

Nespelem School District 14



2022-2023 Student Handbook

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* Board Policy Paraphrased



WELCOME

Dear Students:

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!



MISSION STATEMENT

The Mission of Nespelem School is to enable each child to be a thinking, caring, productive person using high academic standards in a positive environment.



Anti-discrimination Notice:

The Nesperem School District #14 complies with all federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district activities, programs, and employment opportunities. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640/RCW28A.642 Compliance HIB Officer, (509) 634-4541 @nsdeagles.org and/or Section 504/ADA Coordinator, Desirae Bear Eagle (509) 634-4541 dbearagle@nsdeagles.org . Nespelem School District is a drug- and tobacco-free workplace. For more information on Nespelem School District's Affirmative Action Plan, please visit the "District Information" section located under "Our District" on the Nespelem School District website at:

www.nsdeagles.org

*Please read the mandatory statements section at the end of this document



NESPELEM SCHOOL STAFF 2022-2023

Telephone ~ (509) 634-4541
Address ~ 229 School Loop Road Nespelem, WA 99155
Superintendent/Principal – Effie Dean

DISTRICT OFFICE

DEAN, EFFIE
LEZARD, VIRGINIA
NCESD
DESCOTEAUX, LINDA
CIRK, DAVE

SUPERINTENDENT / PRINCIPAL
ADMINISTRATIVE SECRETARY
BUSINESS MANAGER / HUMAN RESOURCES
ACCOUNTS PAYABLE / ADMINISTRATIVE ASSISTANT
TRANSPORTATION / MAINTENANCE

TEACHING STAFF

TIMENTWA-HORTON, SELINA
BYAM, KARYN
BYAM, MADISYN
ADOLPH, GLORIA
OLBRICHT, KELSIE
VAUGHAN, LISA
FRESCAS, RON
FRY, CINDY
MOSES, LESLIE
BAYS, DEBBIE
QUINTASKET, BARBARA
CUMMINGS, ROXANE
WEED-BUTZ, CANDY

PRESCHOOL
TRANSITIONAL KINDERGARTEN
KINDERGARTEN
GRADE 1
GRADE 2
GRADE 3
GRADE 4
GRADE 5
GRADE 6
GRADE 7 / TECHNOLOGY
GRADE 8
TEACHER
SPECIAL EDUCATION TEACHER

OTHER INSTRUCTIONAL STAFF

BEAREAGLE, DESIRAE
WAPATO, KAREN
VACANT
IVES, MARION
DAVIS, WILLIE
ST. PIERRE, CINDY
TIMENTWA, MATTHEW
ADOLPH, ISAIAH
BRYANT, DEBRA

COUNSELOR
SCHOOL NURSE, RN
NURSE ASSISTANT
CULTURE COORDINATOR
LIBRARY COORDINATOR
SPED PARAPROFESSIONAL
P.E. COORDINATOR
PARAPROFESSIONAL / CUSTODIAL
LAP PARAPROFESSIONAL

SUPPORT STAFF

PAYNE, DENNIS
BUTZ, DAVE
ESD 171
KUEHNE, DEANNA
HANNAHS, DENISE
HODGE, SEANNETTE
ELWELL, VIRGIL

BUS DRIVER / MAINTENANCE / MECHANIC
BUS DRIVER / SCHOOL SECURITY OFFICER (SSO)
SPECIALISTS / TECHNOLOGY
HEAD COOK
INTERN HEAD COOK
ASSISTANT COOK
CUSTODIAL

BOARD OF DIRECTORS

POSITION #1 VARGAS, ANNA
POSITION #2 ANNETTE MOSES
POSITION #3 JOLENE MARCHAND

POSITION #4 JARAE CATE
POSITION #5 NANCY ARMSTRONG-MONTES



SCHOOL HOURS

Doors open at 7:30 am

Breakfast: 7:30-8 am (in the classroom)

School Begins: 7:30 a.m.

Lunch: 11:05-12:05 & 12:05 – 12:35

Dismissal: 3:00 p.m.

Students are expected to be in the classroom to eat breakfast!

STUDENT SOAR SCHOOL EXPECTATIONS:

At Nespelem School: 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 6 feet apart, wearing mask, handwashing, 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. Students achieving Honor Roll status are acknowledged. "A"
Honor Roll is GPA of 3.5 - 4.0. "B" Honor Roll is GPA of 3.0 - 3.49.
4. Individual classrooms may make special presentations and acknowledgments in various ways.



Early Release/Late Start Schedule

Early Release: 11:30 a.m.

Late Starts: 2-hours

School Starts at 10:00 a.m.

- No Breakfast, Preschool, or after school program when it's a late start day.

