



# Lincoln Middle School 2017-2018

Student Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

## Bell Schedule

<b>First Bell</b>	9:00	
<b>1st</b>	9:05-10:15	70
<b>2nd</b>	10:19-11:12	53
<b>7th Lunch</b>	11:12-11:42	30
<b>3rd</b>	11:46-12:39	53
<b>3rd</b>	11:16-12:09	53
<b>8th Lunch</b>	12:09-12:39	30
<b>4th</b>	12:43-1:36	53
<b>5th</b>	1:40-2:33	53
<b>6th</b>	2:37-3:30	53

## Principal's Message

Dear student and parent:

Welcome to Lincoln Middle School! Our amazing faculty, students, and parents make our school a fun, safe learning environment. Our staff is continually working to create interventions and extensions to address the needs of our students to improve student achievement.

Middle school is a time of a change. It is an exciting time, but it can also be challenging with the increase in workloads and the social adjustment to being on a larger campus and having multiple teachers throughout the course of the day. It is our goal to challenge students to use their minds effectively by providing them with the curriculum, instruction, assessment, support, and time they need to meet the new Washington State academic standards. The teaching and learning environment is the pathway to establish positive school experiences. With careful planning, meaningful relationships, and fostering open lines of communication between the school and home, your child will have a successful middle school experience and will be ready for the heavy demands of high school.

Open lines of communication between the school and home greatly increase a student's success and academic achievement. Staff and parents working in unison provide a pathway and structure for our students to reach their greatest potential.

The middle school years are a critical time of development for students and families alike, and I look forward to working with all of you to make this year successful, keeping the middle strong! Go Lancers!

If you have any questions or need any help with your child please feel free to contact me at [sperrym@csdk12.org](mailto:sperrym@csdk12.org).

Mike Sperry  
Principal

## TABLE OF CONTENTS

### SECTION 1: GENERAL INFORMATION

LMS Staff Commitments	5
Parent Group	5
Attendance Information	5
-Attendance: Arrival/Dismissal	
-Excused Absences	
-Truancy	
-Tardies	
-Checking out of school	
-Makeup work	
-Withdrawal from school	
Communication:	
How can you find out what is going on at LMS?	6
Visitors/Volunteers	7
Assignment Book Responsibilities-	
Students, Parents, Teachers	7
Staff	8
Counseling	8

### SECTION 2: ACADEMIC INSTRUCTION

Advisory/Binders	8
Homework	8
Tutoring	8
Academic Reports	9
Teacher Conferences	9
Student Led Conferences	9

### SECTION 3: EXPECTED BEHAVIOR AND DISCIPLINE

Code of Conduct-Discipline	10
-Responsible Behavior Program	10
-Absolutes	10
-Choice Cards	11
-Dress Code	12
-Interventions/Suspensions/Expulsions	13

### SECTION 4: PROGRAMS AND SERVICES

Why Offer Athletics/Activities?	13
Expectations	13
Rules of Conduct	14
Athletic Programs	14
Student Recognition	14
Student Council	14
Library/Media Center	14
Food Services: Breakfast/Lunch	15

## SECTION 5: GENERAL EXPECTATIONS

Bicycles/Skateboards/Roller Blades/Scooters	15
Bus Transportation/Conduct/Passes	15
Miscellaneous Student Policies:	16
electronics, hallways, PDA, lockers, food/drink, lost/found,	
medications, schedule changes, telephone use, textbooks,	
yearbooks	

## SECTION 6: SAFETY/EMERGENCY PROCEDURES

Emergency Information (Firedrills/Lockdowns, etc.)	17
Accidents	17

## SECTION 7: DIRECTORY AND LEGAL POLICIES

District Directory	18
High Risk Youth Services Directory	18
District policies by law	
-Technology	18
-FERPA	20
-Sexual Harassment, Discrimination, and Complaint Procedures	20
-Bullying Prevention	22
-Drug, Nicotine, and Alcohol Policy	22
-Gun Free School Policy	23
-Title I and Learning Assistance Program (LAP)	23

### **NONDISCRIMINATION & GRIEVANCE PROCEDURES**

The Clarkston 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 has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Jim Fry, Assistant Superintendent, 1294 Chestnut, Clarkston, WA 99403 (509)758-2531 [frj@csdk12.org](mailto:frj@csdk12.org); Section 504/ADA Coordinator, Rebecca Lockhart, 1294 Chestnut, Clarkston, WA 99403, (509) 758-2531, [lockhart@csdk12.org](mailto:lockhart@csdk12.org).

Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations shall be directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure shall apply to the general conditions of nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), and curriculum development and instructional materials(Policy No. 2020). As used in this procedure,

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190 or Section 504 of the Rehabilitation Act of 1973, or Title VII of the Civil Rights Act of 1964. A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint. The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint.

For details regarding the grievance steps, please ask the building administrator or refer to our nondiscrimination policy at the bottom of the Clarkston School District Web page at [www.csd12.org](http://www.csd12.org)

## SECTION 1: GENERAL INFORMATION

### LMS Staff Commitments

#### **Purpose: Improve student achievement**

- Respectfully collaborate to improve instruction and student achievement
- Teach essential standards
- Post and communicate clear learning targets to help each student achieve standards
- Provide time and support to improve student achievement
- Involve parents, colleagues, and community in the learning process
- Model lifelong learning

### Parent Group

We highly value your input and feedback and want you to be an integral part of what happens at LMS. If you are willing to contribute in any capacity or have input as to how this group would be most effective, please contact Mike Sperry, Deanne Ruddell, or Becky Albright.

