



Lake Roosevelt Schools

Home of the Raiders

2026-2027



Mission: Ensure a safe and effective learning environment to prepare ALL students to be successful members of our diverse society.

Vision: Raiders are committed to excellence, where students explore and are inspired to reach their greatest potential

Core Values

Accountability	"Own it!"	We take responsibility for our actions and choices even the difficult ones.
Communication	"Kind words, kind hearts!"	We share our ideas clearly and listen with respect.
Growth	"Get better every day!"	We try, learn from mistakes, and never give up.
Leadership	"Be the example!"	We do the right thing, even when no one is watching.
Respect	"Everyone matters!"	We treat others the way we want to be treated with kindness and care.

Raider Three
Show Respect
Make Good Decisions
Solve Problems

Principal's Message

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Lake Roosevelt Elementary. The staff joins me in saying we're happy to have you as part of the Raider Family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Lake Roosevelt Elementary parents are our partners in the important job of educating the children of this community. We welcome your participation and support this school year. Working together, we will be able to reach our goals and celebrate the achievements of our students.

Sincerely,
Ms. Lisa Lakin, Principal

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This handbook is designed to provide a convenient reference source of essential information pertaining to Grand Coulee Dam School District, Lake Roosevelt Elementary School, and its programs, practices, and operational procedures. Please save it for reference throughout the school year. Should you need additional information or assistance beyond what is contained within the handbook, please call the main office.

School Information

Address:

Lake Roosevelt Elementary
503 Crest Drive
Coulee Dam, WA 99116

Main Office: 509-633-0730 or 509-631-3203

Attendance: 509-631-3171

Fax: 509-633-2652

Website: www.gcdsd.org

Office Hours

Monday-Thursday (Fridays when in session) 7:00 AM - 4:00 PM

School Administrative Staff

Superintendent – Rodriguez Broadnax

Principal – Lisa Lakin

Assistant Principal – Todd Phillips

I. GENERAL INFORMATION

BACKPACKS/BAGS Clear backpacks or school bags are required for all students. Female students may carry a small bag (no larger than 5x7 inches) for personal hygiene items. Students with medical conditions may carry medically necessary bags for items that must be accessible to the school nurse. Athletic bags must be stored in a secure, designated location during the school day. Student-athletes may retrieve them at dismissal.

CHILD FIND Each year the district is seeking students ages 3-21 who are not now currently enrolled in school or Head Start programs and who may require assistance with developmental skills to prepare them for school. Identified students who qualify for services will receive a program at no cost to the parents. This program could involve vision and hearing services and/or cognitive (learning) delay services.

If you have a child or know of a child who lives in the Grand Coulee Dam School District and is not receiving services for a suspected developmental delay and would like a free screening of that child, please contact Rodriguez Broadnax, Superintendent of Grand Coulee Dam School District, or Kathryn Logue, Director of Special Programs to schedule a screening. (WAC 392-172-100)

CLOSED CAMPUS Lake Roosevelt Elementary School has a “closed” campus. Students are not allowed to leave campus during the school day. For student safety, parent/guardians must check students out through the office, please do not go directly classrooms or playgrounds for pick-up.

COMMUNICATION We want great communication between home and school. Formal conferences will be scheduled each school year. Parent/guardians are invited to meet with teachers regarding their child’s progress at any time. Please schedule appointments in advance to avoid instructional disruptions.

STUDENT CONCERNS – We expect that you will have questions from time to time, so please feel free to contact us with your interests or concerns. If you have a concern regarding your child, the following steps might be helpful:

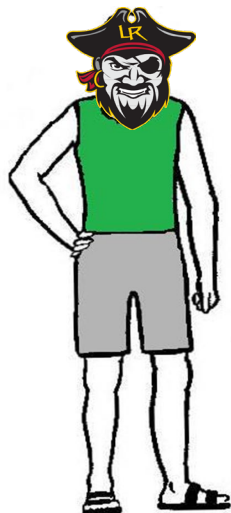
1. Contact your child's teacher. It is important to contact them before or after school to avoid disrupting the educational process. Please allow the teacher 48 hours to respond.
2. If the situation remains unresolved after contacting the classroom teacher, or if it involves student safety, school policy, or events outside the classroom, please contact an administrator.
3. In case of emergency, please contact the main office.
4. Contact the school nurse via the main office to assist with health-related problems.