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. You can also call the Dave Cirk @ 634-4541 ext. 105 .

Daily Attendance

Regular school attendance is necessary for the mastery of educational programs provided to students in the district. Classes require the student's daily participation to achieve the instructional objectives.

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.

Mandatory Attendance

All parents/guardians in this school district having custody of any child 8 to 18 years old shall cause such child to attend the schools of the district.

RCW 28A.04.135 and RCW 28A.27.010
RCW 28A.225.010



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 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 *

Food/beverages

No outside snacks or energy drinks are allowed unless classes are celebrating a birthday or holiday.

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.

All electronic devices such as: Radios/ Headphones/Cell Phones etc.

These items will not be allowed this school year. Nespelem School is not responsible for lost or stolen devices.

Truancy

The school will notify a student's parent or guardian in writing or by telephone whenever the student fails to attend school after one unexcused absence. The notification shall include the potential consequences of additional school absences. A conference with a parent or guardian may be held after two unexcused absences. The Child Study Team will schedule a conference to determine what corrective measures could improve the student's attendance. Prior to the student's fifth unexcused absence, the district will notify the student and parents of school attendance requirements. After the student's fifth unexcused absence in a month or tenth unexcused absence in a year the District will file a petition and affidavit with the juvenile court alleging a



violation of RCA 28A.225.010 Students will also be referred to the Community Truancy Board for assistance in improvement of attendance.

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 *

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.

Other 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.

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>

Student Conduct

Cooperation:

All students will comply with the reasonable expectations of and cooperate with all teachers, administrators, and other school employees and follow the Nespelem School rules. 1) Clean Campus: Students are expected to pick up after themselves and keep the school and cafeteria free of litter. 2) Bathrooms: Use quickly, clean up after yourself, practice good health habits.

Board Policy 3240*



Lunch Detention and Loss of Recess

Lunch detention will involve cleaning tables during lunch break. For infractions of school rules, regulations or misconduct, students may be assigned lunch detention by the principal. Loss of recess may be assigned as well, which involves sitting out of recess or helping clean up the school grounds.

Board Policy 3240*

Discipline

School-Wide PBIS: PAX

Nespelem School has chosen to adopt a Positive Behavior Intervention and Support (PBIS) framework to encourage positive behaviors at school and to help create effective learning environments. This framework is called PAX. As a school-wide system, this framework is used with all students, across all environments of the school (classroom, lunchroom, hallways, and playgrounds).

The PBIS PAX framework gives all teachers, staff, and students a clear set of expectations to follow throughout the school building. The general expectations of Nespelem School are:

- *Be Safe
- *Be Respectful
- *Be Responsible

In each area of the school, specific behavioral expectations are defined related to these general expectations. Once the expectations have been determined, they are clearly taught and demonstrated to all students. Students are presented with each expectation, the rationale for the expectations are discussed, and students see examples of the right and the wrong way to demonstrate an expectation. After the expectations have been modeled, students have the opportunity to practice the right way and show their understanding. A “spleem” form will be used when students do not follow the expected behavior at Nespelem School.

Example of the Problem Solving Form questions (Spleem)

Student: _____ Teacher: _____ Date/Time: _____

1 What was your spleem?

2. What did you want? (Check at least one.)

___ I wanted attention from others.

___ I wanted to be in control of the situation.

___ I wanted to challenge the teacher’s authority.

___ I wanted to avoid doing my work.

___ I wanted to be sent home.

___ I wanted to cause problems for others because I don’t like myself.

___ I wanted to cause problems for others because they don’t like me.

___ I wanted to cause problems for others because I don’t know what I should be doing.

___ I wanted revenge.

___ Other: _____

3. Did you get what you wanted: ___ Yes ___ No Why?

4. What would a Leader have done?

5. What do you need to do when you go back to your class and meet the SOAR expectations?

6. Will you be able to do it? ___ Yes ___ No

7. What do you think will happen because of your spleem?

8. Can you handle it? ___ Yes ___ No



Staff Signature: _____ Student Signature: _____

When students violate behavioral expectations, clear procedures are necessary for providing information to them that their behavior is unacceptable. Students, teachers, and administrators should be able to predict what will occur when behavioral errors are identified. A school-wide discipline matrix has been developed and is included in this packet. The **Student Behavior Flowchart** is used to help teachers distinguish major from minor behavioral incidents.

