

Lind-Ritzville Cooperative Schools



Lind-Ritzville Academy Student & Parent Handbook 2024-25

**LRA is hosted by Ritzville School District
209 E. Wellsandt Ave. Ritzville, WA 990169; 509-659-1660
In Cooperation with Lind District
PO Box 340 Lind, WA 99341; 509-677-3481**

5 Tips for Successful Online Students



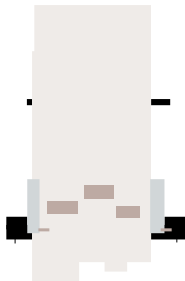
Set a schedule.

Set a realistic daily schedule to work on your online coursework. Online students should set aside at least five hours per week per course.



Embrace technology.

Online students need access to an internet connection and a working computer. A successful online student also checks their student email every day.



Have good organizational skills.

Successful online students also need to carefully read instructions and follow written directions.



Ask for help!

Don't wait if you have a question, a technical issue or need help - reach out!

Communicate Frequently.

Be comfortable communicating with your online teacher and support staff by email and phone. Maintain good communications, even when you're not experiencing problems.

WELCOME TO LIND-RITZVILLE ACADEMY (LRA)

At LRA, we are a community of online learners! We serve students in grades K-12 in a variety of models: many students take an additional course online to expand their schedule, while some students take the majority of their course work online to fulfill their individual educational needs. Our goal is to help students be successful in our high-quality, professionally developed online courses!

MISSION, VISION AND COMMON COMMITMENTS

VISION

PREPARING STUDENTS for...

Lifelong Learning, Rewarding Careers, Responsible Citizenship.

BY EMBRACING...

Accountability, Adaptability & Excellence

MISSION

LRA Students will have the GRIT to achieve success through: GROWTH in acquiring skills & knowledge; RESILIENCE in achieving short & long-term goals; INITIATIVE to be confident, creative risk-takers; TENACITY to stay positive & follow-through

STAFF COMMON COMMITMENTS

Building and supporting positive relationships-staff to staff and staff to students

Modeling the integrity and work ethic we expect in our students

Being relentlessly positive in establishing high expectations

Keeping students meaningfully engaged

NOTICE OF HANDBOOK UPDATES

WHILE POLICIES ARE ACCURATE AT THIS TIME OF PUBLICATION, NORMAL POLICY MAKING PROCEDURES ALLOW FOR CHANGES TO BE MADE AT ANY TIME. WHILE EVERY POLICY CANNOT BE LISTED, THE MOST UP-TO-DATE HANDBOOK WILL BE POSTED ON THE SCHOOL WEBSITE.

EXPECTATIONS OF STUDENTS

Washington State Alternative Learning Experience (ALE) Rules

Our LRA program aligns with Washington State Alternative Learning Experience (ALE) rules. These ALE rules govern how students must perform in online courses. Students are required to maintain weekly contact and progress to remain in good standing. If a student has 20 days of no contact and progress, intervention and/or a drop from the student's online course is required.

LRA Student Expectations

Participating in LRA is a privilege. LRA is an ideal environment for a motivated learner who seeks the independence of completing coursework that runs "parallel" with Ritzville School District's curriculum.

Trial Period – 10 school days

The LRA program is not an appropriate match for all students. Therefore, a 10-school day trial period is established each semester to assess a student's ability and desire to complete LRA coursework. Students who meet our participation standards (contact and progress) during the 10-day trial period will be invited to continue with LRA. Students who continue in LRA after the 10-day trial period will be fully vested in their courses of study. During the trial period, students who do not meet the contact and progress standards may withdraw from LRA without penalty. However, a student who withdraws or is dropped from an LRA course after the 10-day trial period and does not enroll in the same course at Lind-Ritzville High School will receive a semester grade of "F." Please note: Students who withdraw from LRA courses cannot be guaranteed there will be room for placement in courses in Lind-Ritzville High School.

Regular Progress

One of the advantages of LRA is that it allows for a flexible learning environment. Students may work on their assignments when and where they would like. At the same time, though, ALE rules require students to make

regular academic progress in their online courses. Student progress will be evaluated against progress benchmarks that are clearly defined in the course for each month.

- At a minimum, students must turn in at least one assignment per week to maintain a status of “Satisfactory monthly progress,” but will need to complete all work the instructor is asking for each week in order to complete the course on time.
- Students who do not meet progress and course pacing benchmarks may, at the discretion of LRA administration, be removed from the course within the 21-day trial period or placed on a more restrictive student “intervention plan” (also called a “Success Plan”) for their learning after the trial period.
- Any student not making progress at any point in the course for more than 21 days may be removed from the course at the discretion of administration.

Academics Progress Reporting

Students and parent/guardians will receive a progress report regularly, based on benchmarks specific to the course.

If a student is behind in their course, increasing the amount of time/effort put into coursework and communicating with their advisor is recommended. Parents/guardians: has your email address changed? If so, please contact your student’s home school to update your email address in Skyward.

Academic Honesty

We demand the highest standards of achievement and excellence from our students. Optimal learning and rigor are the result of students developing and communicating their own thinking and findings in a disciplined community. The LRA community supports development of well-rounded students who personify trustworthiness, respect, responsibility, and good character. Cheating as defined by Ritzville School district Policy, but is not limited to, knowingly submitting the work of others represented as his/her own (i.e., copying from others, using information or technology not authorized by the teacher, asking someone for improper help on an assignment/exam, and/or gaining or providing unauthorized access to exam materials). Cheating also includes the aiding and abetting of cheating by others. Plagiarism as defined by, but is not limited to, the unauthorized use of the language and thoughts of another author and the representation of them as one’s own. It is the students’ responsibility to clearly document the source of information used in work submitted as their own. The district will use reliable methods to verify that a student is doing his or her own work. These include, but are not limited to proctored examinations, proctored projects, in-person presentations, and real-time presentations using video conference technology.

State Assessments

Ritzville School district students are required to take state assessments. LRA students will take these tests at their home school during their school’s designated testing window. More information on assessments can be found at the Office of the Superintendent of Public Instruction (OSPI) website: www.k12.wa.us.

Google Classroom??? – Student Advantage Program???