Remember, concerns can only be addressed if they are communicated to school staff.

DRESS CODE Attire or appearance that disrupts the educational process or poses a health/safety concern is prohibited. School officials may require immediate modification of clothing. Parents/guardians may be asked to provide appropriate attire, and repeated offenses may result in disciplinary action.

To provide guidance for parents/guardians and students, the following are dress code guidelines apply.

- Raider spirit gear is encouraged to be worn on Friday's as Raider Spirit Day.
- Hats may be worn. Student faces must always be visible (unless wearing a mask as required by health and safety protocols).
- Hoodies are not to be worn on heads.
- Sagging or extremely loose-fitting clothing, and trench coats are not allowed. Hanging belts, chains, or ropes are not permitted.
- Garments that discriminate against gender, race or nationality, or any group of people/persons will not be worn.
- Capes or flags worn as capes are not permitted.
- Clothing containing inappropriate or suggestive statements, relating to alcoholic beverages, tobacco, marijuana, drugs, sex, or violence are not allowed.
- No blankets. Blankets should not be brought to school.
- No sunglasses covering eyes.
- Shoes must be worn at all times.
- Shirts must have straps.
- No cleavage or undergarments should be showing.
- No midriff should be showing in all positions; sitting, standing, bending, reaching, and hand raised.
- No spiked bracelets or attire
- Skirt, shorts, or dress length must be mid-thigh while sitting, standing, or walking.
- Pants with holes - the holes must not be higher than the length of shorts/skirts.



DROP-OFF/PICK-UP

Building Access – The building is open from 7:15 AM to 4:00 PM. Student hours are 7:45 AM to 3:30 PM. All visitors and volunteers must check in at the main office, present identification, and wear a temporary badge. Visitors must park in designated spaces and avoid parking in front of the building.

Morning Drop-Off – Morning drop-off occurs on the side of the building; students must enter through the main entrance.

Afternoon Pick-Up –

- **Grades K–2:** Normal pick-up zone on the side of the building.
- **Grades 3–6:** Sidewalk on Central Drive between Crest and Civic Drive.
- Families with children in both groups may use the younger sibling's location.
- Park along Crest Drive while waiting for the **3:30 PM** release.
- Parents/guardians may not wait inside the building.

Late Arrival – Students arriving late must be accompanied by a parent/guardian to the main office for sign-in.

Early Pick-Up - For early pick-up, parents/guardians must park in a designated area (not in front of the building) and check in at the main office with identification. Students will be brought to the waiting area; parents/guardians should not go directly to classrooms or the playground.

FIELD TRIPS Field trips are an important part of the school experience. They provide students with opportunities to learn beyond the classroom, make real-world connections, explore new places, and create meaningful memories. These experiences can bring classroom learning to life and help students develop curiosity, confidence, and a deeper understanding of the world around them. When students participate in a field trip, they represent more than just themselves. They represent their families, their classmates, Lake Roosevelt Elementary, and our community. Students are expected to demonstrate the same values and behaviors on a field trip that are expected at school. Students will not be able to participate in a field trip if they have been suspended in the past month, twice in the trimester or three times in the year. Multiple discipline referrals may also limit opportunities to participate in field trip experiences.

INJURIES Despite careful precautions and supervision, accidents may occur at school. Parents/guardians are responsible for any resulting medical expenses, as the district does not automatically cover such costs. The district carries only legal liability insurance. Optional student medical insurance is available for families to purchase; brochures are distributed at the start of the school year and are available in school offices.

MEDICINE/PRESCRIPTIONS School personnel cannot administer medication (over the counter or prescription) to students, including aspirin, without the following requirements, as per Washington State law:

- 1) Both a parent/guardian and the student's physician must complete the school's Medication Authorization Form with specific instructions. This form **MUST** be renewed annually.
- 2) All medication must be in the original container.

Medication that does not meet these requirements will not be administered. Parents/guardians should contact the school nurse with any questions.

NON-EDUCATIONAL ELECTRONIC DEVICES From 7:45 AM to 3:30 PM, the district is a zone free of personal electronic devices for students. Personal electronic devices (including cell phones, smart watches, earbuds, and headphones) not approved for instructional or medical purposes will be confiscated and turned in to the office. Parents/guardians needing to reach students during the day should contact the main office. If a device is needed for medical purposes, please contact the school nurse to make arrangements.