### Attendance Information

#### **What time will my student arrive at/leave the school?**

Students are expected to arrive at school between 8:30 a.m. and 9:00 a.m. Students arriving before 8:30 a.m. must report to tutoring. Those students eating breakfast may report to the cafeteria at 8:30 a.m. Students will be dismissed to go to their lockers at 9:00 a.m. Lincoln Middle School provides student supervision during breakfast and tutoring/homework help before school. Tutoring is available at 8:15 a.m. in the counseling center, math lab, and selected classrooms. **For safety reasons please do not deliver your child to school before 8:30 a.m. unless they are attending an academic help session.**

There is no supervision after school. Students are expected to go home and not remain on the school grounds unless they are involved in after school activities.

**Attendance**-Daily, punctual attendance to all classes, assemblies, and other assigned school activities is necessary for mastery of the educational program provided to students of LMS.

State law, RCW 28A.225.010, and RCW 28A.225.005 to .035 (Becca Bill) places the responsibility for school attendance on the parent/guardian. Students who refuse to attend school will be processed under these Washington compulsory attendance laws. See also School Board policies and procedures 3121 and 3122.

**Excused Absences**- Students may be absent from school for the following: **school approved activities, illness/health conditions, family emergencies, religious purposes, school disciplinary actions, and parental/principal approved activities.** If you have a family event you would like your child to participate in, let us know ahead of time. If a student has an unplanned absence, a written excuse indicating the reason for the absence, the date, and signature from the legal guardian shall be presented to the office upon the student's return. If possible, please phone the school at 758-5506 on the morning of an absence. Students whose parents have not called prior to this time will be considered unexcused until contact is made by the parent/guardian.

**Truancy-** Truancies are unexcused absences from class/school without the knowledge or consent of the guardian or school officials. A student is considered truant if he/she:

- leaves school without signing out in the office.
- is absent from school without prior permission of parent/guardian.
- leaves class without teacher permission.
- obtains a pass to a designated place and does not report.
- becomes ill and goes home or stays in the sick room without notifying office staff.
- is on school grounds but does not attend classes.
- fails to attend a scheduled assembly.
- falsifies a parent or school official's attendance verification.
- fails to verify an absence within (2) days of the absence.

**Tardy to School-**Tardiness interferes with the development of academic skills and employable attitudes. Please have your student to school on time. Students need to check into the office if they are late to school.

**Tardy to Class-** Students who arrive late to class must follow the directions of the staff on duty. It is the student's responsibility to be punctual to all classes and assigned events. Whenever tardiness occurs, the classroom teacher will seek to correct the situation in a fair and reasonable manner. If the problem persists, administrative discipline may be assigned.

**Checking Out of School-**If you will be picking your student up during the school day, this must be previously arranged with the office by note or phone, and you (parent/guardian) must check your child out in the office.

**Makeup Work-**Students who miss class due to excused absences will be given an opportunity to make up work missed upon return to school. The number of days afforded to students for make-up work will be equal to the number of days absent. It is the student's responsibility to see that the work is made up and turned in. Students are advised to contact a classmate for information about the day's instruction and assignments. **A teacher is not required to provide and/or accept makeup work missed during an unexcused absence or truancy.**

### **Withdrawal from school**

When a student withdraws from school to transfer to another school or district, please do the following. Forgetting to do any of these will cause a delay in the student's records being sent to the new school.

1. Notify the teacher and office staff of your intent to withdraw, if at all possible, three (3) days in advance.
2. Return all textbooks, library books, and other materials belonging to the school.
3. Pay any outstanding bills or fines.
4. Pick up a withdrawal slip from the office that will be taken to the new school.
5. Gather all personal belongings from the school.

**Communication-How can you find out what is going on at Lincoln throughout the school year?**

**-Lincoln website is located at: <http://www.csd12.org/lms>**

Our website is continuously updated. It includes school wide activities, newsletters, assemblies, classroom field trips, bulletins, school celebrations, and more. You can also find the email addresses for all our teachers, assistant principal, and principal.

- Reader board in front of school** - Information will be provided on upcoming events.
- Email** - We like to have an email address for all of you who have one. Please stop in the office to make sure we have your current address.
- Facebook** - <https://www.facebook.com/LMSclarkston>

### **Visitors/Volunteers**

In order to assure safety for our staff and students, we do have a **CHECK-IN POLICY**. All parents, visitors, and guests are required to check in and sign in at the office upon entering the building during regular school hours. Visitor stickers will be worn to indicate if you're a visitor. This procedure allows us to better monitor everyone who is in our building. If you are coming to pick up your student before the end of the school day, you will need to come to the office to check your student out of school. Your student will be called to the office. If possible, please let the teacher know ahead of time whenever they will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send school work home with your student ahead of time. If your son/daughter will be returning to school, s/he needs to come into the office to be checked in prior to returning to the classroom.

**Volunteers-** LMS values parents and community members who are willing to volunteer their time for school service. Volunteers are needed to assist with important school events, chaperone field trips, etc. If you are interested in volunteering your time, please contact the school at 758-5506.

### **Assignment Book (Student Planner):**

**Each student will:**

1. Be given a student planner to bring to every class every day.
2. Copy the **learning target and/or assignment** at the beginning of each class period.
3. Consider using the assignment book for personal planning (practices, performances, etc).
4. Be sure that parents see the assignment book every night.
5. Read a minimum of 20 minutes per night.