The full suite of Microsoft Office products is available to LRA students through the Microsoft Student Advantage Program. There is no cost to download and run the full versions of Office provided in the Student Advantage program. The link is found at:

Technical Support

Our online Help Desk is available to students at all times. If you need technical assistance, please email: helpdesk@lrschools.org

General Information

Lack of Computer Access/Programs???

Access to technology in order to be successful is a student’s responsibility. However, we understand that access and technical issues arise. If this happens to you, please communicate with your advisor.

Dropping a LRA Course

Students have a 10-school day trial period from their first day of enrollment to drop their course without penalty. After 10 days, students may receive a grade on their transcripts. To begin the drop process, students should contact their counselor at their home school and request to drop their LRA course.

ACADEMIC PROCEDURES

Academic Expectations

The staff of LRA believes that success is possible for all students. Teaching is a cooperative process between teachers and students. Students can expect their teachers to provide quality instruction, respond to questions, and provide extra help when necessary. Students should come to class prepared, pay attention to the learning activities, and do their best to complete all assignments.

Student Exit Outcomes

Out of caring for our students, we believe all graduates should leave school as lifelong learners, with high self-esteem, care and concern for others, and the ability to use skills that contribute to a quality life. The alignment and intentional use of our core curricula are the vehicles by which students can achieve the following skills:

***Graduation Requirements**

The overall credits required for graduation from LRHS are 29 credits. In addition to the total credit requirement, there are 16 credits required within specific subject areas. With 90-minute classes, one credit is earned in a class that meets every day for a semester. The specific subject requirements are listed below:

English 4.0		Social Studies 3.0	CTE/Occupational	Health & Fitness
Mathematics 3.0		Fine Arts 2.0	1.0	2.0
Science 3.0				

Graduating with Honors

The title of Valedictorian will be awarded to the graduating senior who achieves the highest cumulative grade point average at the end of the eighth semester of high school. All credits on the official high school transcript are used for calculating grade point average. In the case of a tie, two or more Valedictorians may be named. This honor provides recognition in the community, a reward for the student's hard work over a long period of time, possible scholarship recognition and the opportunity to give a speech at the graduation ceremony.

The title of Salutatorian will be awarded to the graduating senior who achieves the second highest cumulative grade point average at the end of the eighth semester of high school. All credits on the official high school transcript are used for calculating grade point average. In the case of a tie, two or more Salutatorians may be named. This honor provides recognition in the community, a reward for the student's hard work over a long period of time, possible scholarship recognition and the opportunity to give a speech at the graduation ceremony.

Minimum course requirements to be considered for these awards are: two years of college prep mathematics to include Algebra II, Pre-Calculus, and Calculus; two years of college prep science to include Cornerstone Science courses; and two years of Cornerstone English courses. Additionally, Valedictorians and Salutatorians must have taken a full class schedule at Cascade High School in each of their eight semesters of attendance at CHS (four credits per semester). Graduates who do not meet the above requirements but have maintained a cumulative 4.0 GPA will be recognized for their accomplishment.

All graduates who earn a 3.5 cumulative GPA during the eight semesters of high school will receive Honor Cords to be worn during graduation ceremony. Students who have been on the Honor Roll, 3.0 GPA or above, during every semester of high school will also be recognized with a Torch Award.

Student Recognition

LRA students are recognized by staff for quality academic performance in several ways. Each month the staff selects students to receive Student of the Month awards. Hard work and dedication to academics, enthusiasm for school activities, and a caring and supportive attitude are traits that staff use when recognizing students of the month. Certificates of Academic Merit will be presented at the end of each semester. The faculty members establish the criteria and present the awards to the outstanding students in each of their classes.

Grading Procedures???

Each Edmentum teacher will provide students with a syllabus which includes grading criteria. Final grades are issued at the end of each semester and are posted on the student's transcript. Quarter grades are issued to all students to provide a midpoint grade check. However, they are not posted to transcripts. Student Progress can be accessed through the on-line Student Management system. Progress reports will be sent home either through email or with the students, bi-weekly. Only semester report cards will be mailed home.

***Grade Point Averages**

Each student's grade point average is calculated using the following scale and weighted according to the number of credits attempted:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67				

Students with Individual Education Plans or Section 504 Plans

If allegations are made that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting will occur regardless of whether the harassment, intimidation or bullying issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide all necessary additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Student Records

Transcripts of each student are kept and filed indefinitely. Student records contain grades, test scores, and attendance information. Students and parents or guardians of students less than 18 may request to see their own school records. Records cannot be released to anyone else outside of the school without written consent of the parent or of the student if he or she is 18-years-old or has graduated.

STUDENTS' RIGHTS AND RESPONSIBILITIES

[Insert LRHS student responsibilities and expectations here]

Student Records

Policies and procedures regulating the collection, maintenance, and dissemination of information contained in the student files are set forth in another document. These provide, in part, that only attendance data, grades earned in courses taken, and other information contained on the permanent record card (transcript) will be maintained after the student leaves the school, and that student information is disseminated to non-school persons, agencies, or institutions only with student permission.

Student Directory Information

Personally-identifiable records or files about an individual student will not be released without written parental consent. However, the district may release photographs of students for public information purposes, and/or lists of students belonging to a group such as graduating seniors. Upon written request by a parent, such information will not be released.

IMMUNIZATIONS

Students will be required to provide a medically verified immunization record for entry to LRA. Students who have not received all immunizations may enter school once they have all immunizations they are due for and may remain in school until the next dose becomes due. Medically verified records include: a Certificate of Immunization Status (CIS) printed from the Immunization Information System; a physical copy of the CIS form with a healthcare provider signature; a physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff; or a CIS printed from MyIR.

The Washington State legislature passed a law removing the personal exemption for the MMR vaccine. This was in response to the increase in measles cases throughout the country and Washington State. It left in place the religious and medical exemption. Please consult your health care provider if you think your child needs a medical exemption for MMR or a personal exemption for other vaccines and bring the signed Certificate of Exemption form to the school office.