PROHIBITED ITEMS In addition to items listed in other sections, the following are prohibited during school hours:

- **Food/Snacks** – Students may not share food with peers. Healthy individual snacks may be brought with prior teacher approval, but they must be store-bought, nut-free, and not produced in facilities that process nuts. Please refrain from bringing full sized bags.
- **Toys** – Toys from home are not permitted, as they often cause conflict and disrupt learning. Teachers may allow items for activities such as show-and-tell, but they must remain in student backpacks until the designated time. Parents/guardians should contact teachers directly with questions regarding exceptions.

REPORT CARDS The school year is divided into three trimesters. To keep families informed, progress reports and report cards are issued. Parent/teacher conferences are scheduled twice per year, conferences may be student-led.

RETENTION Occasionally, a student may not make sufficient academic progress, and retention (repeating a grade) may be considered. Retention decisions are made carefully and only after review by a team of educators. Before retention is considered, interventions and support services (such as before- and after-school programs, tutoring, or study buddies) are explored to support struggling students. Factors considered include academic progress, social, emotional, and physical maturity, as well as the student's age and family circumstances.

SAFETY DRILLS To ensure safety, the school conducts regular evacuation and lockdown drills. Teachers review drill procedures with students to ensure calm and orderly responses in the event of an actual emergency.

STUDENT SUPPORT SERVICES Students and families have access to a variety of support services at Lake Roosevelt Elementary School, provided by both school staff and outside agencies.

- **Communication Specialist**

The speech and language pathologist works with students having delays in speech and/or language development. When a child is identified as needing services, the Communication Specialist develops an individual educational plan with the family and other professionals. As with other support personnel, the Communication Specialist works closely with the classroom teacher.

- **Special Education/Section 504**

Consistent with various federal and state regulations, GCDSD provides a variety of specialized programs for students with learning, emotional, intellectual, speech, physical, health, vision, or hearing disabilities. There is a fully certified special education teacher who can provide/coordinate many services. Any student with an identified handicap is eligible to receive services. The teacher works closely with parents, regular classroom teacher, and other support staff members.

- **Counseling/Mental Health Support**

Lake Roosevelt Elementary follows a whole-child approach to education. Our counseling team provides resources to support students' social, emotional, and mental health needs.

Parents/guardians who are concerned about their child's progress may request a referral. Students may also self-refer, though parental permission is required for evaluation if the student is under 18. Certain mental health supports can be provided without parental permission; however, staff will make every effort to notify families while respecting confidentiality. Referrals should be directed through the appropriate office, ideally following a discussion with the classroom teacher or an administrator.

TESTING

State – In the spring, students in grades 3–6 are required to participate in the Smarter Balanced Assessment. Fifth grade students also participate in the Washington Comprehensive Assessment of Science.

District – District-wide STAR assessments in math and ELA are administered in September, February, and at the end of the school year to monitor progress.

Classroom – Classroom teachers also administer ongoing assessments to evaluate student success and adjust instruction as needed.

VISITORS / VOLUNTEERS We welcome the valuable contributions of parents/guardians and community members as volunteers. Please make prior arrangements before visiting. All visitors must enter through the main entrance and check in at the office, rather than going directly to classrooms or playground areas. Visitors must sign in and out at the office and wear a visitor's pass while on campus. The principal may restrict visitation during sensitive times (e.g., testing) or if a visit becomes disruptive. Volunteers are required to complete a background check prior to service. Forms are available at the District Office or on the district website.

II. POLICIES

All district policies and procedures are available on the school website:

<https://www.gcdsd.org/administration/forms-and-policies/administration/forms-and-policies/disclaimers>

FERPA ANNUAL NOTIFICATION 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:

1. The right to inspect and review the student's education records 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.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or 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 education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Grand Coulee Dam School District to comply with the requirements of FERPA are to be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public record” request within five (5) business days. RCW 42.17.32

NOTICE OF TITLE IX COMPLIANCE The Grand Coulee Dam School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Name: Brandon Brewster
Address: 505 Crest Drive, Coulee Dam, WA
Telephone Number: 509-633-1442

Section 504/ADA Coordinator

Name: Casey Clark
Address: 503 Crest Drive, Coulee Dam, WA
Telephone Number: 509-633-0730

Compliance Coordinator for 28A.640 and 28A.642 RCW

Name: Rodriguez Broadnax
Address: 110 Stevens Avenue, Coulee Dam, WA
Telephone Number: 509-633-2143

The Grand Coulee Dam School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education contact Carrie Derr at 509-631-3160.

