

Nespelem School District 14



2023-2024 STAFF HANDBOOK



2023-2024 Nespelém School District #14

August 2023

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

August (6 Days)

| | |
|-------|--|
| 16-17 | Staff Orientation & Professional Development |
| 17 | Welcome Back BBQ |
| 23 | Student's First Day |
| 28 | School Board Meeting |
| 31 | Kindergarten's First Day |

September 2023

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

September (14 Days)

| | |
|----|------------------------------|
| 4 | No School - Labor Day |
| 28 | School Board Meeting |
| 22 | Native American Day |
| 25 | Native American Day Observed |

October 2023

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

October (17 Days)

| | |
|----|--|
| 9 | No School - Indigenous People Day |
| 13 | Staff Orientation & Professional Development |
| 23 | School Board Meeting |
| 30 | End of Quarter |

November 2023

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

November (15 Days)

| | |
|-------|----------------------------|
| 6-9 | Parent/Teacher Conferences |
| 13 | No School - Veteran's Day |
| 22-23 | No School - Thanksgiving |
| 27 | School Board Meeting |

December 2023

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

December (8 Days)

| | |
|-------|-----------------------------|
| 11 | School Board Meeting |
| 14 | Holiday Program |
| 18-28 | No School - Christmas Break |

January 2024

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

January (17 Days)

| | |
|----|--|
| 1 | No School - New Year's |
| 15 | No School - Martin Luther King Jr. Day |
| 22 | School Board Meeting |
| 23 | End of Quarter |

February 2024

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

February (16 Days)

| | |
|----|--|
| 19 | No School - President's Day |
| 23 | Staff Orientation & Professional Development |
| 26 | School Board Meeting |

March 2024

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

March (15 Days)

| | |
|----|------------------------------|
| 7 | No School - Mid-Winter Break |
| 25 | School Board Meeting |
| 31 | End of Quarter |

April 2024

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

April (14 Days)

| | |
|------|----------------------------|
| 1-4 | No School - Spring Break |
| 9-11 | Parent/Teacher Conferences |
| 22 | School Board Meeting |

May 2024

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

May (17 Days)

| | |
|----|--------------------------|
| 27 | No School - Memorial Day |
| 28 | School Board Meeting |

June 2024

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

June (5 Days)

| | |
|----|----------------------|
| 18 | 8th Grade Promotion |
| 19 | Student's Last Day |
| 19 | Holiday - Juneteenth |
| 24 | School Board Meeting |

First & Last Days of School

| | |
|----|--|
| 18 | 8th Grade Promotion |
| 19 | Student's Last Day |
| 19 | Holiday - Juneteenth |
| 24 | School Board Meeting |
| 1 | First & Last Days of School |
| 2 | Early Release |
| 3 | No School |
| 4 | End of Quarter |
| 5 | Parent/Teacher Conferences |
| 6 | School Board Meeting |
| 7 | 8th Grade Promotion |
| 8 | Staff Orientation & Professional Development |



WELCOME

Dear Staff:

Welcome back to another great year at Nespelem School! We are so excited for the great things that will happen in this 2023-24 school year. As a staff, we are dedicated to helping our students become engaged learners that are accountable for academic growth. We will consistently model teamwork, while intentionally preparing the students for a successful future.

This staff handbook has been revised to guide some frequently asked questions. Key information has been highlighted and referenced for quick access. If you need further information or clarification, please reach out to your administrators.

You are a vital part to the Nespelem School staff. Your talents and skills are so crucial to the success of our students! This year's theme is "*Bloom where you are planted*" and we look forward to watching our school family bloom and thrive in the 2023-24 school year.



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.



STAFFING LIST SY 2023-2024

| NON-REPS | |
|-------------------------------------|------------------|
| Position | Name |
| Superintendent | Effie Dean |
| Principal / Intervention | Keta Cline |
| Facilities / Transportation | Dave Cirk |
| District Admin Assistant | Linda Descoteaux |
| Elementary Admin Assistant | Virginia Lezard |
| Elementary Admin Assistant - Intern | Kelly Anknev |

| TEACHERS - CERTIFICATED | |
|---------------------------|--------------------|
| Position | Name |
| School Counselor | Desirae Bear Eagle |
| SPED | Shirlee Ramos |
| High School | Cindy Fry |
| 8th Grade | Barbara Quintasket |
| 7th Grade | Debbie Bays |
| 6th Grade | Khrisy Covington |
| 5th Grade | Leslie Moses |
| 4th Grade | Ron Frescas |
| 3rd Grade | Lisa Vaughan |
| 2nd Grade | Kelsie Olbricht |
| 1st Grade | Gloria Adolph |
| Kindergarten | Madisyn Byam |
| Transitional Kindergarten | Karvn Byam |
| Permanent Substitute | Bemadette Heinen |