Student Behavior Flowchart

Behavior	Minor (spleem form)	Major
Disrespect	<ul style="list-style-type: none"> ✗ Not working/unfinished work ✗ Not participating in group work ✗ Making faces/rolling eyes ✗ Huffing, sighing, etc. ✗ Arguing/defiance – inappropriate response to teacher request ✗ Uncooperative behavior/lack of effort ✗ Talking back ✗ Cheating/lying ✗ Leaving assigned area ✗ Minor object stealing 	<ul style="list-style-type: none"> ✗ Blatant or excessive non-compliance or defiance ✗ Extreme profanity ✗ Repetitive minor incidences that normal classroom consequences are not addressing ✗ Leaving campus/hiding from staff ✗ Forgery ✗ (intentional) Theft of major objects or pattern of minor stealing that is ongoing
Disruption	<ul style="list-style-type: none"> ✗ Making noises ✗ Constant talking ✗ Yelling out or blurting disruption during instruction ✗ Crying ✗ Throwing objects ✗ Out of seat ✗ Not listening ✗ Not following directions ✗ Tardy to class or leaving early 	<ul style="list-style-type: none"> ✗ Screaming/yelling excessively ✗ Teacher cannot teach/students cannot learn ✗ Out of control behavior in the extreme ✗ Throwing objects with intent to cause harm ✗ Excessive pattern of absence, tardy, or truancy
Dress Code	<ul style="list-style-type: none"> ✗ Spaghetti straps ✗ Short skirts or shorts ✗ Low-cut top ✗ Hats ✗ Exposed midriff ✗ Overly suggestive or violent clothing *see dress code 	<ul style="list-style-type: none"> ✗ Ongoing pattern of dress code violations



Inappropriate Language	<ul style="list-style-type: none"> ✗ Negative talk ✗ Name calling ✗ Teasing ✗ Swearing ✗ Verbal argument/disagreement ✗ Impolite talk ✗ Talking back ✗ Dishonesty/lying ✗ Peer conflict (balance of power) ✗ Mean comments that hurt feelings 	<ul style="list-style-type: none"> ✗ Blatant or excessive swearing ✗ Offensive/harassing language ✗ Excessively vulgar language ✗ Severe verbal threats against anyone ✗ Gang harassment ✗ Harassment (racial, sexual, religious, gender, ability) ✗ Intimidation ✗ Bullying (balance of power)
Property Damage/Misuse	<ul style="list-style-type: none"> ✗ Defacing books, pencils, pens, crayons, classroom supplies, PE equipment ✗ Minor vandalism (such as writing on desk or other's property) ✗ Stealing minor items ✗ Furniture damage 	<ul style="list-style-type: none"> ✗ Excessive defacing of peer/teacher/school property ✗ Vandalism (breakage, spray paint or permanent damage) ✗ Use of combustibles (fire crackers, snaps, etc.) ✗ Stealing major items from peers/adults ✗ Pushing over furniture ✗ Setting fires ✗ Graffiti
Physical Contact	<ul style="list-style-type: none"> ✗ Bumping into another person ✗ Play hitting/horseplay ✗ Touching someone else ✗ Pushing/shoving ✗ Poking ✗ Tripping ✗ Reckless physical behavior such as: play hitting/horseplay/flicking/pinching/teaching-messing around intent 	<ul style="list-style-type: none"> ✗ Fighting ✗ Loss of control out of anger ✗ Hitting with intent to harm ✗ Punching with intent to harm ✗ Physical intimidation ✗ Spitting/scratching/biting with intent to harm – anger related ✗ Sexual misconduct ✗ Physical aggression/assault ✗ Repeated minor physical contact/aggression



Technology Violation	<ul style="list-style-type: none"> ✗ Earbuds in at inappropriate times ✗ Cell phone not put away ✗ Playing games on cell at recess ✗ Off-task computer behavior ✗ On a website without permission 	<ul style="list-style-type: none"> ✗ Refusal to give tech equipment to the staff member ✗ Accessing “off limit” and inappropriate websites on school computer ✗ Bullying/harassment type messages on school tech equipment
Other <i>*Specify in brief note</i>		<ul style="list-style-type: none"> ✗ Bomb threat ✗ Alcohol/drug/tobacco possession ✗ Possession of weapons ✗ Repeated “minor offenses” in any category listed ✗ Any gang related activity

Board Policy 3241*



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
Multiple Minors <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
Gang Issues May include but not limited to (BNLT): <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
Bullying/Harassment/Threats 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 Examples: <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
Physical Contact Harmful physical contact Includes BNLT: <ul style="list-style-type: none"> ✗ Fighting ✗ Punching ✗ Kicking ✗ Hair pulling 	<ul style="list-style-type: none"> ✗ Student/teacher conference with spleem form ✗ Parent contact 	<ul style="list-style-type: none"> ✗ Parent contact ✗ ISS/OSS ✗ Re-entry meeting ✗ Behavior training ✗ Counselor referral 	<ul style="list-style-type: none"> ✗ ISS/OSS ✗ Re-entry meeting ✗ Behavior Plan