**It is the parent's responsibility to:**

1. Log on to Skyward Family Access often to check their child's grades, attendance, and lunch balance.
2. Monitor homework assignments and their completion.
3. Check student planner at least every weekend so that the teacher knows the parent is up-to-date on the student's assignments.
4. Send notes regarding absences on the day following the absence.
5. Make sure your son/daughter reads and completes homework each night.

**It is the teacher's responsibility to:**

1. Communicate with the parents when necessary.
2. Have a clear, concise agenda and homework assignments posted daily for students to record in their assignment books.
3. Have clear, concise expectations of special projects including checkpoints and final due dates.
4. Assist the student in appropriate use of hall passes, never allowing a student to leave the classroom without a pass.
5. See additional staff commitments on page 5 of this handbook.

### **LMS Staff**

Our school has well trained teachers and staff who work hard to provide our students with the programs, curriculum, and experiences necessary for high levels of achievement. All staff have the necessary credentials, but more importantly, they care about and expect the best from Lincoln students and families. *\*\*Please make reference to the LMS web site <http://www.csdk12.org/lms> for the directory of all Lincoln staff members and their email addresses.*

### **Counseling Center - room 40**

Guidance services are available. Information is available on test-taking skills, extra-curricular needs, dates of tests scheduled, career choices, as well as other academic, social, vocational, or personal concerns. Any parent may schedule an appointment with the school counselor, assistant principal, or principal.

## **SECTION 2-ACADEMIC INSTRUCTION**

### **Advisory/Binders**

Students will have advisory during their first hour class. During this time, students will be required to check their grades on Skyward and show their teacher their student planner with all learning targets and assignments filled in, and watch the school news show for up-to-date announcements. Students will also be instructed on keeping their binder organized: pencil pouch, student planner, subject dividers, notebooks, notes, assignments, and assessments. Binders will be organized, cleaned out, and graded on a weekly basis.

### **Homework - What can you expect regarding homework for your student?**

Lincoln students are typically given assignments in each class daily. Class time is provided to work on the assignment, but additional time at home may be required to complete the assignment. If your student is saying they have no homework, please check in with the classroom teachers. Middle school students should spend at least 30 minutes a night on homework. Students are also encouraged to read at least 20 minutes a night to improve their comprehension and fluency.

### **Homework Requests**

Middle school students receive homework assignments as an important extension of the learning that takes place at school. Students who are absent from school need to complete their missing assignments. Parents may request homework for students who are absent by contacting the school secretary. Please make homework request by 10 a.m. Homework may be picked up in the office at the end of the day by a classmate, friend, or parent.

### **Tutoring**

Tutoring is available to all students. Teachers/staff will be available in specific rooms at the times listed below:

- Before School- Monday through Friday from 8:15 a.m. to 9:00 a.m. (counseling center, math lab, teacher access time located in the teacher's classroom)
- After School- pre-arranged with teacher

### Academic Reports

1. Log onto Skyward Family Access to check grades weekly (call the office for login assistance)
2. At Nine Weeks: Progress reports will be sent home (these are mid-term not final grades)
3. End of First Semester: Final grades mailed home (late January)
4. End of Second Semester: Final grades mailed home (mid-June)

A progress report will indicate your student's performance in homework completion, assessment data, and areas needing improvement. It may also contain written comments from the teacher regarding behavior, participation, and personal development.

### TIME LINE

\*\*\*Grounds for retention will be any student who cannot demonstrate proficiency in core subjects (example: failing both semesters in two or more core subjects) and/or an accumulation of semesters of failing grades in any of the core subjects. The core subjects include math, language arts, and reading.

### Teacher Conferences- When can you talk to your student's teachers?

Our teachers are very willing to meet with you when questions or concerns arise. If you feel a need to talk to your child's teacher at any time during the year, please feel free to call, email, or write a note to the teacher requesting a conference. Regular conference times are scheduled for **November 16th**. Please understand that the teachers are not always able to meet without prior notice due to scheduled faculty or team meetings. If you have an immediate concern or quick question during the day, call and leave a message in the office.

### Student Led Conferences

Students at Lincoln are required to participate in student-led conferences. They are scheduled for **February 22<sup>nd</sup> and 23<sup>rd</sup> for the 2017-18** school year. Student-led conferences allow the student to share his/her academic accomplishments with the parent(s). Students are encouraged to take ownership of their work and successes, and plan for their improvement. During the conferences, students will share their documentation of efforts made to reach goals. Conferences will be led by students. Teachers are present to provide support and encouragement, as well as to act as a facilitator. This format varies from the traditional parent-teacher conferences format we have used in the past and gives the student a more active role in sharing their progress. Letters/phone calls will be conducted to schedule the conferences. **Parents wishing to schedule a parent-teacher conference in addition to this are encouraged to contact the teacher or school.**

### SECTION 3: EXPECTED BEHAVIOR/DISCIPLINE

#### Code of Conduct-Discipline - What kind of environment can you expect here at Lincoln?

#### At Lincoln, we honor the three R's - Respect, Responsibility, and Resilience

All students and staff share the responsibility of maintaining a safe climate that promotes and encourages learning. Parental involvement in reinforcing behavior expectations is a vital aspect toward successfully meeting these expectations.