| PARAPROFESSIONALS - PSE | |
|-----------------------------|--------------------|
| Position | Name |
| High School - LAP | Candy Weed-Butz |
| SPED - LAP | Shawnessy Bearcub |
| Middle School | Thomas Manuel |
| 4th Grade | Cindy St. Pierre |
| 3rd Grade | Trina Hofman |
| 2nd Grade | Christine Monaghan |
| Transitional - Kindergarten | Vanessa Hillman |
| Preschool | Julia Gendron |

| CONTRACTED | |
|---------------------------------|-----------------------------|
| Position | Name |
| Business Manager | ESD FTE 0.5 |
| Accounts Payable | ESD |
| Payroll | ESD |
| School Psychologist | ESD FTE 0.3 |
| School Nurse | Robin Arnold FTE 0.5 |
| Speech Language Pathology | Northwest Therapies FTE 0.2 |
| Occupational / Physical Therapy | Jaime King FTE 0.1 |
| Coaching Services | ESD |

| COORDINATORS | |
|--------------|------------------------|
| Position | Name |
| Office Aide | Denise Hannahs |
| Nurse Aide | Phyllis Abrahamson |
| Library | Willie Davis |
| Culture | Marion Ives |
| PE | Matthew Timenrwa |
| Preschool | Selina Timentwa-Horton |

| EXTRACURRICULAR | |
|---------------------------|------------------------|
| Position | Name |
| Cross Country | Leslie Moses |
| Football | Marion Ives |
| Volleyball | Angie Redstar |
| Wrestling | Josh Cate |
| Boys Basketball | Marion Ives |
| Assistant Boys Basketball | Willie Davis |
| Girls Basketball | Roweena Antone |
| Track | Matthew Timenrwa |
| Assistant Track | Willie Davis |
| Culture Club | Vacant |
| ASB | Debbie Bays |
| Yearbook | Karvn Byam |
| Technology - Assessment | Debbie Bays |
| Cheerleading | Selina Timentwa-Horton |
| CTE Club - Middle School | Debbie Bays |
| CTE Club - High School | Cindy Fry |

| SUPPORT STAFF | |
|------------------------------------|---------------|
| Position | Name |
| Bus Driver - School Safety Officer | Dave Butz |
| Bus Driver - Mechanic / Grounds | Dennis Payne |
| Custodian - Maintenance | Chris Holeman |
| Custodian - Part Time | Gabe Moses |
| Kitchen Head Cook | Justin Swager |
| Kitchen Assistant Cook | Sennett Hodge |

Posted: Nurse & Gen Ed Teacher



COLLECTIVE BARGAINING AGREEMENT / JOB DESCRIPTION

Please refer to your current, Collective Bargaining Agreement (CBA) and your job description for any information you cannot find in this handbook. You can access your CBA on the Nespelem School website at <http://www.nsdeagles.org/cba> and you may obtain a copy of your job description from the district office.

SCHOOL HOURS

Doors open at 7:30 am

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

School Begins: 7:30 a.m.

Lunch: 11:00 – 12:30

Dismissal: 3:00 p.m. / 3:08

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

Staff Attendance

Staff need to report to campus at their assigned work time. Refer to your job description or your supervisor if you are unsure of work schedule.

1. Upon arrival to campus, please sign in at the office. Sign-out at the end of your work day.
 - a. The sign-in/sign-out clipboard is located on the office counter.
2. Report to campus on-time.
 - a. It is important for the safety of our students that staff is on time, in the event that we have changes in our schedules due to staff shortage.
3. Communicate any tardiness with the office.
 - a. Please arrive on time, and in the event you will be late, communicate any tardiness with the office.
 - b. Frequent tardiness may result in disciplinary action.
4. Sick Day Notification
 - a. Please email Dr. Effie Dean and Keta Cline no later than 7 a.m. if you will be absent from work due to illness. Please refer to your Collective Bargaining Agreement with any questions you may have about work absence.
5. Planned Sick Day Absences or Personal Day Absences
 - a. Please submit a leave slip for absences that you know of in advance. This slip needs to be turned in to Linda Descoteaux's box, in the staff room.
 - b. Leave slips are located in the staff room information cupboard, next to the copiers.



