessment 	<ul style="list-style-type: none"> ✘ Possible expulsion ✘ Police notification
<p style="text-align: center;">Possession/Use of Weapons and or Dangerous Objects</p>	<ul style="list-style-type: none"> ✘ Parent contact ✘ ISS/OSS 	<ul style="list-style-type: none"> ✘ Parent contact ✘ OSS (11-term) LT 	<ul style="list-style-type: none"> ✘ Possible expulsion



	<ul style="list-style-type: none"> ✘ Police notification ✘ Possible expulsion 	<ul style="list-style-type: none"> ✘ Possible expulsion ✘ Police notification 	<ul style="list-style-type: none"> ✘ OSS ✘ Police notification
Dress Code	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Warning ✘ Student/parent conference ✘ Review/sign DC Policy 	<ul style="list-style-type: none"> ✘ Parent conference ✘ Lunch detention 	<ul style="list-style-type: none"> ✘ Parent conference ✘ Lunch detention
Lewd Conduct Obscene or indecent behavior or gestures	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Warning ✘ Parent contact ✘ Loss of recess 	<ul style="list-style-type: none"> ✘ Parent contact ✘ Referral to Counselor ✘ 	<ul style="list-style-type: none"> ✘ Possible ISS ✘ Parent conference ✘ Lunch detention
<p style="text-align: center;">Technology Violations</p> <ul style="list-style-type: none"> ✘ Refusal to give tech equipment to staff ✘ Accessing “off limit” and inappropriate websites on school computer ✘ Bullying/harassment type messages on school tech equipment 	<ul style="list-style-type: none"> ✘ Student/teacher conference with spleem form ✘ Warning ✘ Parent contact ✘ Loss of recess 	<ul style="list-style-type: none"> ✘ Student teacher conference ✘ Parent contact ✘ Loss of privileges 	
Other	Board Policy/WAC	Board Policy 3240* Board Policy 3241* Board Policy 3241P* RCW 28A.600.010	

Disclaimer: This Matrix represents basic general guidelines. Plan may be altered based on need of students and staff. 2024-25



Student Discipline

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.

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.



Activities

Athletic Programs offered to Nespelem students in grades 5, 6, 7, and 8 include: Football, Cross Country, Volleyball, Basketball, Wrestling, Track, and Softball. Students wishing to participate in athletics must meet eligibility requirements set forth in the athletic code, and must have a current physical, insurance.

Nespelem Middle School Participation Guidelines for Athletes

These requirements must be met prior to participating in a given sport season.

- 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. Core subjects are: Reading, English, Math, Science, Social Studies. Each Thursday grades are checked for eligibility. Students that are not eligible may not participate in any contests/games the following week, and can only go to practice after participating in study table before school, at lunch recess or after school. In addition to academic standards, an "S" (for satisfactory) or better in citizenship needs to be maintained.
- 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.

Training Regulations

No use, possession, distribution or sales of alcoholic beverages, illegal drugs, or drug paraphernalia. (Level 3 of the Discipline Policy long-term suspension and dismissal from the sport squad). All athletes shall attend all practices, meetings, contests, unless excused by the coach. Unexcused absences carry their own consequence: The first unexcused absence – The student gets a warning. The second unexcused absence – The student loses game/contest time. The third unexcused absence – The student will not participate in the next game or match. The fourth unexcused absence – The student is suspended from the team with a right to appeal.

Equipment

School equipment may be checked out to the students and will be their responsibility. They are expected to keep it clean and in good condition. Loss of issued equipment or damage will be the student's financial obligation.

Travel

Each team member will remain with the team and under the supervision of the coaching staff when attending a contest. All student athletes must travel to and from athletic contests with the team and in transportation provided for this purpose. The only exception to this rule will be in the event the parent or guardian personally requests in writing to the coach or advisor in charge of the student that their child is allowed to go home with them (only on return trips).

Playing time

Playing time is earned not given. The coach decides who should play and when. The coach will play team members as he/she can, but there may be times when some of the athletes will not play in a contest. ► *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. 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-8th grade.

The Student Council is comprised of four (4) executive members plus class representatives, and one faculty member. The council, executive members, and class representatives is for grades 5th-8th grade only. The voting is only done by 4th-8th grade, and all positions are voted on, after the students are given time to campaign and render speeches to their voting peers.

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 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 under the *Nespelem School District's 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/.

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:

Title IX Coordinator Keta Cline-Picking kcline@nsdeagles.org (509) 634-4541 ext. 155	HIB Officer Keta Cline-Picking kcline@nsdeagles.org (509) 634-4541 ext. 155	Section 504 Coordinator Desirae Bear Eagle dbear eagle@nsdeagles.org (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
- Email: 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
- Email: 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.oeo.wa.gov
- Email: 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: ocr@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.

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.

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.



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 your 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.



Internet Safety Rules

Nespelem School District No.14

2024-2025

During the course of the school year Nespelem School and/or Nespelem School District may wish to display an image of your child or display an example of his/her work. The policy and procedure for publishing is as follows:

- ∨ All material displayed on a web page or throughout the school must be approved by one of the District's certificated employee using Internet Publishing guidelines.
- ∨ All student work will be given proper credit with student name and written description of the project.
- ∨ Images of students will only be used if the student is involved in school or a school related activity. For grades K-8 students' first name and initial of last name may be used; for grades 9 - 12 students' full name may be included with their image(s).
- ∨ Family privacy will always be protected. Student work or image will never reveal home address, home phone, e-mail address, other family details, or overly personal information.

If for any reason(s) you wish your child's image or work not to be displayed in Nespelem School or on Nespelem School District's web pages please sign and date the Denial form below.

Thank you for your interest.

Parent/Guardian Denial of Permission for Web Publishing.

As the parent or guardian of this student, _____

I hereby deny permission for my child's image or work to be displayed in Nespelem School or on the District's web pages.

Parent/Guardian name (print) _____

Parent/Guardian signature _____ Date _____

Please return this Denial of Permission form to the school(s) your child attends.

Parent or Guardian Denial of Permission for Internet Access

As the parent or guardian of this student, _____ I hereby deny permission for my child to access the Internet at school.

Parent/Guardian name (print) _____

Parent/Guardian signature _____ Date _____

School: _____

Principal Signature _____ Date _____

Please send copy to Technology Dept.



Nespelem School
Student/Parent/Teacher Agreement
2024-2025

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

