



Lincoln Middle School 2018-19

Student Name _____

Advisory Teacher _____

Bell Schedule

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

NONDISCRIMINATION & GRIEVANCE PROCEDURES

The Clarkston School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. 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, fryj@csdk12.org; Section 504/ADA Coordinator, Rebecca Lockhart, Executive Director of Student Services, 1294 Chestnut, Clarkston, WA 99403, (509) 758-2531, lockhartr@csdk12.org.

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

"Grievance" means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.

"Complaint" means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

"Respondent" means the person alleged to be responsible or who may be responsible for the violation alleged in the 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.

Attendance Information

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 (counseling center, Gear Up room, homework lab, available classrooms). Breakfast is served in the cafeteria at 8:30 a.m. The first bell rings at 9:00 a.m. **For safety reasons, students should not arrive at school before 8:30 a.m. unless attending an academic help session. Outside supervision is not provided at this time.**

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

Attendance- Daily, punctual attendance to all classes, assemblies, and other assigned school activities is required of all students. Students who refuse to attend school will be processed under Washington compulsory attendance laws: RCW 28A.225.010 and RCW 28A.225.005 - .035 (Becca Bill). 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 a student has an unplanned absence, a written excuse or phone call from the parent/legal guardian is required. Students whose parents have not contacted the school 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:

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

Tardy to School- Students should arrive to school on time. Students must check into the office if they are late to school. Habitual tardies will be dealt with by school administration.

Tardy to Class- 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 a parent is picking up their student during the school day, contact must be made with the office by note or phone, and the student must physically check out through the office.

Makeup Work- Students who miss class due to excused absences will be given an opportunity to make up their missed assignments. 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 gathered, made up, and turned in. **A teacher is not required to provide and/or accept makeup work missed during an unexcused absence or truancy.**

Communication-Where to find out what is going on at Lincoln Middle School

- Lincoln website - <http://www.csdk12.org/lms>
- Facebook - <https://www.facebook.com/LMSclarkston>
- Daily student bulletin

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.

LMS Staff

A list of staff members and their email addresses can be found on the LMS website: <http://www.csdk12.org/lms>

Counseling Center - room 40

Guidance services are available: test-taking skills, extra-curricular needs, dates of tests scheduled, career choices, as well as other academic, social, vocational, or personal concerns.

Advisory/Binders

Students will have advisory during their first hour class. During this time, students will be required to check their grades on Skyward, show the teacher their student planner with all learning targets and assignments filled in, and read the daily bulletin/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

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. Middle school students should spend at least 30 minutes a night on homework.

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, homework lab, Gear Up room, teacher access time located in the teacher's classroom)
- After School- Gear Up room or pre-arranged with teacher

Student Led Conferences

Students at Lincoln are required to participate in student-led conferences. They are scheduled for **February 21st and 22nd of the 2018-19** school year. Student-led conferences allow the student to share his/her academic accomplishments with the parent(s).

At Lincoln, we honor the three R's - Respectful, Responsible, and Resilient

All students and staff share the responsibility of maintaining a safe climate that promotes and encourages learning.

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.

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 may be taken.
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 of 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:

1st Choice Card ...Behavior Referral Form is on file for the remainder of the quarter.

2nd Choice Card... Requires parent notification.

3rd Choice Card... Requires lunch detention. Parent notification.

4th Choice Card... Requires **1 full day** In-School Intervention. Parent conference scheduled.

5th Choice Card... **Out-of-School Suspension. Days to be determined by administration.**

6th Choice Card and beyond...**Discipline to be determined by school administration.**

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

Dress Code

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, and/or sexual or discriminating messages are not 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.

Activities and athletics

Participation in extra-curricular activities and athletics is a privilege and students need to adhere to a high standard. The Clarkston School District is committed to providing opportunities and rewarding athletic/activity experiences to all students.

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: football, volleyball, cross country

Early winter sports: boys basketball, drillteam

Late winter sports: girls basketball, wrestling

Spring sports: track

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 weekly Lancer Card parties, quarterly good behavior parties, 1st 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 1st hour student representatives and student body officers elected by their peers and supervised by Mrs. Hill. The student council members can express their opinions and assist in the functions of the school. These student leaders meet to plan activities, learn leadership skills, voice student concerns, and practice meeting skills (parliamentary procedures).

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

Lincoln offers breakfast and lunch to all students. Breakfast and lunch 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. Students may either bring a sack lunch or choose to eat hot lunch. Milk is available for purchase with a sack lunch.

Bicycles, Scooters, and Skateboards

Bicycles, scooters, and skateboards must be walked while on school grounds. Bikes must be properly parked and locked in the bike rack. Scooters and skateboards will be stored in the office. The school is not responsible for damage while at school.

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.

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 highway until given clearance by the bus driver.

Electronic Devices/Valuables

Cell phones and other electronic devices must be turned off and stored in student lockers. If an electronic device is confiscated by a staff member, a parent must pick it up in the office at the end of the day. Further confiscation may result in disciplinary action.

Public Displays of Affection (PDA's)

Public displays of affection are inappropriate at school because they are a distraction to the educational process and do not display good manners. PDA's are classified as the following: kissing, holding hands, and excessive and prolonged body contact (hugging).

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. **No student should give his/her combination to any other student.** The use of a locker is a privilege granted to students. School administration, by law, has the authority to examine the contents of any locker located on the school property when there is 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 lost and found bin is located in the office area. Students are encouraged to check the bin if they are missing an item. Unclaimed items will be donated to Goodwill at the end of each quarter (9 weeks).

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.

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.

Emergency Drills

Monthly safety drills (fire, lockout, lockdown) will be conducted to familiarize students with appropriate procedures and responses. These drills are required by law. 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.

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 students educational records that the parent of eligible student believes are inaccurate or misleading. Parents or eligible students may as 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 to 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 to 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 under Info & Resources - Forms - *Harassment, Intimidation, Bullying (HIB) Form*. If you are unable to resolve your concerns at the building level, contact the Clarkston School District Harassment, Intimidation and Bullying Compliance Officer, Jim Fry, 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 school-wide 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 I 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 I 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.csd12.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 11th and 12th 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.csd12.org