Late Start Schedule

Late Starts: 2-hours

School Starts at 9:30 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

Please submit your daily classroom attendance to the office by 7:45 a.m.

Staff Communication Expectations

Teachers will establish lines of communication with student families. Communicate positive behaviors, academic progress, academic concerns and behavior concerns to parents in a timely manner. PSE staff will report any behavior concerns to the teacher and the teacher will be the point of contact with parents regarding any concerns.

Staff share the responsibility for communicating and interpreting the district mission, its policies, programs, goals and objectives to members of the community. Staff shall perform their services and functions to the best of their ability and communicate with members of the community, parents, students and other staff in a sincere, courteous and considerate manner. Staff shall strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of any organization.

Confidential information about students or other staff shall be released only as permitted by statute and district policies and procedures, and as governed by the Family Education Rights and Privacy Act (FERPA).

Board Policy 4020*



Playground Rules:

| | |
|--|--|
| <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>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>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>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>Basketball court: No hanging on the nets or rims. Be respectful when playing, avoiding hurting others.</p> | |



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 <p>*see dress code</p> | <ul style="list-style-type: none"> ● Ongoing pattern of dress code violations |



| | | |
|-------------------------------|---|--|
| <p>Inappropriate Language</p> | <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) |
| <p>Property Damage/Misuse</p> | <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 |
| <p>Physical Contact</p> | <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 |
|---|---|---|--|
| <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 | <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 |



| | | | |
|---|---|---|---|
| <ul style="list-style-type: none"> ● Pushing/tripping | <ul style="list-style-type: none"> ● Lunch detention/ISS ● Possible OSS (1-10) ST | <ul style="list-style-type: none"> ● Possible police notification | <ul style="list-style-type: none"> ● 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 |



| | | | |
|--|--|--|--|
| 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. 2023-24



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.

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: Effie Dean, Civil Rights Coordinator & Title IX Officers Ron Frescas 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 revolve 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.