State law also allows parents/guardians to claim religious exemption without a healthcare provider signature if they demonstrate membership in a religious body that does not believe in medical treatment. Ask the school office for this form or go to <https://www.doh.wa.gov/YouandYourFamily/Immunization/SchoolandChildCare>

Washington State law requires that students enrolled in grades PreK-grade 12 be either:

- Fully immunized; or
- Have a signed exemption form on file.

You can get a copy of your child's vaccination records (if your child has a health care provider in Washington State) at wa.myir.net or you can ask your doctor's office for a copy.

Tdap

All students entering 7th through 12th grade must have one booster dose of Tdap.

Meningococcal & HPV Diseases

As of July 2005, schools are required to provide meningococcal and HPV vaccine information to parents of students in grades 6– 12. The following is for your information to discuss with your health care provider to decide if you want to provide these vaccines for your child. These particular vaccines are NOT required for school attendance.

Meningococcal Vaccine

Meningococcal disease is a serious infection of the brain and spinal cord (meningitis) and blood caused by bacteria. Fortunately, this life-threatening infection is rare — only about 75 people are infected each year in Washington.

Adolescents and young adults are most likely to get meningococcal disease, especially those living in group settings such as college dorms. Ask your child's healthcare provider if this vaccine is right for your child.

Some ways to prevent the spread of meningococcal disease are:

- Practice good hygiene (regular hand washing, covering coughs and sneezes, etc.)
- Do not share items that might spread meningococcal disease and other bacteria and viruses, such as eating utensils, glasses, cups, water bottles, drinks, lip gloss or toothbrushes. Signs of the disease are high fever, headache and stiff neck. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. As the disease progresses, seizures may occur.

The meningococcal vaccine is recommended for:

- All children at their routine preadolescent visit (11 to 12 years of age);
- Or at high school entry; and
- College freshmen living in dorms.

Website resources:

- Washington State Department of Health Immunization Program:
www.doh.wa.gov/YouandYourFamily/Immunization/diseasesandvaccines/meningococcalvaccine
- Center for Disease Control and Prevention: www.cdc.gov/vaccines/hcp/vis/visstatements/mening.html

**Lind-Ritzville School District
Code of Conduct
Classroom Management, Discipline, and Corrective Action**

Student Discipline

The district will administer student discipline to maintain a safe and supportive school environment that is conducive to student learning.

The methods employed in administering the rules of student conduct involve professional judgment. Such judgment should:

- Provide due process and ensure fairness and equity in administration;
- Implement the policy and procedure in a culturally responsive manner;
- Responds to the needs and strengths of students;
- Facilitate collaboration between school personnel, students, and families;
- Provide a safe and supportive learning environment for all students

No form of discipline will be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements. Appeal procedures have been established in order to provide for an opportunity for every corrective action to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

Rights and Responsibilities of Certificated Staff

Certificated staff will have the right to:

- Expect students to comply with school rules;
- Develop and/or review building rules relating to student conduct and behavioral expectations at least once each year. Building rules will be consistent with district rules relating to student conduct;
- Receive any complaint or grievance regarding corrective action of students. Certificated staff will be given the opportunity to present their version of the incident and to meet with the complaining party, in the event that a conference is arranged;
- Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury;
- Assign a student after school detention for up to 30 minutes with due consideration for bus transportation.

Teachers have the right to exclude any student from the teacher's classroom, instructional area, or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision, subject to the requirements of WAC 392-400-335 and the section below (see Classroom Exclusions).

Certificated staff will have the responsibility to:

- Observe the rights of students;
- Supervise student behavior and enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible, regardless of any corrective actions taken by the teacher;
- Maintain good order in the classroom, in the hallways, on the playgrounds, or other common areas of the school, and on school buses (i.e., during field trips);
- Maintain accurate attendance records and report all cases of truancy;
- Set an appropriate example of personal conduct and avoid statements that may be demeaning or personally offensive to any student or group of students; and
- Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that are being employed in the classroom.

Principals will have the responsibility to:

- Impose suspension or expulsion when appropriate;
- Notify parents when students are suspended or expelled; and
- Confer with certificated staff at least once per year, to develop and/or review rules of conduct to be employed in the school, and corrective actions that may be employed in the

Suspensions, Expulsions, and Discretionary Discipline Suspensions

This may be imposed for any of the following student behaviors:

A. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;

B. Any of the following offenses listed in RCW 13.04.155, including:

1. any violent offense as defined in RCW 9.94A.030, including
 - a. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
 - b. manslaughter;
 - c. indecent liberties committed by forcible compulsion;
 - d. kidnapping;
 - e. arson;
 - f. assault in the second degree;
 - g. assault of a child in the second degree;
 - h. robbery;
 - i. drive-by shooting; and
 - j. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to registered as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
3. inhaling toxic fumes in violation of chapter 9.47A RCW;
4. any controlled substance violation of chapter 69.50 RCW;
5. any liquor violation of RCW 66.44.270;
6. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
7. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
8. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
9. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and
10. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;

C. Two or more violations of the following within a three-year period

1. criminal gang intimidation in violation of RCW 9A.46.120;
2. gang activity on school grounds in violation of RCW 28A.600.455;
3. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and

4. defacing or injuring school property in violation of RCW 28A.635.060; and

D. Any student behavior that adversely affects the health or safety of other students or educational staff.

Unless otherwise required by law, school administrators are not required to impose a long-term suspension or expulsion for the misconduct listed above, and whenever reasonable, school administrators should first consider alternative sanctions.

For student behaviors—including specific offenses contained in Policy 3240 and procedure 3240P—that do not fall within one or more of the categories listed above, schools may only impose discretionary discipline as defined in this procedure. Schools may not impose long-term suspension or expulsion as a form of discretionary discipline, but may impose other sanctions up to and including short-term suspension in a manner consistent with this procedure.

Short Term, Long Term, Emergency Expulsions, and Expulsions

See Policy 3240 and procedure 3240P on the Lind-Ritzville School Website for more detailed explanation of due process procedures, readmission, and re-engagement plans:

Short Term Suspension

No student in grades kindergarten through fourth grade will be suspended for more than a total of ten (10) school days during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the suspension.

No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten school days during any single trimester.

In-House Suspension

Students who are denied attendance at school are denied the opportunity to learn. The district has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification.

