



# Lincoln Middle School

## Bell Schedule

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

## TABLE OF CONTENTS

### LINCOLN MIDDLE SCHOOL STUDENT HANDBOOK INFORMATION:

#### SECTION 1: GENERAL INFORMATION

LMS Staff Commitments	5
Parent Group	5
Attendance Information	5
See also page 33	
Communication:	
How can you find out what is going on at LMS?	7
Visitors/Volunteers	8
Assignment Book Responsibilities-	
Students, Parents, Teachers	8
Staff	9
Counselor and Social Worker	9

#### SECTION 2: ACADEMIC INSTRUCTION

Advisory/Binders	9
Homework	9
Tutoring	10
Academic Reports	10
Teacher Conferences	10
Student Led Conferences	10

#### SECTION 3: EXPECTED BEHAVIOR AND DISCIPLINE

Code of Conduct-Discipline	11
-Positive Behavior Program	11
-Absolutes	12
-Choice Cards	14
-Dress Code	15
-Interventions/Suspensions/Expulsions	16

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

Why Offer Athletics/Activities?	16
Expectations	17
Rules of Conduct	17
Athletic Programs	17
Student Recognition	18
Student Council	18
Library/Media Center	18

#### **SECTION 5: GENERAL EXPECTATIONS**

Bicycles/Skateboards/Roller Blades/Scooters	18
Miscellaneous Student Policies:	19
Electronics, hallways, PDA, lockers, gum/food/drink, lost and found, schedule changes, telephone use, textbooks, yearbooks	

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

Emergency Information (Firedrills/Lockdowns, etc.)	20
Accidents	21

#### **CLARKSTON SCHOOL DISTRICT HANDBOOK INFORMATION:**

Non-discrimination Notification	24
Sexual Harassment	24
Complaint Options	25
Family Educational Rights and Privacy Act (FERPA)	27
Protection of Pupil Rights Amendment (PPRA)	27
Asbestos Hazard Emergency Response Act (AHERA)	27
Food Services	27
Fees and Fines	28
Health/Immunization Information	29
McKinney Vento Information	31

<b>Video Security on School District Grounds or Property</b>	<b>32</b>
<b>Electronic Resources</b>	<b>32</b>
<b>Student Rights and Responsibilities</b>	<b>33</b>
<b>Absences/Truancy</b>	<b>33</b>
<b>Dress Expectations</b>	<b>34</b>
<b>Weapons on School Premises</b>	<b>34</b>
<b>TITLE I and LAP</b>	<b>35</b>
<b>Medication at School</b>	<b>37</b>
<b>Safe and Drug Free Schools</b>	<b>38</b>
<b>Bus Rules</b>	<b>39</b>
<b>Prohibition of Harassment, Intimidation, and Bullying</b>	<b>41</b>

Respectful Responsible Resilient

# LINCOLN MIDDLE SCHOOL STUDENT HANDBOOK INFORMATION

## 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 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 offers tutoring/homework help before school. Tutoring is available at 8:15 a.m. in room 17 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 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.

**See page 33 for more information on CSD attendance policies.**

**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 teachers 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. 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:** <http://www.csdk12.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 parents/guardians who have one. Please stop in the office to make sure we have your current address.
- **Facebook** - <http://www.facebook.com/LMSclarkston/>
- **School Messenger text messages** - To participate in this service, text "Y" to our district's short code, 67587. Your cell phone number must be listed in Skyward in order to receive text messages.

## **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 that you are 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.

## **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 the 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 website <http://www.csdk12.org/lms> for the directory of all Lincoln staff members and their email addresses.*

## **Counseling Centers**

Guidance services are available for all students. 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, social worker, 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, show their teacher their student planner with all learning targets and assignments filled in, and watch the school news show/read the bulletin 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 with the classroom teachers. Middle school students should spend at least 30 minutes per night on homework. Students are also encouraged to read at least 20 minutes per 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. in a variety of locations. Check-in through the office.
- 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.