COMPUTER AND NETWORK USE These procedures support the district’s Electronic Resources Policy and promote responsible digital citizenship. Effective digital citizenship includes safe, respectful, and appropriate behavior in online environments. Students and staff should recognize that online content is public, permanent, and may have long-term consequences. Behavioral expectations online are the same as those in face-to-face interactions

Network – The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

- Acceptable network use by district students and staff includes: Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;

- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the district network after checking with Technical Support to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district; Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the district Technology Director or his/her designee;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or internet.

Internet Safety –

Personal Information and Inappropriate Content

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;

- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy – Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup – Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers nightly – Monday through Friday. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action – All users of the district’s electronic resources are required to comply with the district’s policy and procedures and agree to abide by the provisions set forth in the district’s user agreement. Violation of any of the conditions of use explained in the district’s user agreement, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Violation of Acceptable Use Guidelines – Users of school computers are responsible for the appropriateness and content of material they transmit or publish on the system. Bypassing the school’s server is a violation of this policy. Hate mail, threats, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Use of the system to access, store, or distribute obscene or pornographic material is prohibited. Use of school computers to post personal identifying information is prohibited.

III. ATTENDANCE

State law (RCW 28A.225.010) requires all children ages 8–18 to attend school. Missing as few as two days per month can result in chronic absenteeism (10% or more of the school year), which negatively impacts student success. The school works with families to address barriers and support regular attendance.

What the Law Requires

Parents/Guardians Must:

- Ensure their attend school daily and on time, unless there is a valid excuse.

Students Must:

- Be in school, on time, every day unless excused.

Schools Must:

- Notify families of attendance rules and collect a signature acknowledging receipt.
- Notify parents/guardians each time a student is absent.
- Meet with families to understand attendance issues.
- Implement strategies to improve attendance.
- Refer students and families to a Community Engagement Board or Juvenile Court if absences continue.

Excused Absences – Absences must be excused by a parent/guardian or healthcare professional within 48 hours of the student’s return. A student attending 50% or more of the school day is considered present.

The following absences will be marked as excused:

- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, or optometry) with a doctor’s note.
- Family emergency including, but not limited to, a death or illness in the family; approved by principal.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Court or judicial proceeding.
- Absence directly related to the student’s homeless status.
- Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010;
- Principal and parent/guardian mutually agreed upon approved activity.
- Pre-arranged absence completed 24 hours prior to student absence. A pre-arranged absence of 10 or more days requires a meeting with a school administrator.

The school principal has the authority to determine if an absence meets the above criteria for an excused absence or develop an attendance agreement with more specific attendance requirements. The school reserves the right to authenticate all excuses including calling doctors, dentists, etc.

Students who reach the Attendance Agreement threshold are considered chronically absent. Once a student has been identified as chronically absent, excused absences will be limited to documented medical appointments, absences verified by a healthcare provider, pre-arranged absences approved by the school and single-day illnesses reported by a parent or guardian. Additional absences may require supporting documentation and will be reviewed on a case-by-case basis.

Unexcused Absences – Unexcused absences include any absence not meeting excused absence criteria or failing to comply with an attendance agreement.

Tardy – Students arriving more than 15 minutes late to class will be marked absent for that period.

ATTENDANCE/TRUANCY ACTION PLAN

<u>Notification</u>	<u>Notice of School Attendance</u>	<u>Attendance Action Plan</u>	<u>Referral to Community Engagement Board/File with Juvenile Court</u>
Each unexcused absence (truancy)	3rd unexcused in 30-day period 7th unexcused in 30-day period 5th absence in 30-day period 10th absence in a trimester 10th unexcused in a year	5th unexcused in 30-day period 15th absence in a trimester 10th unexcused in a year 30th absence in a year	7th unexcused in a 30-day period 20th absence in a trimester 15th unexcused in a year 40th absence in a year

Students with 40 or more absences in a year will require a formal meeting with parents/guardians, teachers, and administrators to evaluate academic progress and consider retention if necessary.