#### We believe:

- All students are capable of being **responsible** for their own behavior.
- Students will **respect** everyone's race, color, religion, disability, national origin, ancestry, and gender.
- All students have the right to learn without being distracted by others.
- All students have the right to be an individual without experiencing ridicule from others.
- All students are expected to be **resilient** when faced with challenging circumstances.

#### What is the "Positive Behavior" program?

Basic premises of the "positive behavior program" -

Are your actions allowing:

- The teacher to teach
- Yourself to learn
- Others to learn

**"No one student shall keep another student from learning."**

#### Absolutes

These behaviors have been identified as "**Absolutes.**" Absolutes are behaviors that will not be tolerated at Lincoln Middle School and will result in immediate in-school or out-of-school suspension.

1. Drugs, alcohol, tobacco, or weapons brought to school, used at school, supplied to others at school, used in a dangerous or harmful manner at school, or found in the possession of a student at school is considered exceptional misconduct (CSD #3241P and #4215). Discipline will be administered and police will be notified.

2. Verbal, written or physical violence/harassment toward another person (verbal meaning general threats or verbal harassment of a person).

**If you are a victim of harassment, follow these guidelines:**

1. Report the harassment to a staff member, the office, or online.
2. Fill out the district issued harassment form.
3. After a thorough investigation, appropriate disciplinary action will be taken against student if necessary.

3. Fighting

First fight	3 day suspension
Second fight	5 day suspension
Third fight	may lead to long term suspension or expulsion.

**Law enforcement will be contacted regarding fights at school. RCW 9.41.010**

4. Vulgar or demeaning language used at school in an offensive way towards another person and HEARD BY AN ADULT.
  - First time offense when reported will result in a warning.
  - Repeated reports that a student continues to use vulgar or offensive language will result in a violation of the absolute.
  
5. Severe non-compliance for a reasonable request by an adult staff member. Students who insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body will be sent to the office.
 

**Willful Disobedience:** The willful failure to respond or carry out a reasonable direction by personnel. RCW 28A.635.020. *Willfully Disobeying School Staff. Any person guilty of violating this section shall be deemed guilty of a gross misdemeanor punishable as provided in RCW 9A.20*
  
6. Any illegal act which might include the following: stealing, vandalism, setting fire to something, etc.
7. Academic dishonesty/cheating- Students who cheat on tests or homework are being dishonest. If a student allows another student to copy an assignment knowingly, then both are cheating.
8. Lincoln Middle School has a CLOSED CAMPUS! Once students step onto school grounds, they become the responsibility of the school. Therefore, students may not leave campus without permission for any reason, even if school has not started yet. (i.e.- Family Foods)

**Behavior Contract:** Students who have repeatedly violated school rules may be placed on a behavior contract. This will be initiated by the administration. Alternative plans may include shortened schedule, loss of a passing period, loss of lunch recess, etc.

### What is a "Choice Card"?

The "Choice Card" program is used to curb behavior problems, promote a better learning environment, and encourage Lincoln students to make good behavior choices. The Choice Card system is a "step between" what a teacher chooses to handle in class or on campus and what ends up in the office as a disciplinary referral. Offenses of a more serious nature (i.e. fighting) will be referred to an administrator. Part of the intent of Choice Cards is to ensure that small problems remain small.

Briefly, the Choice Card system works in the following way:

1. A staff member gives an offending student a Choice Card after repeated warnings or after a serious rule violation.
2. The student should quietly, and without argument, leave the classroom and go directly to the Time Out room.
3. Entering the Time Out room quietly, the student moves to a predetermined area to fill out the Behavior Referral Form (BRF) supplied at that location. This form must be completed with the absolute minimum amount of distraction to the other students.
4. When it is convenient for the Time Out teacher, he/she will check, sign, and record pertinent information on the Behavior Referral Form. The student waits quietly until this time. There may be some discussion regarding appropriate behaviors and consequences.
5. The student will not return to that particular class or activity on that particular day but must arrange a conference with the issuing staff member before returning to the class or activity.
6. The Time Out teacher will return the Choice Card and a copy of the BRF to the issuing staff member. All Behavior Referral Forms will be filed for one quarter.

The benefits of this system include, first, using school administration less frequently for minor disciplinary issues. Second, this system provides better documentation for unacceptable student behavior. Third, the removal of a student to the Time Out room allows for a brief cooling off and refocusing period, hopefully keeping smaller problems in perspective. Finally, the short BRF will give students a chance to acknowledge their misbehaviors and to explain their point of view. Copies of any BRF can be made available to any interested parent or guardian.

### **Lincoln Middle School Choice Card Consequences**

A Choice Card will have the following consequences each quarter:

- |   |   |
|---|---|
| 1 <sup>st</sup> Choice Card ...           | Behavior Referral Form is on file for the remainder of the quarter.             |
| 2 <sup>nd</sup> Choice Card...            | Requires parent notification.   |
| 3 <sup>rd</sup> Choice Card...            | Requires lunch detention. Parent notification.                                  |
| 4 <sup>th</sup> Choice Card...            | Requires <b>1 full day</b> In-School Intervention. Parent conference scheduled. |
| 5 <sup>th</sup> Choice Card...            | <b>Out-of-School Suspension. Days to be determined by administration.</b>       |
| 6 <sup>th</sup> Choice Card and beyond... | <b>Discipline to be determined by school administration.</b>                    |

**Receipt of multiple Choice Cards in one school day may result in removal from school for the remainder of the day.**

### **Dress Code - How do we expect students to dress at Lincoln?**

We want students to dress in a neat and appropriate manner that reflects pride in themselves and their school. It is important for students to attend with a serious attitude toward learning, and appearances should never distract the wearer or observers from that goal. Spaghetti strap shirts, midriff tops, and tank tops are unacceptable. Sleeveless shirts must extend to the end of the shoulder. Students may wear shorts and skirts that extend past their fingertips when arms are held to side. Any student attire including T-shirts that promote or display cigarettes, alcohol, illegal drugs, insinuating sexual, or discriminating messages will not be acceptable. Please be observant and helpful with this standard. (Clarkston School District Policy 3224, 3224P, and RCW 28A.600.455)

**Hats** - Hats are not allowed during school hours, including recess. Stocking caps worn outside during the winter months for warmth are okay. Students must remove their hats **upon arrival to campus**. They can place them in their backpacks or lockers.