✖ Pushing/tripping	✖ Lunch detention/ISS ✖ Possible OSS (1-10) ST	✖ Possible police notification	✖ Possible police report
Hurting Another May Include BNLT: ✖ Rough Play ✖ Unsafe behavior/play ✖ Negligence	✖ Student/teacher conference with spleem form ✖ Parent contact ✖ Loss of privilege recess/other lunch detention	✖ Parent meeting ✖ Lunch detention ✖ Possible counselor referral	✖ Parent meeting ✖ Loss of privilege ✖ Possible ISS ✖ Possible Behavior Plan
Property Damage/Misuse/Theft	✖ Student/teacher conference with spleem form ✖ Parent contact ✖ Loss of recess/lunch detention ✖ Possible restitution	✖ Parent meeting ✖ Possible behavior training ✖ Possible restitution ✖ Lunch detention	✖ Parent meeting ✖ Possible Behavior Plan ✖ Possible restitution
Defiance/Disrespect	✖ Student/teacher conference with spleem form ✖ Parent contact ✖ Loss of recess/lunch detention	✖ Student/teacher conference ✖ Parent contact ✖ Possible behavior plan ✖ Behavior training	✖ Possible ISS ✖ Parent conference
Possession of Legal Drug, Alcohol, Tobacco	✖ Student/teacher conference with spleem form ✖ ISS (1-10) ST ✖ Police notification ✖ Drug and alcohol assessment	✖ ISS/OSS ✖ Police notification ✖ Counselor referral	✖ ISS/OSS ✖ Police notification



Possession of Controlled Substances	<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
Possession/Use of Weapons and or Dangerous Objects	<ul style="list-style-type: none"> ✗ Parent contact ✗ ISS/OSS ✗ Police notification ✗ Possible expulsion 	<ul style="list-style-type: none"> ✗ Parent contact ✗ OSS (11-term) LT ✗ Possible expulsion ✗ Police notification 	<ul style="list-style-type: none"> ✗ Possible expulsion ✗ 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
Technology Violations <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. 2021-2022



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.

Special Education and Related Services

The district recognizes that students whose disabilities adversely impact educational performance and who require specifically designed instruction have potential for improving educational performance when they receive special education and related services tailored to fit their needs. The district shall comply with state and federal requirements for special education. The district shall develop procedures consistent with state and federal laws and rules to implement the following:

- ✖ Free Appropriate Public Education (FAPE)
 - At public expense, under district supervision and direction.
 - In compliance with the standard of the state education public agency.
 - To include preschool, elementary, and secondary educational opportunities.
 - In conformity with and Individualized Education Program (IEP) which meets the requirements of special education rules.
- ✖ Confidentiality of personal identifiable information.
- ✖ Identification, evaluation, eligibility and reevaluation.
- ✖ Identification - Child Find:
 - The district shall develop and implement awareness and screening activities for the purpose of locating, identifying and evaluating all resident students enrolled in school or who are suspected of having disabilities.
 - The procedures shall encompass students ages birth through twenty-one regardless of the severity of their disability.
- ✖ Participation in assessments
- ✖ Development of Individual Education Program (IEP)



- ✖ Participation in regular education, Least Restrictive Environment (LRE)
- ✖ Procedural safeguards
- ✖ Parent participation

RCW 28A.155 Special Education

WAC 392-172 Special Education Programs

20 USC 1400-1491 Individuals with Disabilities Act

WAC 34 CFR 99.1-99.67 Family Education Rights and Privacy

34 CFR 104.1-104.61 Nondiscrimination of the Basis of Handicap in Programs

34 CFR 300.1-300.754 Assistance to Education of Children with Disabilities

34 CFR 303.1-303.76 Early Interventions for infants and toddlers with disabilities

Communication

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

- ✖ NEWSLETTERS will be periodically sent home detailing all upcoming activities and events.
- ✖ 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.

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.

Nurse

Health Services

Nespelem School District has a part-time nurse to serve students, available four days a week. The Nurse maintains a healthcare record for each student. The Nurse receives the Health Information Form, each year, and it becomes part of the student healthcare record. This form must be completed, signed and returned. On the backside of this form is the Consent (to transport and obtain medical care for the student) and is very important for the parent/guardian to sign. This form really starts the ball rolling, especially if the student has special medical concerns!