### **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 12th**. 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 **March 25<sup>th</sup> and 26<sup>th</sup> for the 2020-21** 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 taught 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 may 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 with a reasonable request made by a 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.

**These acts become non-discretionary and long-term and expulsion are on the table. But, per the RCW, only has to be done for a firearm on the first offense.**

The following activities or behaviors are strictly forbidden:

1. Possession of a firearm, "nun-chu-ka sticks", throwing stars, air guns, stun gun/taser, sling shot, sand club, metal knuckles, dagger, dirk, pistol or spring blade knife.
2. Involvement in gang activity and intimidation.
3. Willfully disobeying school administrative personnel or refusing to leave public property (trespassing)
4. Vandalism—intentionally defacing school property or employee or student property.
5. Behavior that adversely impacts the health or safety of other students or educational staff.

**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 **1 full day** In-School Intervention. Parent conference scheduled.
- 5<sup>th</sup> Choice Card - **Out-of-School Suspension. Days to be determined by administration.**
- 6<sup>th</sup> 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 - 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 school 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 and are not to be worn on campus. Sleeveless shirts must extend to the end of the shoulder. Students may wear shorts, skirts, and dresses which extend past their fingertips when arms are held to side. Student attire, may not have any holes, or show any skin through clothing, above the student's fingertips when arms are held to their side. Any student attire including t-shirts that promote or display cigarettes, alcohol, illegal drugs, weapons, 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/Hoods** - Hats are not allowed during school hours, including recess. Hoods are only to be worn outside and at no time shall be worn inside any building at LMS. Stocking caps worn outside during the winter months for warmth are okay. Students must remove their hats **upon arrival on 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, and 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 code applies to all students participating in inter-scholastic athletics/activities. The provisions of this code 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 Code 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 - (\*\*Currently all sports are suspended until further notice\*\*)**

- **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. Lyon. 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.

- Books may be borrowed for three (3) weeks.
- Magazines may be borrowed for one week.
- 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.
- No food/drink.

## **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.

### **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, and the incident may be documented.

### **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. Administration, 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.

### **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 on the inside cover.

### **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.

## **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.

Respectful Responsible Resilient

# Clarkston School District Student Handbook Information

## NONDISCRIMINATION NOTIFICATION

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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

- Troy Whittle, Civil Rights & Title IX Coordinator 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531 [Whittlet@csdk12.org](mailto:Whittlet@csdk12.org)
- Rebecca Lockhart, Section 504/ADA Coordinator 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531 [lockhartr@csdk12.org](mailto:lockhartr@csdk12.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [CSD Policy 3210 \(Students\)](#) [CSD Policy 5010 \(Staff\)](#)

## SEXUAL HARASSMENT

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

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

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

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature



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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [CSD Policy 3205 \(Students\)](#) [CSD Policy 5011 \(Staff\)](#)

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### ***Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator (listed above).

##### ***Step 2: School District Investigates Your Complaint***

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

### **Step 3: School District Responds to Your Complaint**

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

### **Appeal to the School District**

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

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **Other Discrimination Complaint Options**

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## **Family Educational Rights and Privacy Act (FERPA)**

Parent/guardian and eligible students (at least 18 years of age) you have the right to:

- inspect and review education records;
- amend education records;
- \*consent to disclose personally identifiable information in education records; and
- file a complaint with the U.S. Department of Education.

\*One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.

## **Protection of Pupil Rights Amendment (PPRA)**

We have policies on the district website ([CSD Policy 3232](#)) which deal with parental rights relative to:

- surveys;
- instructional materials;
- physical examinations; and
- personal information used for marketing

## **Asbestos Hazard Emergency Response Act (AHERA)**

The district inspects our buildings for asbestos containing building materials and develop, maintain and update an asbestos management plan. We annually notify parents, teachers and employee organizations in writing of the availability of the management plan and planned or in-progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspection and activities.

## **Food Services**

Our outstanding Food Services Department serves both breakfasts and lunches that meet state and federal nutrition requirements. Computerized accounts are available for student convenience. Meals need to be paid for in advance on the student pre-paid account.