Any student dress found to be objectionable under the provisions of this policy statement will be dealt with in the following manner:

1. Staff will ask the student to make the necessary corrections, the parent/guardian may be notified, the incident will be documented.
2. Any subsequent problems concerning students that have been asked previously to correct their attire will be placed on the progressive discipline steps. (WAC 180-40-215 Student Rights) (WAC 180-40-225 School district rules)

**Lincoln Administration reserves the right to determine if a student's dress is a disruption to the educational process. All such decisions are final.**

### **Interventions/Suspensions/Expulsions**

**In-School Intervention-** (WAC 180-40-250, CSD 3241) During ISI, students will not attend any class or activity. The student is required to do all work assigned for the day(s). Students will either perform current work provided by the teacher or do remedial work, which may include materials to address his/her behavior, provided by the ISI attendant. The ISI room has very strict rules and any infraction will result in an additional day of ISI or an out-of-school suspension.

**Short-Term Suspension-** Less than 10 consecutive school days (CSD 3241)

**Long-Term Suspension-** More than 11 consecutive school days (WAC 180-40-260, CSD 3241)  
Students suspended out-of-school are denied attendance to any single subject, class, or any full schedule of classes or activities on district property.

**Emergency Expulsion-** (WAC 180-40-295, CSD 3241)

A student may be expelled immediately by a school district superintendent or an administrator in emergency situations; provided that there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or personnel or an immediate and continuing threat of substantial disruption of the educational process.

An emergency expulsion shall continue until rescinded by the superintendent or administrator, or until modified or reversed pursuant to the hearing provisions set forth in WAC 180-40-315.

**Severe infractions or misbehavior outlined in Clarkston School District Policy #3241P as exceptional misconduct may result in long term suspensions or expulsions. Long term suspensions can be as long as 90 consecutive school days.**

## **SECTION 4: PROGRAMS AND SERVICES**

### **Why does Lincoln offer activities and athletics?**

Activities and athletics mean more than competition between individuals or teams representing different schools. It teaches teamwork, commitment, trustworthiness, dedication, self-reliance, goal setting, perseverance, and achieving common goals shared by teammates and coaches. In addition, scholar-athletes, by participating in spectator events, are often admired and relied upon for leadership by younger students and peers. Participation is a privilege and student athletes need to adhere to a high standard. Therefore, it is important that the athlete's behavior remain above question. As a student leader, the athlete must accept the responsibilities and obligations that accompany the privilege of interscholastic athletic competition. The Clarkston School District is committed to providing opportunities and rewarding athletic/activity experiences for both male and female students. This contract outlines and clarifies the rules that govern the scholar-athlete.

### **Expectations for Athletic participation**

This document serves athletics and activities governed by the Washington Interscholastic Activities Association (WIAA). These activities include athletics, cheerleading, and drill team. We believe that all activities covered by the WIAA are of equal value to the students, school and community and, consequently, need to meet similar standards. We trust that the students and the parents/guardians will be committed to upholding the expectations of LMS.

**Participants and Period of Coverage-**The Athletic/Activities contract applies to all students participating in inter-scholastic athletics/activities. The provisions of this contract shall govern from the first day of a sport season until the last day ("turn-out" to award ceremony) of participation in that sport.

**Disciplinary Rules and Regulations-** Athletes must comply with the Rules of Conduct of the Athletic Contract or they will be subject to disciplinary action. Consequences for rules violations will be ineligibility for the remaining season and/or a percentage of contests: as indicated in the sections of the athletic code. If ineligibility covers a percentage of contests, the athlete will still be required to practice, follow all team rules, and complete all portion(s) of any season(s) in order for that time to count towards fulfilling the suspension.

**Please refer to the athletic code, available in the office, for a more detailed explanation of expectations.**

### **Athletic Programs**

#### **Fall Sports**

(August through October)

Football- 7<sup>th</sup>/8<sup>th</sup> grade boys

Volleyball- 7<sup>th</sup>/8<sup>th</sup> grade girls

Cross country- 7<sup>th</sup>/8<sup>th</sup> grade boys and girls

#### **Early Winter Sports**

(November through December)

Basketball- 7<sup>th</sup>/8<sup>th</sup> grade boys

Drill team-7<sup>th</sup>/8<sup>th</sup> grade girls

#### **Late Winter Sports**

(January through March)

Basketball- 7<sup>th</sup>/8<sup>th</sup> grade girls

Wrestling- 7<sup>th</sup>/8<sup>th</sup> grade boys

#### **Spring Sports**

(March through May)

Track-7<sup>th</sup>/8<sup>th</sup> grade boys and girls

### **Student Recognition**

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, music skills, leadership skills, and various aspects of good citizenship. We take time to recognize these students during our 1<sup>st</sup> semester awards assembly, end of year celebration, and pep assemblies. **Students meeting the behavior and attendance criteria will be eligible to attend the end of year celebration - location to be determined.**

### **Student Council**

The student council is made up of 1<sup>st</sup> hour representatives and elected student body officers supervised by Mrs. Hill. The student council members can express their opinions and assist in the functions of the school. Candidates for Student Government Officers are selected by fellow students. Student Government promotes leadership and initiative. These student leaders meet to plan activities, learn leadership skills, voice student concerns, and practice meeting skills (parliamentary skills). We have purposes for our students being involved in leadership here at Lincoln which include:

- To bring into closer relations the faculty and students of Lincoln.
- To develop good citizens who can serve as an example for others.
- To involve parents for closer relations between home and school.