A student may have a health condition that requires monitoring and treatment at school. For those students the nurse creates an Individual Healthcare Plans (IHP) and coordinates with parents/guardians, school staff, and healthcare providers in the development of the IHP. To begin this task, a Medical Authorization to Exchange Information (also known as a Release of Medical Information) needs to be signed by the Parent/Guardian. (Also see Medication Policy)

The Nurse monitors student immunization status. For each student that attends school a Certificate of Immunization Status (CIS), is obtained and becomes part the student's healthcare record. The CIS will indicate whether the student's immunization status is: Pass, Fail, or Conditional. Students not current with their immunizations shall not attend school per State Law. (Also see Student Immunizations)

Simple first-aid is available to injured students in the health room. Students will be monitored for illness. Any ill student will be sent home. An isolation room is available for students with symptoms that indicate they may have COVID-like symptoms. Every effort will be made to keep separate the health room for well students and a room for sick students, thereby ensuring the safety and well-being of all who enter the school.

Medication Policy

If a student must receive prescribed or non-prescribed (over-the-counter, OTC) oral medication, the parent must submit a written authorization accompanied by a written request from a licensed healthcare provider. If the medication will be administered more than 15 consecutive days, the healthcare professional must also provide current, written instructions. Students who require medication or treatment orders addressing any life-threatening health condition, their attendance will be conditional upon presentation of orders from their healthcare provider, and correctly labeled medication, on or before the first day of attendance in school. The only exception to this policy is the application of sunscreen, as long as conditions are met. (RCW 28A.210.260-320)

Student Immunizations



A student is required to be vaccinated against, or show proof of immunity, for the following: Measles, Mumps, Rubella, Chickenpox (Varicella), Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio and Pneumococcal disease. A Certificate of Immunization Status (CIS), or Certificate of Exemptions (COE) must be presented on or before the first day of attendance. State laws and rules require compliance with immunization requirements on or before the first day of attendance. (WAC 246-105-030, RCW 28a.210.080) When a student is non-compliant with the immunization requirements, he or she will be placed on conditional status and possibly excluded from attending school, unless homeless.

Statement on Drug and Alcohol Prevention Program

The Nespalem School District recognized that the use of illicit drugs or possession of alcohol is illegal and harmful. The Nespalem School District has a Drug/Alcohol Abuse prevention program. As part of this program, the Nespalem School District wants to keep all patrons informed of drug and alcohol counseling, rehabilitation, and reentry programs which may be available locally to students, staff and community members. They are: Nespalem Elementary 634-4541, Karen Wapato, School Nurse 634-4541, Indian Health Services 634-2900 Tribal Alcohol Program 634-2610.

* Board Policy 2121 procedure 2121P

Activities

Athletic Programs offered to Nespalem 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.

Nespalem 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 will be a part of the school advisory board for the building. The following is the job description for this group.

- ✂ 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.



Nespelem School will support parent involvement by:

- ✗ Engaging parents in meaningful involvement
- ✗ Distributing student testing information
- ✗ Collecting information by survey
- ✗ Information in the district newsletter
- ✗ Providing annual school performance report
- ✗ Encouraging reading at home
- ✗ Encouraging parent to participate as school volunteers
- ✗ Making telephone contacts
- ✗ Welcoming parent teacher conferences
- ✗ Making home visits
- ✗ Providing written information in a language understood
- ✗ Encouraging parents to participate in school events

Food Service Programs

The Nespelem School participates in the Community Eligibility Program through OSPI Child Nutrition Program for the breakfast, lunch, fresh fruits & vegetable & snack programs. All students are eligible for free meals regardless of the family income. CN Program does require families to complete a survey yearly.

NESPELEM MANDATORY NOTICES

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 Under FERPA for 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.

FERPA 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;



- Honor roll or other recognition lists;
- Graduation programs;
- School website; 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
- Address · Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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.

Legal Notices

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.

Destruction/Theft

The destruction, damage, or theft of school or other persons' property is forbidden.

Fighting

Students shall not fight on Nespelem School grounds, Nespelem School bus stops, or at school sponsored events.

Gambling/gambling equipment (i.e.: dice, cards, chips, electronic poker etc.)

Gambling of any nature is not permitted in the school setting. 50-50 is not permitted on the school grounds.

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.



Nondiscrimination and Sexual Harassment

Nespelem School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the designated youth groups. (WAC 392-190-060). The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Mitzi Adolph, Civil Rights Coordinator & Title IX Officers and Desirae Bear Eagle, 504 Coordinator.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below).

For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: nsdeagles.org

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision.
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

nsdeagles.org

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you



believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you receive the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Nespelem School District Wellness Policy: NSD is committed to the optimal development in every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social successes, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.



INTERNET SAFETY RULES

Nespelem School District No.14

2022-2023

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

2022-2023

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