Long Term Suspension

The nature and circumstances of the violation must reasonably warrant a long-term suspension. As a general rule, no student will be long-term suspended unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

No student in grades kindergarten through fourth grade will be long-term suspended during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the suspension.

No student in fifth grade and above will be long-term suspended in a manner that causes the student to lose academic grades or credit for longer than one semester or trimester during the same school year.

The principal will notify special education staff of any long-term suspension to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Emergency Expulsion:

The district superintendent or a designee may immediately expel and remove a student from school prior to a hearing without other forms of corrective action if the superintendent or designee has good and sufficient reason to believe that the student's presence poses:

- An immediate and continuing danger to students or school staff; OR
- An immediate and continuing threat of substantial disruption of the educational process.

Expulsion:

The nature and circumstances of the alleged violation must reasonably warrant the harshness of expulsion. No student will be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or there is good reason to believe that other forms of corrective action would fail if used.

The district will make reasonable efforts to assist students in returning to an educational setting prior to, and no later than, the end date of the expulsion.

An expulsion may not exceed the length of the academic term unless:

- The school petitions the superintendent for an extension; AND
- The superintendent authorizes the extension in compliance with the superintendent of public instruction's rules adopted for this purpose (see Petition for extension of expulsion below).

Once a student is expelled in compliance with district policy, the expulsion will be brought to the attention of appropriate local and state authorities, including, but not limited to, juvenile authorities acting pursuant to the Basic Juvenile Court Act, so that such authorities may address the student's educational needs.

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, will be expelled from school for not less than one calendar year pursuant to RCW 28A.600.420 with notification to parents/guardians and law enforcement. The superintendent may modify the expulsion of a student on a case-by-case basis.

Firearms Exception

In accordance with RCW 28A.600.420, a school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The superintendent may modify the expulsion on a case-by-case basis.

A school district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.

These provisions do not apply to:

- Any student while engaged in military education authorized by the school district in which rifles are used;
- Any student while involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by the district; or
- Any student while participating in a rifle competition authorized by the district.

Grievance and appeal process for student discipline

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for resolving the grievance. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.

At such a conference, the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

After exhausting this remedy, the parent/guardian and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent or designee.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, have the right to present a written or oral grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for considering the grievance. The board will notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure, unless the principal, superintendent, or board elects to postpone such action.

Alternatively, the board may delegate its authority to hear and decide discipline and short-term suspension grievance appeals to a school district disciplinary appeal council established pursuant to WAC 392-400-310(1).

Grievance and appeal process for short-term suspension

Any parent/guardian or student who is aggrieved by the imposition of a short-term suspension will have the right to an informal conference with the principal or designee for resolving the grievance. At such a conference, the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

The parent/guardian and student after exhausting this remedy will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, will have the right to present a written or oral grievance to the board at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. Such a meeting is not subject to the Open Public Meetings Act, and needs to be noticed or open to the public.

The board will notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure, unless the principal, superintendent, or board elects to postpone such action.

Appeal process for long-term suspension and expulsion

If a timely notice of appeal is received, the long-term suspension or expulsion may be imposed during the appeal period if:

- The long-term suspension or non-emergency expulsion is imposed for no more than ten (10) consecutive days or until the appeal is decided, whichever is the shortest period.
- Any days that the student is suspended or expelled before the appeal is decided are applied to the term of suspension or expulsion and will not limit or extend the term of the suspension or extend the term of suspension or expulsion; and
- A suspended student who returns to school before the appeal is decided will be provided the opportunity upon return to make up assignments and tests missed by reason of suspension if:
 - Such assignments or tests have a substantial effect on the student's semester or trimester grade or grades; OR
 - Failure to complete such assignments or tests would result in denial of course credit.

The board will schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting will be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent/guardian, and/or counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the board deems reasonable.

Prior to adjournment, the board will agree to one of the following procedures:

- Study the hearing record or other materials submitted and record its findings within ten (10) school business days; OR
- Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; OR
- Hear and try the case de novo before the board within ten (10) school business days.
- Any decision by the board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student will be made only by:
 - Those board members who have heard or read the evidence;
 - Those board members who have not acted as a witness in the matter; AND
 - A majority vote at a meeting at which a quorum of the board is present.

Within thirty (30) days of receipt of the board's final decision, any parent and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the Superior Court Clerk of the County.

Suspensions and Unexcused Absences and Tardies

Students will not be suspended or expelled from school for absences or tardiness.

Explanation of Violations and Disciplinary Matrix

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (<https://www.lrschools.org/Page/1913>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (The Superintendent: <https://www.lrschools.org/Page/1913>) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage (<https://www.lrschools.org/Page/1913>) or the district’s *HIB Policy [3207] and Procedure [3207P]* (<https://www.lrschools.org/domain/30>).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy [3210] and Procedure [3210P], visit [\[https://www.lrschools.org/domain/30\]](https://www.lrschools.org/domain/30).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy [3205] and Procedure [3205P], visit [\[https://www.lrschools.org/domain/30\]](https://www.lrschools.org/domain/30).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I’m concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Mr. Don Vanderholm, Superintendent, dvanderholm@lrschools.org; 509-659-1660 or 509-677-3481

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Mr. Don Walker, Principal, dwalker@lrschools.org; 509-677-3408

Concerns about disability discrimination:

Section 504 Coordinator: Mr. Don Walker, Principal, dwalker@lrschools.org; 509-677-3408

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Mr. Don Vanderholm, Superintendent, dvanderholm@lrschools.org; 509-659-1660 or 509-677-3481

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the school board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P visit: <https://www.lrschools.org/domain/30>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Don Vanderholm, Superintendent, dvanderholm@lrschools.org, 509-659-1660

CELL PHONES & ELECTRONIC DEVICES

Students who choose to bring their cell phone, smart watches, and/or wireless earbuds to school must take responsibility for them, making sure that they are in their lockers during the school day (8:30-3:15). Staff will confiscate such devices, if seen during the school day (during class, in the hallways, etc), and be brought to the office. Students may use these devices during the lunch period. If the device is confiscated and brought to the office, the following policy will be followed (this policy is continuous throughout the entire school year, meaning it does not reset):

- The first time a device is confiscated and brought to the office, the parent/guardian will be informed of the incident. The student is responsible for picking up the device at the end of the school day.
- The second time a device is confiscated and brought to the office, the parents/guardians will have to come to the school to pick up the device. Parents may choose to hold an informal meeting through a phone call with the high school principal or a designee, as an alternative to picking up the phone at the end of the school day.
- The third offense and after, students will have to check their device into the main office at the beginning of each day and can pick it up at the end of the day. The right to a device will be returned after two weeks of good behavior.