### **Library/Media Center**

Library Hours 8:30 am - 3:30 pm

A pass is required before school, at lunch, and after school to use the library/media center.

1. Books may be borrowed for three (3) weeks.
2. Magazines may be borrowed for one week.
3. No fines are charged on overdue books, but all books must be returned before more books can be checked out. Students will be charged replacement and processing costs for lost books.
4. No food/drink.

**Food Services: What meals are available to your student and what are the costs?**

Lincoln School offers breakfast and lunch to all students. Breakfast and lunches can be purchased at the main office. There is a NO CHARGE policy for school meals. If you think you may qualify for reduced/free meal prices, please stop in at the office for more information.

<b>Prices-</b>	<b><u>Regular</u></b>	<b><u>Reduced</u></b>	<b><u>Free</u></b>
Breakfast:	\$1.50	Free	Free
Lunch:	\$2.65	\$0.40	Free
Milk:	\$0.35	\$0.35	Free

**Cafeteria**-Breakfast begins at 8:30. Please see the daily bell schedule on page 1 for lunch times. We love to see parents enjoying lunch with their students.

Students may either bring a sack lunch or choose to eat hot lunch. **Hot lunch accounts are pre-paid and charging meals is discouraged.** Milk is available to be purchased with a sack lunch. Please keep lunch accounts paid. Balances can be found on Skyward or by calling the office.

**SECTION 5: GENERAL EXPECTATIONS**

**Bicycles and Scooters**

Bicycles must be walked while on school grounds and across streets. Park bikes properly in the bike rack and lock securely. Students are not to play around the bike rack during the day nor are they to ride bikes during the lunch period. The school is not responsible for bikes damaged while at school. Please report anyone who might be tampering with the bicycles. Scooters, skateboards, and motorized scooters are not allowed to be ridden to school or transported on buses.

**Riding the Bus**

Riding the bus to and from school is a privilege. Discipline problems on the bus will be reported to school administration. A student causing continual problems on the bus will be referred to the school for progressive disciplinary action. Serious infractions will be reason to move to a higher level of discipline including removal from riding the bus.

**General Bus Rules**

1. The driver has absolute authority of the bus and students. Students must obey the driver promptly and willingly.
2. Students must ride regularly assigned bus only. Principal may grant permission to ride another bus.
3. Students must depart at their assigned drop off unless previously arranged.
4. Students may be assigned a seat by the driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Students must keep the bus clean.
7. Students may not smoke, use lighters or matches.
8. Keep hands, arms, legs and head in bus.
9. Driver must give permission to open windows.
10. No animals on the bus except "seeing eye" dogs.
11. Books and belongings must be kept out of the aisle.
12. Refrain from talking to driver while bus is in motion.

13. Students must never sit in driver's seat.
14. Students must remain in seats unless departing from the bus.
15. Students must leave bus in an orderly fashion, obey orders of safety patrol, not cut across high way until given clearance by the bus driver.

### **Electronic Devices/Valuables**

**Cell phones and other electronic devices should be turned off and stored away unless being used for academic purposes and under the supervision of the teacher.** If an electronic device is confiscated by a staff member, the student may get it back at the end of the school day. If it is the student's second offense, a parent must pick up the electronic. Further confiscation may result in disciplinary action. In order to limit the risk of theft and distraction from learning in the classroom, please keep all toys, valuables, and expensive jewelry at home. Electronic games, trading cards, CD players, and other similar items are considered valuables.

### **Hallways**

Students are not permitted in the hallway during class time without a hall pass.

### **Public Displays of Affection (PDA's)**

Public displays of affection are inappropriate at school because they are a distraction to the educational program and do not display good manners. PDA's are classified as the following: kissing, holding hands, and excessive and prolonged body contact (hugging). If students participate in this kind of behavior, a staff member will ask the student to make the necessary corrections, the parent/guardian may be notified, the incident will be documented and placed in the student file.

### **Lockers**

Lockers are provided for the convenience of students and are expected to be used to store student belongings. There will be no changing or sharing of lockers except by permission from the office staff. Each student is responsible for the contents of his/her locker. For protection, no student should give his/her combination to any other student. The use of a locker is a privilege granted to students. The principal, by law, has the authority to examine the contents of any locker located on the school property when he/she has sufficient reason to believe that the contents of the locker may include elements which:

- Present an immediate threat to health, safety, and welfare of the student body.
- Are illegal to possess.
- Would contribute to the disruption of the normal education program.
- Have been reported lost or stolen.

Periodic general inspections of lockers may be conducted by school authorities for any reason at any time. Students need to keep both the inside and outside of their lockers clean.

