Pend Oreille River School Handbook 2026-2027



Newport School District

Updated: July 2026

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OUR MISSION

Pend Oreille River School (the River School) provides an inclusive and empowering learning environment where students have safety, belonging, and choice in their educational setting. A River School education is personalized to meet the needs of each individual student in order to serve as an apprenticeship for the future life they hope to live. Our school aims to support the whole student, including their social, emotional, mental, and educational well-being, through trauma-informed practices.

OUR VALUES

Belonging, Responsibility, Inclusivity, Choice, Empowerment, Hope

SCHOOL EXPECTATIONS

Complimenting our school values and the detailed policies and procedures laid out in this handbook, our school has 5 core expectations that help us function productively and collaboratively in our days.

1. Arrive on time.
2. Keep cell phones away.
3. Make progress in classes.
4. Take responsibility for actions.
5. Show kindness to yourself, our school, and others.

DISTRICT OFFICE STAFF
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PEND OREILLE RIVER SCHOOL STAFF
509-447-6630

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SCHOOL SCHEDULE

Monday - Thursday		Friday	
AM Session	8:00 am - 12:00 pm	Drop-in & remote student meetings	12:00 - 2:00 pm Required class time for students who are behind.
Lunch	12:00 pm - 1:00 pm		
PM Session	1:00 pm - 2:30 pm		

Our school is open 7:30 am - 3:15 pm Monday-Friday.

BASIC INFORMATION

Pend Oreille River School students transfer from Newport High School or come from out of the district. If a student from Newport High School transfers to Pend Oreille River School, they cannot transfer back. When students enroll with the school, the director, students, and guardians collaboratively decide on what schedule will work best for the students. Based on the students' needs, they can attend the morning session, afternoon session, work remotely, or have an individually modified version to fit their needs. Students can also sign up for Newport High School's elective courses if they choose to do so.

Pend Oreille River School graduates receive a regular high school diploma from our school and have a graduation ceremony. Pend Oreille River School provides an inclusive, personal learning environment where students can work at their own pace in a mixture of computer-based and in-person classes. Individual help is available from the teacher and support staff. Students can move around freely in the classroom, get a snack in the kitchen, or use the bathroom when needed. Our school provides "wrap-around" services where community support people are available to help our students. We have a mental health counselor, a medical doctor, and a YES case manager on-site at various times. Our goal is to help students feel like they have a safe place where they belong, where they can learn and grow as they work towards graduation and prepare for the future.

Each student has a Written Student Learning Plan (WSLP) detailing the courses and credits the student will have for the year. To be considered a full-time student, each student is expected to work at school and put in time at home. In addition to completing required courses, graduation requirements include completing 20 hours of volunteer work, passing state tests or other designated state pathways, and completing the High School and Beyond Plan requirements. If a student does not meet monthly attendance and/or academic progress, an Intervention Plan will be developed for the following month.

Every month, we meet one-on-one with each student to make sure they are on track with their classes. Weekly contact with each student is required, whether that is in person, via the phone, or messaging. We also have a trimester plan created every trimester to ensure all coursework gets completed by the end of the year. Being on track with the trimester plan determines whether a student has met academic progress each month. The trimester plan is shared with the student and parent through a shared Google document and may be accessed at any time.

Accidents
School accidents should be reported immediately to the nearest adult in charge. If additional help is needed, students should contact the office. Accident report forms are in the office and must be completed by an adult in an official capacity.

Artificial Intelligence (AI)
Artificial Intelligence (AI) Newport High School values authentic learning experiences and the development of students' critical thinking skills. We prohibit the use of AI, such as ChatGPT and others, for writing assignments as it undermines originality and academic integrity. Any use of AI will be considered plagiarism and treated accordingly as outlined in the district discipline matrix. Our focus remains on fostering genuine student expression and fostering a supportive learning environment.

Associated Student Body Activity Card
Associated Student Body (ASB) cards are available to students enrolled at Newport High School and Pend Oreille River School. They may be purchased at the high school. Money from this source is used to subsidize Student Body activities. An ASB card entitles the student to participate in student body activities, including free admission to regular home athletic contests. Participation in any extracurricular activity requires the purchase of an ASB card. The cost of an ASB card is $30.