Clarkston participates in the Federal Free & Reduced School Meals Program. Free or reduced lunches are provided for children whose family meets federal guidelines. Application forms are available throughout the school year online and in the main office. Applications need to be completed yearly; one application per household. Families are encouraged to fill out a free and reduced price application.

\*If your child has special dietary needs, reasonable modifications may be made when a medical authority completes the proper form. The form is available online or in the school office.

**Charging:** Extra milk, second entrée's or meals cannot be charged and must be paid for with cash. Efforts will be made to notify parents of needed money for accounts when the balance nears \$0.00. Notifications will consist of phone calls, texts, notices sent home with your child, or email. However, parents/guardians are ultimately responsible for making sure your child has funds on their Food Service Account. Amounts totaling \$20 or more will be turned over to the Food Service Director/District Office Staff for further collection efforts. Families owing money on their accounts and still accruing debt will be asked to eat breakfast at home and bring a sack lunch so to not further their debt.

Breakfast	
Student	CHS: \$1.75      Elementary/LMS: \$1.50
Reduced	No cost
Adult	\$ 2.00
Lunch	
Student	CHS: \$3.00      Elementary: \$2.75 LMS: \$2.80
Reduced	\$ .40
Adult	\$ 4.00

**Fees and Fines**

For parent convenience, the district offers online payment services for student lunches, registration costs and various other fees related to student involvement. The service offering allows for both debit and credit card usage with no user fees. The link for this service is on our school webpages and the link is as follows: <https://wa-clarkston.intouchrecepting.com/>. The building office staff continue to accept cash or checks as well.

## Health/Immunization Information

Immunizations: Washington State Immunization law (RCW 28A.210.080; CSD Board Policy and Procedures 3413, requires all students to present, on or before the first day of school attendance:

- ❖ **Proof of full immunization or a parent completed and signed Certificate of Immunizations (CIS) form; or**
- ❖ **Initiation of a schedule of immunization; or**
- ❖ **Certificate of Exemption (COE) form completed by parent and health care provider as required**

The revised WA State Immunization Exemption Law (effective July 22, 2011) continues to require that a licensed health care provider sign the COE to confirm that the parent/guardian was given benefit and risk information on immunizations. Parents/Guardians of exempt children or students must also receive notice that the child/student may be excluded from school if an outbreak of a disease occurs that they have not been fully immunized against, for the length of the outbreak. The Religious Membership exemption is only for families who show membership in a church or religious body that does not believe in medical treatment by a health care provider.

**Immunization Requirements for School Attendance** (month, day and year of immunization must be listed for each dose):

- ❖ **Hepatitis B:** Three (3) doses over six month period K-11th (Dose 3 must be given on or after 24 weeks of age)/over four month period for 12th grade.
- ❖ **DTP/DP/DTaP/TD:** Five (5) doses each. Four (4) doses only if last dose was given on/after the child's 4th birthday.
- ❖ **Tdap (Tetanus, diphtheria, acellular pertussis):** One (1) dose required if 11 years of age or older and entering 6th grade. (or through 12th grade if not received prior to 6th grade entry)
- ❖ **Polio:** Four (4) doses. Three (3) doses only if the last dose was received on or after the child's 4th birthday.
- ❖ **MMR:** Two (2) doses given on or after the 1<sup>st</sup> birthday. Must be given on the same day as other live-virus vaccines or separated by 28 days.
- ❖ **Varicella (Chicken Pox):** Two (2) doses given on or after the 1<sup>st</sup> birthday. Must be given on the same day as other live-virus vaccines or separated by 28 days.
- ❖ **Medication at School:** Under normal circumstances, prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Medication is defined as oral or topical, eye drops, eardrops or nasal spray either prescription or over-the-counter. Medication must be supplied in the original container with dosing instructions matching the written order. If a student must receive

medication during the school day, the parent shall provide written permission by completing the [Authorization for Administration of Medication](#) form.