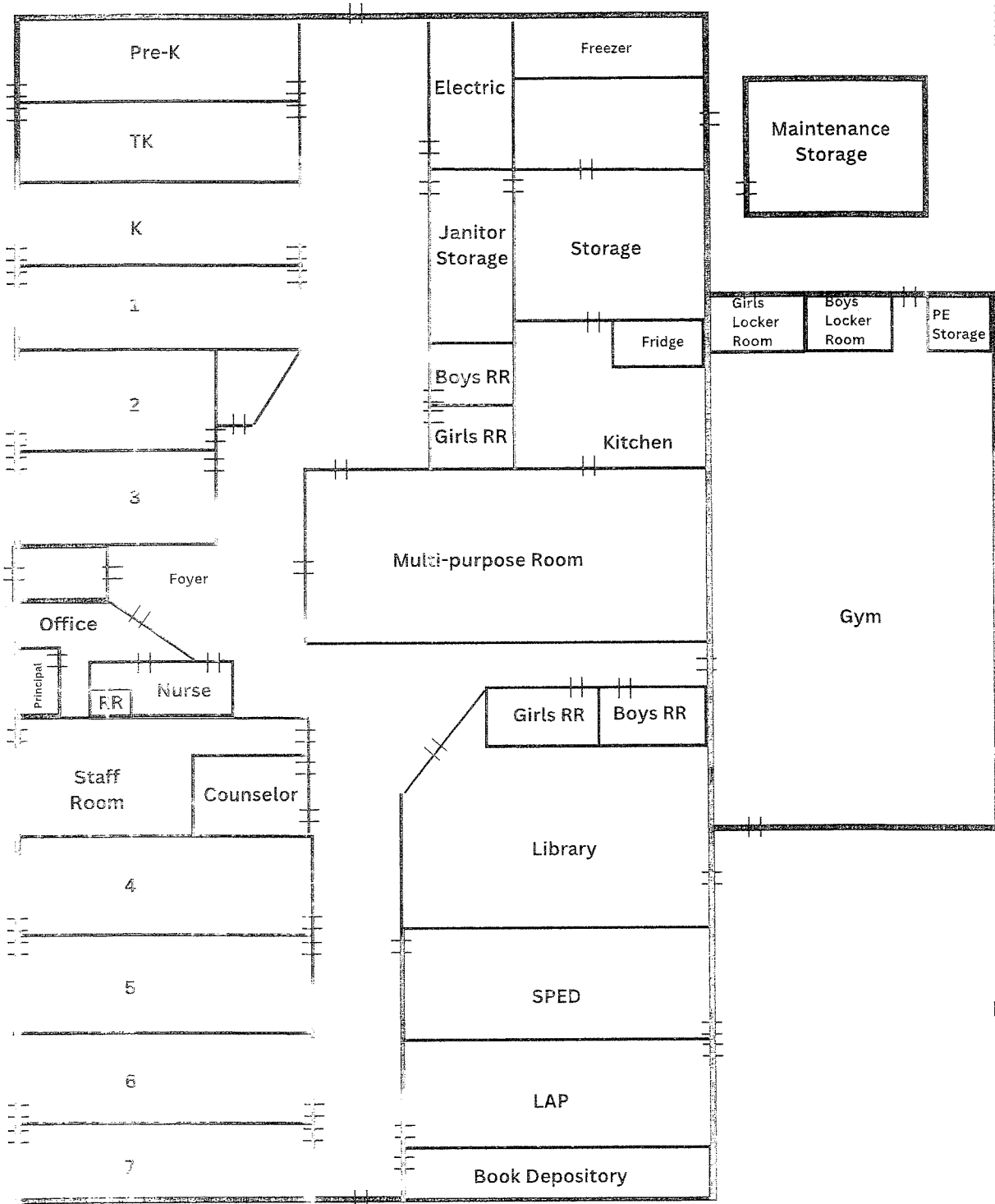


Nespelem School Campus

Early Elem. Playground

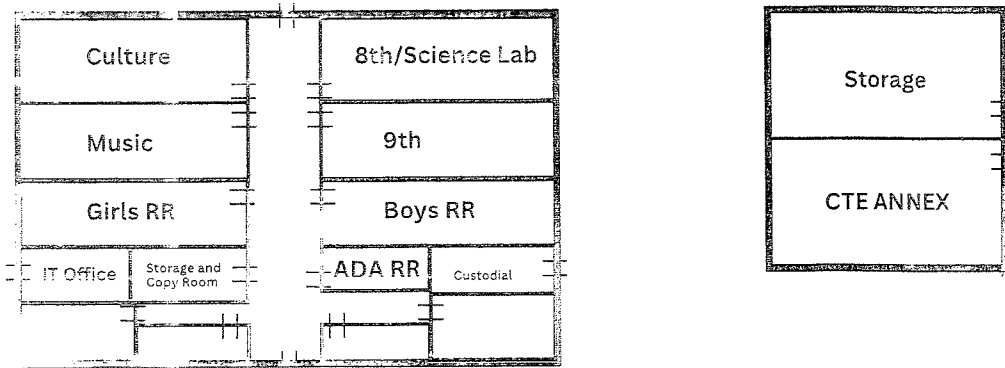
West
North

Parking Lot



Upper Parking Lot

Playground



Bus Schedule

Leave time 6:10 am

| | |
|------|--|
| 6:15 | Jefferey Thomas – Charlie Williams Road |
| | Noah Greene – Helen Dick (Blue House) PM BUS ONLY |
| 6:20 | St. Pierre – Hwy 155 |
| 6:25 | Vargas |
| 6:28 | Redstar |
| 6:40 | Chloe – Step Stone |
| 6:50 | Cates – Goldlake / Step Stone |
| 7:00 | Keelye – Goldlake Road |
| 7:05 | Boyd – Gold Lake Road |
| 7:06 | Stanczak – Gold Lake Road |
| 7:10 | 1 st Stop – Old Hud |
| 7:12 | 2 nd Stop – Old Hud |
| 7:13 | Lucille Pakootas – Gold Lake Road |
| 7:14 | Womer |
| 7:19 | New Hud 1 st stop |
| 7:20 | Rocket |
| 7:22 | New Hud 2 nd Stop |
| 7:23 | Weed – Town |
| 7:23 | Williams – Town |
| 7:24 | Jesse Palmer |
| 7:25 | Ryan Marchand / Haynes – Town |
| 7:26 | Viviene – Town |
| 7:27 | City Park – Town |
| 7:29 | Trevino |
| 7:30 | School |

Bus Schedule

Leave time 6:25am

| | |
|------|--------------------------------|
| 6:45 | Drywater |
| 7:00 | Circle |
| 7:03 | V.A. Selam & CCT Daycare |
| 7:05 | Carden |
| 7:08 | Whalawitsa ? Omak ? |
| 7:10 | White Buffalo / Senior Housing |
| 7:18 | Davis, Colleen's Daycare |
| 7:25 | School |