Teachers may provide, at their discretion, wired headphones and earbuds for instructional purposes during class time.

CHEATING/ACADEMIC DISHONESTY

Academic Dishonesty: Plagiarism, Cheating, Unauthorized AI Use, and Collusion

Students engaging in academic dishonesty will receive a zero for the assignment. Teachers may decide, based on the violations, whether to allow another at-bat. Repeated violations of scholastic dishonesty could lead to disciplinary action including but not limited to exclusion from extracurricular activities and retaking the course. The second violation will result in a one event suspension from the next event on the team or club schedule.

DANGEROUS WEAPONS AND FIREARMS

--FIREARMS AND OTHER DANGEROUS WEAPONS

Pursuant to Lind-Ritzville School Board Policy 4210 and state law, it is a violation for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Exclusions to this policy exist for specific individuals and activities and are outlined in the complete District policy. There are no exclusions for students possessing a dangerous weapon or firearm on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate the dangerous weapons policy shall be subject to discipline. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modifications by the superintendent. RCW 9.41.280, RCW 28A.600.420.

--PERSONAL PROTECTION SPRAY DEVICES

Students over eighteen (18) years of age and persons between fourteen (14) and eighteen (18) years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen (18) years of age may deliver such devices, nor may anyone eighteen (18) years or older deliver a spray device to anyone under fourteen (14) or to anyone between fourteen (14) and eighteen (18) who does not have parental permission. Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy. Students who violate this policy shall be subject to disciplinary action. BP 2410, RCW 9.91.160. Additional information regarding this is available in the district policy and procedures manual. This document is available in the District Office or online at www.lrschools.org > Board of Directors > Community Relations Policies > Policy 4210.

DRESS CODE

The appearance of any student is primarily the responsibility of the individual and his/her parents. Students are expected to maintain dress which is not disruptive or destructive to the educational process of the school. This includes any school related activity such as extra-curricular activities such as athletics, dances, as well as events endorsed by the school such as field trips. School staff will make the final determination of the appropriateness of student dress. In conjunction with students, the staff has outlined the following general guidelines for student dress and appearance. Additions may be made to this list by the administration as deemed necessary to maintain an appropriate learning environment. In general, students will be given an opportunity to correct concerns relating to inappropriate dress. Failure to correct the problem or repetitions of similar dress concerns will be grounds for disciplinary action.

- Pajamas and slippers are not to be worn to school.
- Shorts and skirts may be worn provided they are hemmed and meet established guidelines. Each individual is built differently and some general rules used to determine appropriateness of shorts include shorts having a 3-inch inseam. Additionally, shorts and skirts should extend to or beyond the fingertips with arms extended to the side. Shirts must be long enough to cover the midsection while standing and the back area when seated.
- Spaghetti straps, tank tops, halter-tops or similar revealing shirts are not allowed.
- Shirts must not be open or cut under the arm area as to show the flesh or undergarments.
- Pants must be worn so that undergarments are not visible.
- See-through garments are not allowed.
- "Hoodies" with the hood worn on any part of the head is not permitted.
- Shirts promoting drugs, alcohol, sexual acts, or establishments that support such activity will not be allowed. Any shirt that is deemed questionable by teachers or administrators will not be allowed and students will be asked to change their shirt.
- Any attire that could indicate gang affiliation will not be allowed. This could include but not be limited to bandanas, tattoos, specific jewelry, etc. This determination will be made by the administration.

*** Designated dress up days for spirit activities may override specific sections of the outlined dress code.

Additional information regarding this is available in the district policy and procedures manual. This document is available in the District Office or online at www.lrschools.org > Board of Directors > Student Policies > Policy 3224.

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- Absences due to illness or a health condition; mental health-related absences; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.

- If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student (18 yrs. of age or older); or school authority responsible for the absence. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
- As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade can be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- Attendance will be taken and recorded each day for every student at all grade levels. A well planned class provides a learning opportunity for the students every day. If a student is absent, he/she is losing educational benefits. It is impossible to make up the "missed" experience and to gain from the learning experience to the same degree if a student is absent. Absences will be classified as school related, non-school related, or truant.

School related—Field trips, scheduled activities, school business

Non-school related—All absences not scheduled by the school but with parent permission

Truancy—Absence during a period or school day that is not requested by the parent or does not follow school or classroom checkout procedures.

ABSENCE PROCEDURES: (Before or Following an Absence and Pre-Arranged Absence)

It is the responsibility of the parent before or immediately following an absence to call the absence hotline at any time of the day or night or present the office with a note of acknowledgment and reason for the absence from the parent/guardian. If you know your child will be absent ahead of time, please call so we can notify his/her teacher. **If you tell the teacher your child will be gone, you must still call the High School Office at: (509) 659-1720. Absences due to medical appointments will require a note from the facility as proof of the absence. Students and parents may request blank note slips to take to the appointment for confidentiality purposes.**

The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.