**Potentially Life-Threatening Conditions:** The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life-threatening condition. Potentially life-threatening conditions include, but are not limited to: severe allergies, severe asthma, diabetes, seizure disorders, etc. For more information, call the District Nurse at 509-295-1731.

**Meningococcal Disease & Prevention:** As a parent, there is nothing more important than safeguarding your child's health. The Washington State Legislature requires us to make information available to you about meningococcal disease and human papillomavirus (HPV).

**What is Meningococcal Disease?** Meningococcal disease is a serious bacterial infection. It spreads by direct contact with infected persons by coughing, kissing, or sharing anything by mouth. It can cause pneumonia, bloodstream infection, and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life-threatening illness is rare, with only 20-30 cases reported each year in Washington. The disease spreads through close contact with an infected person. Teens and young adults are more likely to get meningococcal disease, especially if they live in group settings like college dorms.

**How can I protect my child from meningococcal disease?** The meningococcal vaccine, or MCV4, prevents against four types of the disease. It is recommended for all children who are 11 and 12 years of age, with a booster for teens ages 16-18. The meningococcal B vaccine, or MenB, is recommended for some children with rare health conditions or who are at risk during a meningococcal B outbreak.

**For more information about meningococcal disease and how to prevent it visit:**  
Washington State Department of Health:  
[www.doh.wa.gov/Immunization/DiseasesandVaccines/](http://www.doh.wa.gov/Immunization/DiseasesandVaccines/)

**Human Papillomavirus (HPV) Disease & Prevention:** The following information is provided at the direction of the Washington State Legislature to help reduce cancer rates in Washington by protecting individuals from HPV.

### **What is HPV?**

HPV is a common virus. Most people exposed to HPV will never develop health issues. However, for others, HPV causes major health problems, including cervical cancer, anal vulvar, mouth and throat cancer. Most infected people have no symptoms and may spread the virus without knowing it. HPV spreads mainly through sexual contact.

### **How can I protect my child from HPV?**

Make sure your child gets the HPV vaccine. The vaccine is highly effective. The best time to get it is before sexual activity ever starts. The HPV vaccine can prevent infection from some of the most common and serious types of HPV that cause cancer and genital warts. The vaccine does not get rid of existing HPV infections.

### **Who should get the vaccine and when should they get it?**

Because the immunization is more effective when given at younger ages, 9 through 14 year olds need 2 doses. Those starting at 15 or older need three doses. The recommended age is 11 or 12. HPV vaccine may be given up to age 26.

### **For more information on HPV, the vaccine, and cervical cancer visit:**

WA State Department of Health: [www.doh.wa.gov/hpv](http://www.doh.wa.gov/hpv)

Centers for Disease Control and Prevention: [www.cdc.gov/hpv](http://www.cdc.gov/hpv)

### **Where can I find the HPV vaccine?**

Ask your doctor, nurse, or local health clinic to find out more about HPV vaccine and where you can get it. Patients younger than 19 years of age can get HPV vaccine for free in Washington State. Some health care providers' offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can't pay.

### **McKinney Vento Information**

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, highly capable programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular, and adequate nighttime residence, including those students who are:

1. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings; or
7. Migratory children living in conditions described in the previous examples.

For the complete board policy and more information regarding McKinney-Vento, please review CSD Policy 3115 and Procedure 3115P, which can be found on the district website.

If you are experiencing homelessness, please contact your school Homeless Liaison or the District Coordinator for further assistance.

- Rebecca Lockhart, District Homeless Coordinator, 1294 Chestnut St., Clarkston, WA 99403 (509) 769-5529 [lockhartr@csdk12.org](mailto:lockhartr@csdk12.org)
- Melinda Dyer, State Homeless Coordinator, Office of the Superintendent of Public Instruction, (360) 725-6505 [melinda.dyer@k12.wa.us](mailto:melinda.dyer@k12.wa.us)

### **Video Security on School District Grounds or Property**

School District grounds, buildings and property, including buses used for district purposes, may be equipped with video and/or sound security cameras (video security cameras). Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared or common spaces. Video contents are for the specific purpose of school safety and security and may be used as part of investigations as evidence to document misconduct.