Audio/Communication Equipment
It is recommended that students not bring any audio/visual/electronic equipment to school. The type of equipment referred to consists of, but is not limited to, cell phones, IPODS, MP3 players, DVD players, and video cameras. The unauthorized use of any of these products during class time may result in the equipment being confiscated. Further, the use of products with explicit lyrics may result in the product and the equipment being confiscated. The school is not responsible for damage to or loss of these items. The school reserves the right to review (listen to or look at) the content of ALL electronics brought onto school grounds. If inappropriate content is found, disciplinary action may be taken according to the consequence policy and confiscation.

Bullying and Harassment
Bullying and Respect The Newport School District is committed to a safe and civil educational environment for all students, parents/legal guardians, employees, volunteers, and patrons that is free from harassment, intimidation, or bullying. “Harassment, intimidation or bullying” (HIB) means any intentional written message or image--including those that are electronically transmitted--verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, physical, or electronic (cyber-communication) act:
- Physically harms a student or damages the student’s property: or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

status, and weight. Harassment, intimidation, or bullying can take many different forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical actions, electronically transmitted messages, or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim, the climate, and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for the victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of the policy. Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting HIB. Students and employees will not be disciplined for making a report in good faith.

Reporting may be done by visiting the Newport School District website and using the Safe Schools Alert link, via the high school "bully board," or contacting the high school office at (509) 447-2481. The forms are available for use by students, families, or staff to report incidents of harassment, intimidation, or bullying. (NSD Policy 3207)

Cell Phones

Cell phones must be checked in at the beginning of class and will be returned at the end of class if brought into the school building. Disciplinary action will be taken as stated below if this isn't followed.

Classroom Expectations

Classroom expectations will be reviewed with students as they enroll in Pend Oreille River School. To ensure all students have the opportunity to learn, it is expected that each student will make every attempt to follow the expectations. Classroom expectations are posted on the wall. Academic honesty is also expected of each student in every class. Students using an app to answer questions instead of reading the material will be considered an academic violation, and the student may lose credit for the course. If compliance becomes a problem, a meeting between the student, guardian, and school staff may be arranged to establish a successful contact that works towards upholding this school expectation.

Closed/Open Campus Policy

When authorized by the school administration, 9th-12th students may leave the campus at lunchtime. This privilege includes the responsibility of each student to be on time for after-lunch classes and to display behavior that is above reproach while off campus. Students who are tardy more than three times to class

following lunch may forfeit this privilege and be subject to disciplinary action. Liability is assumed by the parent/guardian when their student leaves campus for lunch. Permission forms are located in the Returning Student Enrollment in Skyward Family Access. You can either allow or deny your student the privilege of off-campus lunch on this form.

Computers

Students who are on site are assigned a computer to use while they are at school. If students need a computer to use in order to work away from school, one will be checked out to them after a computer use agreement has been signed.

Counseling Services

Counselors and support people are available to assist students academically and personally. This may be done through individual or group counseling or through referrals to other local agencies with whom our district counselor works cooperatively. If a student is interested in counseling, they can talk with a staff member to start the referral process.

Dance Regulations

Pend Oreille River School students may attend dances at NHS under the same expectations as NHS students. Students must notify the school Director about their intent to attend the dance as a list must be provided to the high school of all River school students who are attending. School dances are for the social enjoyment of the students and their guests. All school rules will be enforced during school activities. The attendance, guests, and sign-out procedures are below.

1. Students must bring their school ID cards to dances.
2. Students must be in 9th-12th grade to attend high school dances.
3. If a high school student wishes to bring a guest, only one guest per student may be signed in.
4. Students must fill out a guest dance contract to bring a guest to a dance. Guests must be registered in the office one week in advance, and the office must be given time to contact the other student's school.
5. The administration must approve guests who have been registered.
6. Persons 21 years of age or above may not attend NHS dances as a guest.
7. The guest must accompany the student when entering the dance.
8. No students or guests may leave a school dance and later re-enter.
9. Students leaving senior high dances early must sign out with the chaperones.
10. Students involved in disciplinary action at our school or another school may not be allowed to attend the dances. This includes inadequate monthly progress.
11. All coats and bags of any type are subject to search.
12. No outside food or drinks allowed.
13. Law enforcement may be present at the dance as guests of the school and are to be treated as such.