ATTENDANCE DISCIPLINE PROCEDURES:

When	Action/Response
Beginning of school year RCW 28A.225.005	Information letter to all students and parents that includes the benefits of regular school attendance; the effects of absenteeism, excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.
After 1 unexcused absence RCW 28A.225.020	Inform the student's parent/guardian by a notice in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
After 3 unexcused absences within any month.	Schedule conference with parent/guardian and student for the purpose of identifying barriers to the student's regular

RCW 28A.225.020	attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend.
<p>Between 2 and 7 unexcused cumulative absences in a school year</p> <p>RCW 28A.225.020</p>	<p>Must apply WARNS (Washington Assessment of Risks and Needs of Students) or other assessment.</p> <p>Take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results.</p> <p>Convene the IEP or 504 team. If the student has an individualized education program (IEP) or a 504 Plan, the team must convene to consider the reasons for the absences and adjust the IEP or 504 Plan as necessary. This is required and is in addition to the requirement to have a parent conference after 3 unexcused absences.</p> <p>For students reasonably believed to have a disability who do not have an IEP or 504, the following steps must occur:</p> <ul style="list-style-type: none"> • Student should be referred to the district's existing Child Find process (WAC 392-172A-02040) • Parents/guardians need to be informed of the right to request an evaluation at no cost to them; if the parents/guardians consent to an evaluation, then time should be allowed for the evaluation to be completed (WAC 392-172A-03005) • If the student is found to be eligible for services/accommodations, a plan must be developed to address the identified needs
<p>Not later than 7 unexcused absences in a month</p> <p>RCW 28A.225.030</p>	<p>District shall do one of the following:</p> <ul style="list-style-type: none"> • Enter into an agreement with the student and parent establishing attendance requirements, OR • Refer student to a Community Engagement Board (CEB), OR • File petition under subsection (1) of RCW 28A.225.030
<p>After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year</p> <p>RCW 28A.225.035</p>	<p>File truancy petition with Juvenile Court. Court must stay the petition.</p> <p>Refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The community engagement board must meet with the child, a parent, and school district representative and enter into an agreement.</p>

Unexpected or excessive absences (for youth who are dependent pursuant to 13.34 RCW) RCW 28A.225.023	Review unexpected or excessive absences with a youth who is dependent pursuant to chapter 13.34 RCW and adults involved with that youth to determine the cause of the absences, considering the unique circumstance of a youth who is dependent. A district employee must proactively support the youth's schoolwork, such as the required building point of contact for students who are dependent.
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FALSIFICATION OF RECORDS

Any person altering, falsifying, or forging information on school records, parent permission slips, documents, examinations, etc., or destroying documents is subject to appropriate disciplinary action. Students committing this act will receive a discipline referral.

ILLEGAL POSSESSION OF ALCOHOL, CHEMICAL SUBSTANCES AND TOBACCO PRODUCTS

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverages, illegal chemical substances or opiate, or tobacco product while on the school grounds or under the supervision of the school, which includes extracurricular school-sponsored activities. Athletes and student leaders are expected to refrain from all such behavior off the grounds as well during the sports season or during their term of office. This includes knowingly attending parties where other students are using and abusing drugs and/or alcohol. Students who violate this policy will be subject to disciplinary action by the school. Student athletes will additionally be subject to consequences outlined in the Athletic Code of Conduct. Student leaders who knowingly violate any portion of this policy may be removed from their positions. BP 3240, BP 2121

OPEN CAMPUS POLICY

Lind Ritzville High School operates an open campus. Students MUST HAVE a parent permission form on file in the office in order to leave campus during lunchtime. Students enrolled in Ag Ed classes will be required to leave the main campus to attend classes in the Ag Ed facility. Students walking to class are expected to respect property and maintain appropriate behavior on their way to and from Ag class. Students are not allowed to drive to the Ag shop unless prior permission has been granted by the Principal. Additional off campus privileges and requirements are outlined within the Ag Ed program. It is important to remember that an open campus is a privilege and can be restricted for disciplinary purposes for individuals or groups of students on a temporary or permanent basis.

PUBLIC DISPLAY OF AFFECTION

This is defined as anything more than holding hands on school grounds during the normal school day. Infractions in this area will result in a conference between the participants and the principal and will lead to further discipline if the behavior continues.

RULES OF EXPECTED STUDENT CONDUCT

Students are expected to:

1. Conform to reasonable standards of acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary for a positive climate for learning.
4. Submit to the authority of staff and respond accordingly.
5. Identify himself/herself on request to school district and/or public officials

SEXUAL HARASSMENT (School Board Policy #3205)

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: www.lrschools.org. Policy and procedure 3205

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District***Step 1. Write Out Your Complaint***

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you 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 | **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.

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 | [OCR Website](#)

Washington State Human Rights Commission

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

STUDENT AUTOMOBILES

Students who drive motor vehicles to school are to observe all safety precautions. The vehicle may not be entered or used during school hours except with the permission of the high school staff. The student may leave during the lunch hour if the student has a parent release form on file in the office. **Student vehicles parked on district property are subject to periodic searches by detection canines.**

TARDINESS

If a student arrives late to school or returns late from the lunch break, he/she must report to the office for a tardy slip. For every unexcused tardy a student will receive a lunch detention. If a student arrives late to class the teacher will require him/her to go to the office to receive their lunch detention slip. If another teacher has caused the tardy, a note from that teacher needs to be presented to the office in order for the tardy to be excused. Repeated tardiness will result in disciplinary action and may require a parent-student-principal conference.

Excessive Unexcused Tardies:

1st-4th tardy in one semester=Bronco Lunch (Served same day if occurs period 1-4; Served next day if periods 5-7)

5th tardy in one semester=After school detention-2 hours; will count for one unexcused period

6th tardy in one semester=After school detention-2 hours; will count for a second unexcused period; Parent Conference

7th tardy in one semester=After school detention-2 hours; will count for one unexcused half day;

8th+ tardy in one semester=After school detention-2 hours; will count one unexcused half day; Truancy Court Petition Filed

MISCONDUCT AND SANCTIONS

ALL MITIGATING FACTORS INCLUDE THE FOLLOWING: NO PRIOR SANCTIONS ON FILE, MINIMAL DAMAGES, AND SELF-REPORTING

ALL AGGRAVATING FACTORS INCLUDE THE FOLLOWING: PRIOR SANCTIONS ON FILE, SIGNIFICANT DAMAGES, STUDENT DID NOT SELF-REPORT, AND CONDUCT IS MOTIVATED BY PERCEIVED RACE, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, GENDER EXPRESSION, DISABILITY, OR ANY SIMILAR ACTUAL OR PERCEIVED CHARACTERISTIC