Morning Bus Schedule – Preschool

Leave time 7:40am

| | |
|------|----------------------|
| 7:43 | Colleen's – Legend |
| 7:50 | CCT Daycare – Shynne |
| 8:04 | New Hud – Babe |
| 8:17 | School |

Afternoon Bus Schedule – Preschool

Leave time 1:25pm

| | |
|------|-----------------------------------|
| 1:28 | Colleen's – Legend |
| 1:34 | Charlie Williams Rd – Noah Greene |
| 1:52 | CCT Daycare – Shynne |
| 2:13 | New Hud – Babe |
| 2:27 | School |

NESPELEM SCHOOL DISTRICT No. 14

Post Office Box 291
Nespelem, Washington 99155

1 Supt. Approval
2 Transportation
3. office
4 Notes to parent

F I E L D T R I P O R A C T I V I T Y R E Q U E S T

PERSON(S) REQUESTING: _____

GRADE(S)/CLUB/ORGANIZATION: _____

DATE: _____ DESTINATION: _____

DEPARTURE TIME: _____ TIME OF RETURN: _____

TIME OF ARRIVAL: _____ TIME NEEDED AT SITE: _____

PURPOSE OF TRIP AND HOW RELATED TO COURSE OF STUDY: _____

ROUTE OF TRAVEL: _____

OTHER PLANNED STOPS, REASON, TIME NEEDED AT STOP(S) _____

STAFF SUPERVISOR(S): _____

CHAPERONES: _____

LISTING OF STUDENTS:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

BUS NO: _____ DRIVER: _____

SUPERINTENDENT'S APPROVAL: _____

TRANSPORTATION SUPERVISOR: _____

NURSE SIGNATURE: _____

NESPELEM ELEMENTARY SCHOOL FIELD TRIP PERMISSION FORM
Informed Consent Form-District Curricular/Co-curricular/Interscholastic Activities

Throughout the **2023-2024** your child will be invited to participate in several field trips. Many of these trips are educational in nature and expand our students experience beyond the classroom and are very valuable to the total learning process.

I am asking that parents sign this form giving their child permission to attend the year's field trips. You will receive timely information regarding each trip so that if you decide that you do not want your child to attend that you can call the principal's office and have them excluded. We will then provide an alternative experience at school or you may keep your child at home that day as an excused absence.

(Although I understand that the school district will make a reasonable effort to provide a safe environment, I am fully aware of the special dangers and risks inherent in participating in these activities. With this knowledge I expressly release and hold harmless the school district its employees, agents, or volunteers from any liability associated with any field trips and realize these activities provide a learning experiences for the students and allow them an opportunity to apply their classroom learning.)

Medical Release:

In the event of an accident or illness, I understand that reasonable effort will be made to contact the parent immediately. However, if I am not available, I authorized the school district to secure emergency medical care as needed. Name of Preferred Doctor _____ Phone# _____
(I understand that the school district does not purchase or have medical/dental/hospitalization insurance to cover injuries to or losses of life of pupils, or to indemnify parents for expenses in connection therewith, and that such insurance, if desired, must be purchased by the parent/guardian.)

Name of Insurance Carrier _____ Policy No. _____

Home Phone # _____ Work # _____ Emergency # _____

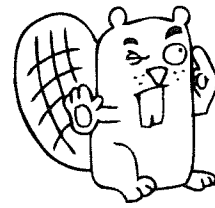
Being fully aware of the risks, I give permission for my **child** _____
to attend field trips throughout the **2023-2024** school year and I will be given advanced information about each trip.

Parent Signature _____ Date _____

Sincerely,
Effie Dean, Superintendent
Nespelem Elementary School

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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) are designated to handle questions and complaints of alleged discrimination: Civil Rights and Title IX Coordinator: Business Manager, , [509-634-4541 ext 102](tel:509-634-4541), and 504 Coordinator: Counselor Desirae Beareagle, 509-634-4541 ,ext. 110 edean@nsdeagles.org. Address: PO Box 291, 229 School House Loop Road Nespelem, WA 99155

Think-It-Through



Name _____

1. Draw, write, or tell about your problem.

2. How do you feel? (Please circle one, and then color in the Feelings Thermometer to show the strength of the feeling.)



Sad



Angry



Worried

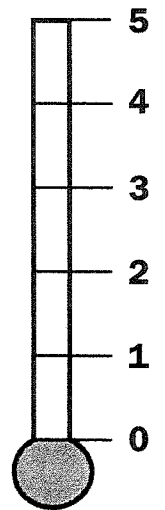


Scared



Frustrated

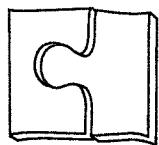
_____ Other



3. What do you want to do? (Please circle one.)



Stop and stay cool.