IV. DISCIPLINE

All students are expected to comply with district rules. Refusal to follow established regulations may result in corrective action, including discipline, suspension, or expulsion. All disciplinary actions will reflect a good-faith effort by staff to apply fair and consistent practices.

Discipline policies follow Washington State law and emphasize restorative practices. Our approach focuses on teaching appropriate behavior, reinforcing positive choices, and using progressive discipline when expectations are not met. Restorative practices allow students to repair harm and rebuild relationships.

The school prioritizes restorative practices to maintain student connection to learning and community. In cases requiring further intervention, corrective actions may include discipline, suspension (in-school or out-of-school), expulsion, or classroom exclusion. We believe in applying Restorative Practices, and when needed, the lowest level of corrective action necessary to improve student behaviors and maintain a productive learning environment. This progression of support fosters a positive school and community atmosphere and nurtures an environment for all students to grow as productive citizens.

At Lake Roosevelt Schools we are focused on responsible, respectful and safe student behavior. The procedures below describe how our school strives to balance the needs of students who violate rules of conduct, the needs of those affected by such behavior, and the needs of the overall school community. Such balancing is based on the requirement in RCW 28A.600.020(1) that student discipline rules be "interpreted to ensure that the optimum learning atmosphere of the classroom is maintained, and the highest consideration is given to the judgment of qualified certificated educators regarding conditions necessary to maintain the optimum learning atmosphere."

Students who violate the rules of conduct may be subject to restorative practices and/or corrective action. There is a wide variety of restorative practices.

Examples of restorative practices may include, but are not limited to:

- Mediation,
- Apologies,
- Student check-in and check-outs,
- Relationship building,
- Affective statements ("I" statements),
- Community building circles,
- Restorative dialogues/making agreements,
- Repairing harm circles,
- Restorative conferences, and/or
- Restitution

There are four types of corrective action:

- Discipline,
- Suspension or In-School Suspension (both short and long-term),
- Emergency removal from class, subject or activity, and/or
- Expulsion (including emergency expulsions)

Discipline may include:

- Detention
- Loss of privileges
- Reflection Walks
- Restitution
- Behavior contract
- Parent shadows

Serious behaviors that may result in suspension or expulsion include but are not limited to:

- Insubordination
- Destruction of property
- Threats to cause harm to others
- Bullying, harassment, or intimidation (verbal, written, or physical)
- Fighting or threats to fight
- Possession, use, distribution of alcohol, marijuana, tobacco, drugs, or related paraphernalia
- Possession or use of a weapon

HARASSMENT, INTIMIDATION, AND BULLYING The district is committed to providing a safe, respectful learning environment where all students are protected from physical or emotional harm.

Harassment, intimidation, or bullying is prohibited within the school community, at school-sponsored events, and in circumstances that substantially disrupt the educational process. “School community” includes students, staff, board members, contractors, volunteers, families, and visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Harassment, intimidation, or bullying – is an intentional electronic, written, verbal, or physical act that:

- Physically harming a student or damaging the student’s property.
- Interfering substantially with a student’s education.
- Creating a severe, persistent, or pervasive intimidating or threatening educational environment.
- Substantially disrupting the orderly operation of the school.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators. Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Staff Responsibility – Any school staff member who observes, overhears, or receives a report of harassment, intimidation, or bullying must take prompt and appropriate action to stop it and prevent recurrence.

Incident Reporting Form – Students, families, or staff may report HIB using the district’s Incident Reporting Form, available in the main office and on the district website.

NON-NEGOTIABLES

Personal Electronic Devices – Cell phones and devices may not be seen or heard in the classroom.

Inappropriate/Offensive Language – Profanity, offensive, inappropriate or derogatory language will not be tolerated.

Disrespect – Demonstrate respect towards yourself, students, staff and the school at all times.

Violation of Boundaries – Individuals will honor the space and well-being of others and school property while being safe.

Disrupting the Educational Process – Individuals will not interfere with the learning environment or compromise the safety of others.

LAKE ROOSEVELT ELEMENTARY PROGRESSIVE DISCIPLINE CHART

Students are required to complete a reflection or restorative activity for all major offenses. The discipline chart provides a framework for possible consequences; however, final decisions are made based on individual circumstances. The goal is to minimize time out of the learning environment while maintaining school safety and order.