Discipline Policy & Procedures

Alignment with District Policy: Our school follows **all Newport School District policies and procedures** regarding student conduct, discipline, searches, and removal from school (Policies 3124, 3230, 3240, 3241). The district provides the **framework and requirements**; what follows is the **detailed, school-specific process** for how we implement those expectations consistently in our building.

Philosophy: At our school, students belong in class unless they are unsafe or significantly disrupting the learning environment. Our goal is to provide clear expectations, restorative practices, and consistent accountability.

- **We are restorative:** Students must resolve the issue before re-entering class.
- **We are progressive:** Consequences increase if behavior is repeated.
- **We are supportive:** Guardians are involved early and consistently.
- **We are safe:** The School Resource Officer (SRO) is involved when safety, legality, or repeated violations require it.
- **We are clear:** Paras (classroom support staff) handle minor issues, while the Director handles all major incidents.

Vaping / Marijuana / Other Drugs: Our campus is tobacco-, vape-, alcohol-, and drug-free.

- **1st Offense:** Item confiscated, documented, restorative conversation, guardian notified. Student may return when calm and safe.
- **2nd Offense:** SRO called; citation may be issued. Guardian meeting required. Student signs a **Substance Use Support Agreement**.
- **3rd Offense: Citation written by SRO.** Student and belongings (bag, locker, vehicle) may be searched if there is reasonable suspicion, conducted by administration with SRO present. Loss of privileges (off-campus lunch, activities, field trips, etc.). Daily counseling or support group required.
  4th Offense: Full re-entry plan with administration, guardian, counselor, student, and SRO. Ongoing searches may occur if reasonable suspicion exists. Student may be placed on a modified schedule or alternative setting until safe.

Students Actively Under the Influence (Drugs or Alcohol)

If a student is found to be under the influence at school:

- The student is separated and assessed.
- Guardian is called for immediate pickup (students may not leave alone or drive).
- 911 called if a medical emergency.
- SRO is involved if repeated or serious.
- The student cannot return until sober and safe.
- Guardian meeting + restorative conversation required before re-entry.
- Repeated incidents may result in loss of privileges, required counseling, searches, and citation.

Defiance / Refusal to Follow Directions: Respectful compliance with staff directions is necessary for safety. This includes the dress code, personal relationships, and driving privileges.

- **1st Offense:** Reminder, redirection, or classroom reset (handled by paras/teachers).
- **2nd Offense:** Paras/teachers handle again; guardian notified.
- **3rd Offense:** Director involved. Loss of privileges (free seating, integration in classes, etc.). Daily check-in/check-out required.
- **4th Offense:** Guardian/student/administrator conference. Modified schedule may be implemented.

Phones: Phones must be checked in at the start of the day and will be returned at the end of the day.

- **1st Offense:** Phone collected. If we have to track the student down to get their phone from them, it is a first offense. A reminder will be given at the beginning of the day to turn in phones, and it is the expectation that students do this on their own without staff having to take it from them.
- **2nd Offense:** Phone check-in handled by administration only.
- **3rd Offense:** Guardian called; phone may not be brought to school.
- **4th Offense:** Refusal = student may not remain at school until compliant.

Lewd, Sexual, or Inappropriate Comments: Respectful language is expected at all times. Harassment, sexual comments, or vulgar/lewd remarks are not tolerated.

- 1st Offense: Reminder, reset, restorative conversation. Guardian is notified if severe.
- 2nd Offense: Documented; guardian notified. Student completes reflection activity or restorative assignment.
- 3rd Offense: Director involved. Loss of privileges (flex time, seating choice, activities). Guardian meeting required.
- 4th Offense: Full re-entry plan with Director, guardian, counselor. Possible SRO involvement if harassment rises to a legal level.

Knives, Weapons, or Lighters: Our campus is weapon-free. Items that may cause harm (including knives and lighters) are not permitted.