Use a conflict solver.



Use the Peace Path.

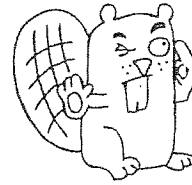


Ask for help.

_____ Other

I choose to: _____

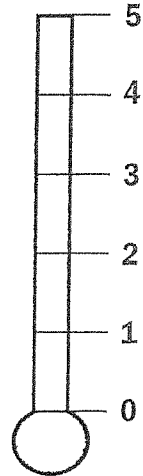
Think-It-Through



Name _____

1. What is the problem?

2. How do you feel? I feel _____



3. Is anyone else part of the problem? If so, how do you think that person feels?

I think that person feels _____

4. Check off what you want to do next. I want to:

___ stop and stay cool and return to the group.

___ choose a conflict solver to try.

___ use the Peace Path.

___ talk to a caring adult/teammate.

___ let it go and move on.

___ Other idea? _____



Think-It-Through

Name _____

1. What is the problem?
2. How do you feel?
3. Does the problem involve any other people? If yes, how do you think they feel?
4. What could you do to solve this problem?

| | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| Solution 1 | Solution 2 | Solution 3 | Solution 4 |
| Possible Consequences | Possible Consequences | Possible Consequences | Possible Consequences |

5. Circle the best win-win solution for this situation.

Discipline Report Form
NESPELEM SCHOOL DISTRICT #14
P.O. BOX 291 - (509) 634-4541
NESPELEM, WA 99155

Date: _____ Time of Incident: _____

Student Name: _____ Grade: _____

Classroom Teacher: _____

Supervising Staff: _____

Time to be Served:
_____ to _____

| | |
|------------------------|----------|
| Code: _____ | |
| Level: _____ | |
| Offence#: _____ | |
| ISS Served From: _____ | To _____ |
| OSS Served From: _____ | To _____ |

Item to be Served: (X one)

Recess _____ Lunch Detention _____ After-School Detention _____

ISS _____ OSS _____ Other _____

Check One: Academic _____ Academic Voluntary _____ Discipline _____

Location of Infraction: Classroom _____ Recess _____ P.E. _____ Lunchroom _____

Library _____ S.E.L. _____ Culture _____ Health _____

Problem: _____

Step: _____

Intervention: _____

Assignments: _____

| MAJOR | |
|--|--------------------------------------|
| _____ | Disrespectful Behavior/Conduct |
| _____ | Defiance/Defiant of School Authority |
| _____ | Abusive Language |
| _____ | Fighting |
| _____ | Physically Hurt Others |
| _____ | Bullying Behavior |
| _____ | Threaten Others Safety |
| _____ | Truant |
| _____ | Gang Behavior |
| _____ | Damage Property |
| _____ | Stealing |
| _____ | Cheating |
| _____ | Weapons |
| _____ | Tobacco/Drugs/Alcohol Use |
| _____ | Lewd Conduct |
| _____ | Harassment |
| _____ | Other: _____ |
| * Requires Immediate Parent Phone Contact | |
| Check if Required _____ | Counselor _____ |

Signatures: Homeroom Teacher: _____
 Supervising Staff: _____
 Administrator: _____

Parent/Guardian: _____
 Address/Phone: _____

*Phone Contact: YES NO Attempted Date: _____ Time: _____
 Person Contacted: _____ By Whom: _____
 Comments: _____

FOR OFFICIAL USE ONLY

Time Served Was: _____ S = Satisfactory _____ N = Not Satisfactory _____ Will Serve Again On: _____
 Date Served: _____ Time: _____ To: _____ Supervisor's Initials: _____
 Routing: Teacher _____ Parent/Guardian _____ Administrator _____

EMERGENCY PHONE NUMBERS

Superintendent - Effie Dean

509-4541 ext 155, 110

509-216-5388

Transportation Director - Dave Cirk

509-631-1670

Child Protection Services

509-634-2764

CCT Police

509-634-2472

Colville Tribal Ambulance

509-634-2441

509-634-2440

CCT Fire Station

509-634-2441

509-634-2440

Mount Tolman Fire Station

509-634-3100

1-800-556-4002

Nespelem Valley Electric

509-634-4571

Moon Security

1-800-722-1070