ISS – in-school suspension
STS – short-term suspension (less than 10 days)
LTS – long-term suspension
FBA – functional behavior analysis
LD – lunch detention
CEB – Community Engagement Board
TA- Threat assessment

<u>Major offense</u>		<u>K-3 Consequences</u>	<u>4-6 Consequences</u>
Tardies	- 1 st offense (4 tardies/quarter) - 2 nd offense (8 tardies/quarter) - Repeated offenses	- Parent notification - Lunch detention; parent notification - Additional lunch detention, attendance agreement, referral to CEB/Tribal Attendance (if applicable)	- Parent notification - Lunch detention; parent notification - Additional lunch detentions, attendance agreement, referral to CEB/Tribal Attendance (if applicable)
Truancy	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional lunch detentions, attendance agreement	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional lunch detentions, attendance agreement
3 minor offenses	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional LD, FBA, behavior contract	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional LD, FBA, behavior contract
Disruption of Educational Process	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional LD, FBA, behavior contract	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional LD, FBA, behavior contract
Bus Violations	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, parent notification - 2 Lunch detentions, parent notification - Parent meeting, loss of bus privileges	- Student conference, parent notification - 2 Lunch detentions, parent notification - Parent meeting, loss of bus privileges
Dress Code	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, ask to change clothes - Student conference, parent notification - Parent meeting	- Student conference, ask to change clothes - Student conference, parent notification - Parent meeting
Inappropriate Language	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional lunch detentions, behavior contract	- Student conference, parent notification - Lunch detention, parent notification - Parent meeting, additional lunch detentions, behavior contract

Theft	- 1 st offense	- Student conference, parent notification, restitution	- Student conference, parent notification, restitution, possible notification of authorities
	- 2 nd offense	- Parent meeting, ISS, restitution	- Parent meeting, ISS, restitution, possible notification of authorities
	- Repeated offenses	- Additional in-school suspension, short-term suspension, restitution	- Additional ISS, STS, restitution, possible notification of authorities
Vandalism/ Destruction of School Property	- 1 st offense	- Student conference, parent notification, restitution	- Student conference, parent notification, restitution, possible notification of authorities
	- 2 nd offense	- Parent meeting, in-school suspension, restitution	- Parent meeting, ISS, restitution, possible notification of authorities
	- Repeated offenses	- Additional in-school suspension, short-term suspension, restitution	- Additional ISS, STS, restitution, possible notification of authorities
Cheating, academic dishonesty	- 1 st offense	- Student conference, parent notification, student must redo assignment	- Student conference, parent notification, student must redo assignment
	- Repeated offenses	- Student conference, parent meeting, student must redo assignment	- Student conference, parent meeting, student must redo assignment
Computer/ Internet Infractions	- 1 st offense	- Student conference, parent notification, possible loss of computer privileges	- Student conference, parent notification, possible loss of computer privileges
	- Repeated offenses	- Student conference, parent notification, loss of computer privileges	- Student conference, parent notification, loss of computer privileges
Harassment/ Bullying	- 1 st offense	- Student conference, parent notification/meeting	- Student conference, parent notification/meeting
	- 2 nd offense	- Parent meeting, lunch detention	- Parent meeting, lunch detention
	- Repeated offenses	- Additional detention, in-school suspension, short-term suspension	- Additional detention, in-school suspension, short-term suspension
Disrespect of Staff	- 1 st offense	- Student conference, parent notification	- Student conference, parent notification
	- 2 nd offense	- Lunch detention, parent notification	- Lunch detention, parent notification
	- Repeated offenses	- Parent meeting, additional lunch detentions, behavior contract	- Parent meeting, additional lunch detentions, behavior contract
Sexual/ Discriminatory Harassment	- 1 st offense	- Student conference, parent meeting, lunch detention	- Student conference, parent meeting, lunch detention, possible notification of authorities
	- 2 nd offense	- In-school suspension, possible threat assessment	- ISS, possible threat assessment, possible notification of authorities
	- Repeated offenses	- In-school suspension, short-term suspension, threat assessment	- ISS, STS, threat assessment, possible notification of authorities