Exceptional Misconduct	Presumptive Standard (this is the likely sanction for first time offense)	Mitigating Factors (Student age is a factor in all cells)	Aggravating Factors	Standard Range (this is what is allowed for first time offense)	Activity Code Violations
Fighting and Physical Violence; Promoting or Encouraging Fighting and Physical Violence	Short-term suspension of 5 days Law enforcement notified upon victim request.	Minimal injury; little harm; student's acting in defense; self-reported	Serious injury; use of object or weapon; multiple students; prior sanctions of this nature	0-10 day suspension	Suspension from practice and/or competitive events during length of the school suspension.
Assault: Physical or Verbal Assault on Student or Staff or Threatening any Student or Staff Member (RCW 28A.635.090)	Short-term suspension of 5 days Law enforcement notified upon victim request.	<ul style="list-style-type: none"> Student was primarily acting defensively, but facts do not support a conclusion that the student's conduct was clearly reasonable self-defense as set forth below 	<ul style="list-style-type: none"> Serious actual or potential injury Use of an object or weapon Premeditated conduct Multiple students assaulting a single student Prior assault(s), threat(s), harassment, or bullying by the student against the same victim 	0-10 day suspension	Suspension from practice and/or competitive events during length of the school suspension.
Defacing or Destruction of School Property. RCW 28A.635.060	Short-term suspension of 3 days	<ul style="list-style-type: none"> Minimal damage Subsequent remedial steps, including restitution to district or victim of misconduct 	<ul style="list-style-type: none"> Property defaced with: Lewd or obscene words or imagery Gang words or imagery 	0-10 day suspension	Suspension from practice and/or competitive events during length of the school suspension.
Defiance/Disrespect/Non-Compliance toward School Authority or Student; Disrespect Toward a Student or Staff's Property.	Discipline other than Suspension	<ul style="list-style-type: none"> Subsequent action taken by student to make amends for misconduct with school personnel 	<ul style="list-style-type: none"> Substantial disruption to learning of others caused by student's defiance Student attempts to solicit or incite others to engage in defiant behavior Use of lewd, obscene, or profane language directed towards supervising school personnel 	0-10 Day Suspension	Suspension from practice and/or competitive events during length of the school suspension.
Forgery	Office detention on a first offense	<ul style="list-style-type: none"> Any student who forges any type of parent/guardian signature 		Office detention for first offense	Suspension from practice and/or competitive events during length of the school suspension

<p>Drugs and Alcohol: Distribution of Drugs, Alcohol and Controlled Substances; Possession, Use or Under the Influence of Drugs, Alcohol, and Paraphernalia (includes some vaping devices)</p> <p>See athletic code for steroid or other performance enhancing drug possession, use or under the influence of.</p>	<p>PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE: Long-Term Suspension of 15 Days</p> <p>PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION: Long-Term Suspension of 20 Days</p> <p>Law enforcement notified</p>	<ul style="list-style-type: none"> • A significantly small amount of substance • Momentary or transient handling of the item • Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus • Evidence that there was no intent to use, consume, or distribute the substance on school grounds, district provided transportation, or at school activities. 	<ul style="list-style-type: none"> • A relatively large amount of substance that would reasonably exceed anticipated single use • Evidence of sophistication or pre-planning • Evidence of distribution or intent to distribute prohibited substances • Distribution has been to multiple students • Conduct is related to gang affiliation. 	<p>3-20 Day Suspension</p> <p>K-4: 0-10 Day Suspension</p>	<p>In- or out-of-season, suspension from practice and/or competitive events during length of school suspension, and the participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.</p>
<p>Gambling</p>	<p>Warning issued for first offense</p> <p>Office detention for second offense</p> <p>Short-term suspension for third offense</p>	<p>No gambling, including card playing, is permitted on school property.</p>		<p>Warning issued for first offense</p> <p>Office detention for second offense</p> <p>Short-term suspension for third offense</p>	<p>Suspension from practice and/or competitive events during length of school suspension.</p>
<p>Gang Conduct</p>	<p>Discipline other than Suspension</p> <p>Suspension for second offense</p>	<ul style="list-style-type: none"> • Subsequent remedial steps, including restitution for property damaged or defaced with gang imagery, symbols, or language 	<ul style="list-style-type: none"> • Concerted action with other students or non-students • Gang conduct in connection with other misconduct prohibited elsewhere by this procedure, including but not limited to assault, harassment, intimidation, bullying, theft, and the possession of weapons 	<p>0-10 Day Suspension</p>	<p>Suspension from practice and/or competitive events during length of school suspension.</p>
<p>Harassment, Intimidation, Bullying, and Hazing (May include use of racial or religious slurs)</p>	<p>3 Day Suspension</p> <p>K-4: 0-3 Days</p> <p>5-12: 3 Days</p>	<ul style="list-style-type: none"> • Subsequent action taken by student to make amends for misconduct with the victim 	<ul style="list-style-type: none"> • Threat of serious injury • Use of an object or weapon • Premeditated conduct • Part of a pattern of similar misconduct against the same victim • Exceptional severity or cruelty <ul style="list-style-type: none"> • Sexual harassment 	<p>3-20 Day Suspension</p> <p>K-4: 0-10 Day Suspension</p>	<p>Suspension from practice and/or competitive events during length of school suspension. The participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.</p>

Lewd, Obscene, or Profane Language, Gestures, and Materials (e.g., sexually explicit, use of racial or religious slurs, drug or alcohol symbols) verbally, and/or on school building structures, school provided materials, computer files, email, and school-generated online postings.	Discipline other than Suspension	<ul style="list-style-type: none"> Subsequent action taken by student to make amends for misconduct 	<ul style="list-style-type: none"> Substantial disruption to learning of others caused by student's defiance Student attempts to solicit or incite others to engage in behavior 	0-10 Day Suspension	Suspension from practice and/or competitive events during length of school suspension.
Theft/Stealing/Extortion	Short-Term Suspension of 2 Days	<ul style="list-style-type: none"> Property returned to victim Subsequent remedial steps, including restitution to district or victim of misconduct 	<ul style="list-style-type: none"> Significant damage in extent or cost Conduct is motivated by gang affiliation 	0-10 Day Suspension	Suspension from practice and/or competitive events during length of school suspension. At an event or practice: The participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.
Tobacco / Nicotine in any form/Any Nicotine delivery device (i.e., vapor pens, e-cigarettes, etc.) All devices that may deliver liquid nicotine, THC, and marijuana will be considered a violation. Possession of or Use of any vaping device.	Short-Term Suspension of 2 Days and Complete Tobacco Intervention Packet.[Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]	<ul style="list-style-type: none"> Student offers credible evidence that he or she had the tobacco nicotine unintentionally 	<ul style="list-style-type: none"> Large quantity; distributed to others; openly used tobacco and nicotine with others; denied use or possession 	0-10 Day Suspension	In- or out-of-season, suspension from practice and/or competitive events during length of school suspension, and the participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.