### **Electronic Resources**

The Clarkston School District provides electronic resources (hardware, software, Internet, etc.) as a means for students to learn core subjects and applied skills to help them achieve success in any 21<sup>st</sup> Century environment. These resources are to be used in a safe and responsible manner for educational purposes only. The Clarkston School District actively monitors student use of these resources and the District reserves the right to restrict, revoke and/or alter any resources it provides as necessary to support the District's educational environment.



## **Student Rights and Responsibilities**

Students in the Clarkston School District are expected to: respect the rights, person and property of others, create and work in an orderly environment, comply with rules and expectations, and follow directions given by school staff and respond appropriately. Students in the Clarkston School District are required to follow the Student Conduct Expectations as outlined in [CSD Policy 3240](#) and [Procedure 3240P](#). In addition, more specifically, the behavior expectations set out in this handbook specific to this school. Students in violation of these may be subject to school discipline up to and including suspension from school.

## **Absences/Truancy**

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school, on the job, and in life.

### **DID YOU KNOW?**

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade, good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.
- Attendance is an important life skill that will help your child graduate from college and keep a job.

The state of Washington has a Compulsory School Attendance Law, also known as the "Becca Bill," **which requires parents or legal guardians to make sure their children between ages 8 and 18 attend school regularly (RCW 28A.225.010)**. In order to comply with district policy and state law, when a student has seven (7) unexcused absences, the school will petition the Juvenile Court System, which will require students and parents to attend the Community Truancy Board. If unexcused absences continue, the petition will be entered into truancy court. Here, the student and/or parent may face consequences ordered by the Asotin County Superior Judge.

The district also has a "15% Rule". If a student has excused absences in excess of 15% of the days of attendance, the school may require a doctor's note or school nurse to

excuse further absences. If medical documentation is not given to the school, the absence will be considered unexcused and will move toward the Becca Bill process. Chronic absenteeism (missing 18 or more days) can have a huge impact on your child's success academically, socially, and emotionally. For more information on attendance law and procedures, please review policy 3121. A list of acceptable excused and unexcused absences can be found in policy 3122 and 3122P. All policies and procedures are on the district website.

### **WHAT CAN YOU DO?**

- Make school attendance a priority;
- Talk about the importance of showing up to school every day, make that the expectation;
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep;
- Try not to schedule dental and medical appointments during the school day;
- Don't let your child stay home unless truly sick. Continual complaints of headaches or stomachaches may be signs of anxiety. Please talk to your child's teacher or school counselor if you have concerns regarding your child's social/emotional well-being

### **Dress Expectations**

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;
2. Damage to school property shall result from the student's dress; or
3. A material and substantial disruption of the educational process will result from the students' dress or appearance

### **Weapons on School Premises-Policy 4210**

It is a violation of district policy and state law for any person to carry or possess a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
3. Persons competing in school authorized firearm or air gun competitions; and
4. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

1. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up/dropping off students; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion 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 reading mathematics, 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 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.csd12.org](http://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 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).

**MEDICATION AT SCHOOL** Every school has staff members who have been trained to administer medication. If your child requires medication to be given at school, you must have an authorization form signed by both the parent and the physician/dentist before any medication can be dispensed by office personnel. Forms may be obtained from the school nurse or the school secretary. All medications must come in its original container with prescription label attached. In accordance with Washington State Law , oral medication (any medication taken by mouth) is defined as EITHER prescription OR over the counter medication (such as Tylenol, Advil, Benadryl, Cough Syrup, etc.) A signed authorization form must also accompany asthma inhalers from the doctor and parent.

**MEDICATION BROUGHT TO SCHOOL BY STUDENTS WITHOUT SUCH PERMISSION WILL BE REMOVED FROM THE CHILD AND THE PARENT/GUARDIAN CONTACTED.** Please contact the school nurse if your child has, or develops, any serious health-related condition.