Electronic Device on Campus	- 1 st offense - 2 nd offense - Repeated offenses	- Device confiscated, returned at end of the day - Device confiscated, returned to parent/guardian - Parent meeting, lunch detention, devices to remain at home during the school day	- Device confiscated, returned at end of the day - Device confiscated, returned to parent/guardian - Parent meeting, lunch detention, devices to remain at home during the school day
Threat	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, parent notification - Parent meeting, LD, possible TA - Threat assessment, additional detention, ISS, short-term suspension, FBA	- Student conference, parent notification - Parent meeting, LD, possible TA - TA, additional LD, ISS, STS, FBA, long-term suspension, expulsion
Inappropriate Physical Interaction/ Physical Aggression	- 1 st offense - 2 nd offense - Repeated offenses	- Student conference, parent notification, lunch detention - Parent meeting, ISS, possible TA - Threat assessment, ISS, short-term suspension, FBA	- Student conference, parent notification, lunch detention - Parent meeting, ISS, possible TA - Threat assessment, ISS, short-term suspension, FBA
Fighting/Assault	- 1 st offense - 2 nd offense - Repeated offenses	- Parent meeting, in-school suspension - In-school suspension, possible TA - Short-term suspension, threat assessment	- Parent meeting, short-term suspension, possible notification of authorities - Short-term suspension, possible TA and notification of authorities - Short-term suspension, threat assessment, long-term suspension, expulsion, possible notification of authorities
Drug/Alcohol Use or Possession	- 1 st offense - 2 nd offense - Repeated offenses	- Short-term suspension - Short-term suspension, prevention/intervention referral - Short-term suspension	- Short-term suspension - Short-term suspension, prevention/intervention referral - Short-term suspension, long-term suspension, expulsion
Arson/Explosive Device	- All offenses	- Emergency removal, threat assessment, notification of authorities	- Emergency removal, threat assessment, notification of authorities
Possession of a non-gun weapon	- All offenses	- Emergency removal, threat assessment, possible notification of authorities	- Emergency removal, threat assessment, possible notification of authorities
Possession of a gun or gun look-alike	- All offenses	- Emergency removal, threat assessment, possible expulsion	- Emergency removal, threat assessment, possible expulsion

AREA EXPECTATIONS

CLASSROOM

- Represent core values
- Honor non-negotiables
- Respect school property
- Be ready to learn
- Allow learning to happen for ALL
- Try your best

- Follow your teacher's expectations for the classroom
- Have fun & enjoy school

BATHROOM/WATER FAUCET

- Clean up after yourself
- Level 1 voice
- Use appropriate language
- Leave no trace
- Be respectful & kind
- Do your business and leave
- Wash your hands

CAFETERIA

- Line up respectfully
- Hold your tray calmly
- Only get the lunch option you chose in the morning
- Know your lunch number or bring your lunch card
- Level 1 or 2 voice
- Say please and thank you
- Use table manners
- Clean up after yourself
- Leave no trace
- Have patience
- Food/milk stays in the cafeteria

BUS

- Keep hands to yourself
- Use appropriate language and actions
- Stay in your seat
- Stay out of the aisle
- Be safe and respectful
- Respect your bus driver & their expectations
- Level 1 voices
- Exit correctly and safely with the front seats exiting first

GYM

- Only adults in the equipment room
- One student in the bathroom at a time
- Lights stay on
- Demonstrate sportsmanship
- Have fun and try new things

HALLWAY/STAIRS

- Focus on your destination
- Take accountability
 - Have a hall pass
 - Know your route
 - **WALK** to the right
- Respect other's learning
 - Calm body
 - Walking feet
 - Level 0 voice
 - Distract no one

RECESS/PLAYGROUND

- Have fun!
- Keep hands to yourself
- Use appropriate language
- Solve problems respectfully
- Be kind to self & others
- Do your best to include others
- Demonstrate sportsmanship
- Follow recess boundaries
- Honor non-negotiables
- Use your time wisely
- Get back to class quickly

MUSIC ROOM

- Ask for permission to touch equipment
- Earn the privilege to use musical instruments
- Playground equipment stays outside the room
- Food and drink-free zone (water is allowed)
- Respect the space, effort and differences of others

COMPUTER LAB

- Be a buddy, not a bully
- Food and drink at the teacher desk only
- Level 2 voices
- Keep your hands to yourself and your computer
- Use appropriate and approved websites and apps
- Ask for permission to leave the room

LIBRARY

- Food and drink-free zone
- Observe general classroom expectations
- Inside play and calm bodies
- Level 1 voices
- Respect the space, boundaries and bodies of others

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