### **Gum/Candy/Food/Drinks**

Food and drink are not permitted before school or in hallways and classrooms. Please keep all such items in a locker for lunchroom purposes only. Gum is not allowed at LMS.

### **Lost and Found**

A bin is located in the office area. Students and parents are encouraged to check the lost and found area to see if any items that are lost have been turned into this area. Please label all school supplies and clothing items with your student's first and last name. Items that remain at the end of each quarter (9 weeks) will be donated to Goodwill.

### **Medications**

In accordance with Washington State Law, oral medication (any medication taken by mouth) is defined as **either** prescription medication or over-the-counter (such as Tylenol, Advil, Benadryl, Motrin, cough syrup, etc.). A signed *Authorization of Medication at School* form must be signed by **both** the parent and physician/dentist. There is no grace period in which to obtain the signatures. Medication cannot and will not be given to your child without correct authorization.

Forms may be obtained from the school. **All** medications must be in the original container (no medication in plastic baggies or envelopes). **Asthma inhalers** must also be accompanied by a signed *Authorization of Medication at School* form. If the child must carry the inhaler with him/her, please mark the appropriate option on the form.

### **Schedule Changes**

All schedule changes must be approved by administration.

### **Telephone**

Phone calls will be allowed for emergencies only and at the discretion of the teacher, principal, and secretaries.

### **Textbooks**

Students are responsible for all textbooks issued to them. Payment will be required for lost or damaged books. Students must put their name and homeroom teacher's name on the tab inside.

### **Yearbooks**

Yearbooks will be pre-sold in August during registration.

## **SECTION 6: SAFETY/EMERGENCY PROCEDURES**

### **Emergency Drills**

We will continue to hold fire drills here at Lincoln to familiarize students with the procedures. These drills are required by law. In addition to these drills, we will also be practicing lockdown drills. We need to be prepared in case of such an emergency. All drills will be discussed with the students. Fire drills will be held periodically. Students will be trained in the appropriate evacuation process. A student that pulls a fire alarm will be disciplined by the school, the resource officer will be notified, and the student will be responsible for the estimated response cost to be determined by the fire chief.

### **Accidents**

If a student becomes ill or hurt while at school, you will be notified. It is important that we have current phone numbers and/or names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

## SECTION 7: DIRECTORY AND LEGAL POLICIES

### District Directory

District Office	758-2531
Clarkston High School	758-5591
Lincoln Middle School	758-5506
Grantham Elementary	758-2503
Heights Elementary	758-8180
Highland Elementary	758-5531
Parkway Elementary	758-2553
Student Services	758-3309
Enrichment Program	769-5538
Bus Garage	758-8041
Food Services	769-5587
EOC	758-4508

### Services for High Risk Youth

Asotin Co. Health	758-3344
Asotin Co. Sheriff	243-4717
Boys and Girls Club	758-9647
Child Protective Services	751-4666
Clarkston Police	758-2331
Crisis Services	746-9655
Juvenile Probation	758-1623
Pregnancy Counseling	746-9704
Quality Behavioral Health	758-3341
Suicide Prevention	1-800-422-2552
YWCA Crisis Services	746-9655
YWCA	743-1535
Asotin Co. Safe Policy	758-1623

### CLARKSTON SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR TECHNOLOGY

#### Purpose

The Clarkston School District shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills. The system/network will also be utilized to provide information to the community; including parents, government agencies and businesses.

#### Availability

The Superintendent or designee shall implement, monitor and evaluate the district's system/network for instructional and administrative purposes. Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures. Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of the administrative regulations and procedures governing use of the system. Each user shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulation and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Clarkston School District. Violations of law may result in criminal prosecution as well as disciplinary action by the Clarkston School District.

### **Acceptable Use**

Use is defined as:

1. The district will provide each user with a copy of the Acceptable Use Policy.
2. Access will be granted to employees with a signed access agreement.
3. Access will be granted to students with a signed access agreement and permission of a parent or legal guardian.
4. Any malicious attempt to harm or destroy equipment, materials, data or programs is prohibited.
5. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Vandalism will result in cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration.
7. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
8. Use appropriate language; swearing vulgarity, ethnic or racial slurs and other inflammatory language is prohibited.
9. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
10. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
11. System users shall not use another user's account.
12. Pretending to be someone else when sending/receiving messages is prohibited.
13. Revealing personal information (address, phone numbers, etc.) is prohibited.
14. Forgery or attempted forgery is prohibited.
15. Transmitting or viewing obscene or other material that is inappropriate in a school setting is prohibited.
16. Commercial use of the systems/network is prohibited.
17. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
18. Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the system administrator.
19. System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administrative procedures.
20. Students completing required course work will have first priority for afterhours use of equipment. 21. Principals or their designee shall be responsible for establishing disk usage limitations, if needed. 22. Principals or their designee shall be authorized to monitor or examine all systems activities, including electronic mail transmissions to ensure proper use of electronic resources.
23. Principals or their designee will be responsible disseminating and enforcing policies and procedure in the building(s) under their control.
24. Principals or their designees will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network.
25. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.
26. Non-authorized use of search engines, purposefully circumventing the filter system, posting inappropriate information or bullying or harassing others via the electronic equipment is not permitted at any time.

### **Monitored Use**

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

### **Liability**

The Clarkston School District shall not be liable for user's inappropriate use of electronic resources, violations of copyright restrictions, user mistakes or negligence, or costs incurred by users. The Clarkston School District shall not be responsible for ensuring the accuracy or usability of any information found on external network restrictions, user mistakes or negligence, or costs incurred by users.

## NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the district 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 principal will make arrangements for access and notify the parent of eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent of eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Clarkston School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district 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 district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/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. [Optional] upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office/ U.S. Department of Education 600 Independence Avenue, SW/ Washington DC 20202-4605.

State Law Qualification: Although FERPA allows 45 days to honor a request, the state records law requires an appropriate response to a "public records" request within five business days. RCW 42.17.320

## SEXUAL HARASSMENT, DISCRIMINATION, AND COMPLAINT PROCEDURES

### **What is discrimination?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

**What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

**What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

**What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

**What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI  
Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

## **BULLYING PREVENTION**

It is the policy and procedure (3207) of the Clarkston School District to prohibit harassment, intimidation and bullying. This includes direct or indirect electronic, written, oral or physical acts which physically harm a student, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.

Bullying is repeated negative behavior towards a less powerful person or persons. Hitting, name-calling, shunning, and shaming are forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying.

### **Anti-Bullying Corrective Actions**

If your child is experiencing bullying behavior at school, here a few steps you should take:

- Promptly bring the behaviors to the attention of your child's teacher or counselor. The more information you can provide to the teacher or counselor, such as the name of the other student or student(s), the date the behaviors took place, and the location(s), the better.
- If bullying behavior continues, promptly bring the behaviors to the principal's attention. This may include asking for a meeting in person to discuss your concerns, asking for implementation of a Safety Plan for your child to prevent future incidents or for a Student Intervention Team meeting to be held.

If bullying behavior continues, you may file a formal complaint with your school's principal. Forms are available at the front office of each school and can also be located on-line at [www.csdk12.org](http://www.csdk12.org) under "Quick Links" (*Harassment, Intimidation, Bullying (HIB) Incident Reporting Form*). If you are unable to resolve your concerns at the building level, contact the Clarkston School District Harassment, Intimidation and Bullying Compliance Officer, Roger Trail, at (509) 758-2531.

Thank you for working with us to address bullying behaviors that take place at our school. As a team of school professionals, parents, and students we can work to reduce and eliminate such behaviors at school.

## **SUMMARY OF DRUG, NICOTINE, AND ALCOHOL POLICY**

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students or employees while on Clarkston School District property or as part of a Clarkston School District activity is prohibited. This includes, but is not limited to, the possession or consumption of alcohol by an individual under the age of 21, possession or consumption in areas open to and commonly used by the public on leased buildings or grounds. It is illegal to sell, serve or furnish alcoholic beverages to a person under the age of 21.

Compliance with these standards of conduct by both employees and students is mandatory.

Any student found in violation of these standards of conduct may be subject to disciplinary actions including but not limited to, warnings, probation, suspension, expulsion, special sanctions as appropriate such as required counseling and/or treatment, and referral for prosecution.

### **Use of Tobacco and Nicotine Products and Delivery Devices (Policy 4215)**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-

approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

### **GUN FREE SCHOOL POLICY 4210 (Zero tolerance form)**

*The district has a gun-free school policy that includes one year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis.*

### **TITLE I, PART A AND LEARNING ASSISTANCE PROGRAM (LAP)**

#### **Title I, Part A**

##### **What is Title I?**

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards in mathematics, reading and writing. Schools qualify for Title I funds through their free/reduced lunch percentage. If a school is a Title I schoolwide program, this means every student K-6 is eligible to receive additional support services through Title I, Part A.

##### **Teacher Qualifications**

Title I schools must meet federal rules related to teacher and paraprofessional qualifications. At the beginning of each school year, any parent who has a child attending any school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his/her qualifications (Section 1111P(6)(A) ESEA).

##### **Parent Involvement**

Each school in the district receiving Title 1 funds shall jointly develop with parents of students served in the program a School-Level policy outlining the manner in which parents, school staff and student share responsibility for improved student achievement in meeting academic standards (CSD policy 2108P, 4130P, and Section 1118 (c)-(f) ESEA). Each Title I school will develop a School-Parent Compact. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title 1 program to meet the district's academic standards.
2. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Review expectations for students to take responsibility for their own learning and actions.

4. Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

For more information regarding Title I parent involvement, please refer to Policy 2108P and 4130P on the CSD website: [www.csdk12.org](http://www.csdk12.org)

**Learning Assistance Program (LAP)**

Learning Assistance Program (LAP) is Washington's state-funded program that provides supplemental academic support to eligible students. LAP must first focus on addressing the needs of students in K-4 who are deficient in reading or reading readiness skills. However, LAP may also provide supplemental interventions for students K-12 in reading, writing, mathematics, and readiness associated with these content areas. LAP may also support 11<sup>th</sup> and 12<sup>th</sup> grade students at risk of not meeting local and state graduation requirements.

**Citizen Complaint Procedures for State or Federal Programs**

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form
- There is no need to know the law that governs a federal program to file a complaint.

If you have a complaint against a school, the district, Educational Service District (ESD), or School Service Provider, please follow steps 1 through 5:

1. Use your local complaint process first (board policy 2108P)
2. File a citizen complaint through the Office of Superintendent of Public Instruction (OSPI)
3. Mail or Fax your written citizen complaint to OSPI
4. OSPI will process your complaint
5. OSPI will send a final decision within 60 calendar days of the date they received your complaint.

For a more detailed description of this process, please refer to the Title I link on our website: [www.csdk12.org](http://www.csdk12.org)