Children with a life-threatening condition, defined as "a health condition that will put the child in danger of death during the school day if medication or treatment order and nursing plan are not in place" are required to have medication or treatment order and nursing plan in place before they start school. Severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc. are examples of this condition. **If your child has a life-threatening health condition that may require medical services to be performed at school, you must immediately notify your school's principal or school nurse.**

**SAFE & DRUG FREE SCHOOLS** 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, service 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 or conduct may be subject to disciplinary action including, but not limited to, warnings, probation, suspension, expulsion, and 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.

**BUS RULES** Students will receive notice if there is to be a change in a route or change in their bus stop. Please have your children at the bus stop five minutes early. Upon being dismissed from school, students are to go directly and in an orderly manner, to their bus and board. If the bus is not ready for boarding, the students will stand in the appropriate line until it is possible to board. Under no circumstances should any student run, push, wrestle about, or throw objects in the bus-loading zone. Students are to use the designated crosswalks, stay clear of the buses and walk on the proper side of the road. The State Department of Public Instruction by and with, the advice of the Chief of the Washington State Patrol and Director of Highways prepared the following rules and regulations for the State of Washington.

1. The driver is in full charge of the bus and pupils.
2. Pupils shall ride their regularly assigned bus at all times, unless the School Authorities have granted permissions. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non - regular riders if it will cause standees on the bus, they must obey the driver promptly and willingly.
3. Unless by written permission of School authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the School principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.
7. No pupil will smoke or light matches on a school bus.
8. No pupil shall at any time extend his/her hands or arms out of the windows, whether the school bus is in motion or standing still.
9. No pupil shall open a window on the school bus without first getting permission from the

school bus driver.

10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, flammables, breakable containers, and any type of firearms, straps or pins extending from their clothing. Animals of any type are not permitted on the bus, except for "seeing eye" dogs.
11. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No pupil will be allowed to talk to the driver more than is necessary.
13. No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
14. Pupils are to remain seated while the bus is in motion and are not to stand up on the bus until it has come to a full stop.
15. Pupils must board and leave the bus in an orderly manner. They must obey the orders of the school safety patrolman on bus duty. They must not cross the highway until given consent by the bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
16. Pupils must cross the highway only in front of the school bus and never behind it.
17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
18. Pupils at the bus loading area should exercise self-discipline. Students should refrain from pushing and shoving other students.
19. Pupils, who have to walk some distance along the highway to the bus-loading zone, where practicable, must walk on the left-hand side facing the oncoming traffic. This also applies to pupils leaving the bus-loading zone in the evenings.
20. Student's misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
21. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
22. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
23. Pupils are not to run errands between the bus stop and their home.



## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when enacted:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions** Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

**Training** This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

**Prevention** The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will see partnerships with families, law enforcement, and other community agencies.

**Interventions** Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

**Retaliation/False Allegations** Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**Compliance Officer** The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The compliance officer is Roger Trail 509.758.2331.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

**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 Info & Resources - Forms - *(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, Troy Whittle, 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.



## PHOTOGRAPH/VIDEO NON-PERMISSION/OPT-OUT FORM

**(PARENTS: Complete and return this form only if you do NOT give permission for your student's image to appear in possible school publications, including postings on the website.)**

From time to time, photographs or videos of students are taken during the school day for use in district and educational news releases, publications, video productions, social media, educational projects, and the district website.

If you do **NOT** wish to have your child photographed/videotaped for news media or school publicity purposes, sign and return this form to the school's principal. Parents must submit to their student's principal by September 15 of each year. This form applies *only* to the current school year. Please fill out a new form each school year if you do not want your child's image published.

Student's full name (please print) \_\_\_\_\_

Current school \_\_\_\_\_ Grade level: \_\_\_\_\_

School year \_\_\_\_\_

Parent/Guardian name (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that if your student participates in public events (such as a sporting event or drama production that is open to the community) the school/district may have little or no control over photographs taken by media, other parents, or community members attending the event.*

*Students 18 years of age do not require parental consent for photo use. For more information, contact the District Office at 509.758.2531.*