WEAPONS: RCW 9.41.250, 270, 280 RCW 9.41.280	Long-Term Suspension of 11 days SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion Possible law enforcement notified	<ul style="list-style-type: none"> No injury or damage caused No evidence that student intended to display or use the weapon The weapon is a small pocket knife with a blade 3 inches or less Student's age and/or inability to understand potential consequences Student offers credible evidence that he or she had the weapon for legitimate purposes away from school and unintentionally brought the object to school 	<ul style="list-style-type: none"> Student used the weapon in furtherance of an assault, to intimidate another, cause injury, and/or to cause physical damage to property Student displayed, activated or discharged the weapon in a reckless manner Evidence of premeditation The weapon is an airgun or firearm. The object appears to be a firearm and the student displaying or using the object does so with malice 	0-20 Day Suspension	Suspension from practice and/or competitive events during length of school suspension.
				K-4: 0-10 Day Suspension	

DISRUPTIVE and OTHER MISCONDUCT	Presumptive Standard (this is the likely sanction for a first time offense)	Mitigating Circumstances	Aggravating Circumstances	Standard Range (this is what is allowed for a first time offense)	Activity Code Violations
Inappropriate Dress and Appearance	Verbal warning from teacher or administrator, change of clothing or appearance	<ul style="list-style-type: none"> No previous infractions Student's intent or purpose was not intentional 	<ul style="list-style-type: none"> Previous infractions Student's intent or purpose was to disrupt learning environment 	Warning -ASD or LD	Suspension from practice and/or competitive events during length of school suspension.
Inappropriate Display of Physical Affection	Student counseled, warned	<ul style="list-style-type: none"> No Previous Infractions 	<ul style="list-style-type: none"> Previous infractions Student's intent or purpose was to disrupt learning environment 	Warning -ASD or LD	
Failure to Pursue Course of Study	Teacher-parent conference. Referral to counselor and administrator. Possible ASD or LD	<ul style="list-style-type: none"> No Previous Infractions 	<ul style="list-style-type: none"> Previous infractions Current grades are below standard 	Warning -ASD or LD	
Telecommunication Devices (Cellular phones, earbuds, smart watches)	Teacher confiscates phone for the period; teacher refers student and phone to the office.	<ul style="list-style-type: none"> No Previous Infractions Parent emergency 	<ul style="list-style-type: none"> Previous infractions Use was sly or devious Disrupted the learning of others 	No use during the school day--No warnings	
Truancy	ASD or LD . Conference with student, parent, administrator. Possible behavior contract. Possible Community Truancy Board contract.	<ul style="list-style-type: none"> No Previous Infractions Parent, not student, was responsible for reporting status to school in a timely manner 	<ul style="list-style-type: none"> Previous infractions Forged a note Dishonest about whereabouts Multiple attempts to clear absence were ignored 	ASD or LD –Alternative Placement	Suspension from practice and/or competitive events during length of school suspension. No practice or competitive events on day of truancy or when administration is aware of truancy.
Tardiness	Warning -ASD or LD	<ul style="list-style-type: none"> No Previous Infractions 	<ul style="list-style-type: none"> Previous infractions 	ASD or LD – Escort to Class	Suspension from practice and/or

				Closed Campus	competitive events during length of school suspension.
Abusing or Insulting Staff (RCW 28A.635.010)	ASD or LD . Possible short- or long-term suspension. Possible referral to law enforcement	<ul style="list-style-type: none"> No Previous Infractions Subsequent remedial steps, including restitution to district or victim of misconduct 	<ul style="list-style-type: none"> Previous infractions Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim 	Warning -ASD or LD – Long-Term Suspension	Suspension from practice and/or competitive events during length of school suspension.
Other Illegal Acts Committed on School Grounds or at School Activities	ASD or LD , short- or long-term suspension Possible law enforcement notification	<ul style="list-style-type: none"> No Previous Infractions 	<ul style="list-style-type: none"> Previous infractions 	Warning -ASD or LD – Long-Term Suspension	Suspension from practice and/or competitive events during length of school suspension.
Failure to Return School Property	Payment of fine, restitution plan	<ul style="list-style-type: none"> No Previous Infractions Student or family can not financially pay the fine or provide restitution 	<ul style="list-style-type: none"> Previous infractions Item is no longer in the possession of the student 	Repayment - See Theft	No participation until property is returned and/or restitution is paid.
Motor Vehicle Infractions	Law enforcement notified. Possible ASD or LD , possible short-term suspension	<ul style="list-style-type: none"> No Previous Infractions Victim has some responsibility in the cause of the infraction 	<ul style="list-style-type: none"> Previous infractions Driver is reckless Multiple people are impacted 	Warning -ASD or LD – Long-Term Suspension Driving / Parking Privileges Revoked	Suspension from practice and/or competitive events during length of school suspension.
Cheating / Academic Dishonesty	ASD or LD -- “0” on the assignment--ineligible for 5 days	No Previous Infractions	Previous infractions Dishonest about situation	ASD or LD -- “0” on the assignment	5 days of ineligibility

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access.
- Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure 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 interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);

a person serving on the School Board ; a person or company whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school may disclose 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 parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Cascade School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Policy and procedure 5253 (Maintaining Professional Staff/Student Boundaries) provides all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. The policy and procedure apply to all district staff and volunteers. The interactions and relationships between district staff and students should be based upon mutual respect, trust and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the district. For a complete read of the policy and procedure (5253), please see: <https://www.lrschools.org/Page/1546>