- 1st Offense: Item confiscated immediately. Guardian notified. The director meets with the student.
- 2nd Offense: SRO involvement. Guardian meeting required.
- 3rd Offense: Citation may be issued. The student may be removed until safe.
- 4th Offense: District-level review. Full re-entry plan with Director, guardian, counselor, and SRO.

Wandering / Being in Unauthorized Areas: Students must stay in designated areas during class, passing, and breaks.

- 1st Offense: Reminder + redirection by paras/staff.
- 2nd Offense: Guardian notified. Director meeting to review expectations.
- 3rd Offense: Loss of privileges (e.g., flex time, independent movement). Daily check-in/check-out required.
- 4th Offense: Guardian meeting. Student placed on restricted movement plan or new schedule determined.

Late Returning from Lunch / Off-Campus Privilege: Students with off-campus lunch privileges must return on time.

- 1st Offense: Warning + reminder.
- 2nd Offense: Guardian notified. Lunch privilege reviewed.
- 3rd Offense: Loss of off-campus lunch privilege for a set period.
- 4th Offense: Long-term loss of privilege. The student may be placed on campus-only lunch permanently.

Aggression / Unsafe Behavior: We take safety seriously. Aggression includes yelling, threatening language, physical intimidation, or refusal to leave a classroom when directed.

- **1st Offense:** Student removed until calm. Guardian notified. Restorative conversation before return.
- **If the student refuses to leave,** the **SRO will be called immediately.** The guardian will be contacted to pick up the student.
- **2nd Offense:** Guardian meeting and Success Contract created.
- **3rd Offense:** Loss of privileges (free seating, integration in classes, etc.) or shortened day.
- **4th Offense:** Full re-entry plan with administration, guardian, counselor, and SRO. An alternative schedule or setting may be implemented.

Searches: All searches follow **District Policy 3230 (Student Privacy and Searches):**

- Searches require **reasonable suspicion**.
- Must be **minimally intrusive** and appropriate to age and gender.
- Conducted by administration, with SRO present if possible.
- All searches are documented.
- Strip searches are prohibited.

Removal of Students: All removals follow **District Policy 3124 (Removal/Release of Students):**

- Guardians are contacted immediately before removal, unless an emergency.
- Only guardians or authorized persons may pick up students.
- Students remain at school until safe release.
- In emergencies (medical or violent behavior), students may be released to medical responders or law enforcement.

Dress Code

Pend Oreille River School supports student expression and individuality in attire. Students are expected to dress in a manner that is appropriate for a learning environment and not educationally disruptive or distracting. While adhering to legal standards, the administration is expected to communicate with students if clothing not specifically listed below is not appropriate in a school environment or is educationally disruptive or distracting.

Final say in all dress code discussions will be made by the high school administration.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque (not able to be seen

through) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear*, while following the basic principle of Section 1 above:
● A Shirt (with fabric in the front, back, on the sides, and under the arms), AND
● Pants, jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
● Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific-shoes requirements are permitted (for example, athletic shoes for PE).

Students May Wear, as long as these items do not violate Section 1 above:
● Hats ○ Hats must allow the face to be visible to staff.
● Religious head coverings.
● Religious headwear.
● Hoodie sweatshirts are allowed.
● Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
● Pajamas
● Ripped jeans, as long as underwear and buttocks are not exposed.
● Tank tops, including spaghetti straps
● Athletic attire

Students Cannot Wear:
● Violent language or images.
● Gang affiliated clothing.
● Images or language depicting drugs or alcohol (or any illegal item or activity).
● Hate speech, profanity, pornography.
● Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
● Any clothing that reveals visible undergarments
● Tube Tops
● Swimsuits (except as required in class or athletic practice).
● Sunglasses (except when outdoors in a class or field trip and it's appropriate).
● Accessories that could be considered dangerous or could be used as a weapon.
● Any item that obscures the face (except as a religious observance).

*Adjustments to the dress code may be made on a case-by-case basis for a student's IEP or social and emotional well-being.
*These dress code guidelines shall apply to regular school days, summer school days, or any school related event and/or activity, such as graduation ceremonies, dances, and prom

<u>Driving and Parking Privileges</u>
Driving and parking on the school campus is a privilege, not a right. Parking lots are considered school property and all school rules apply in parking lots also. Student vehicles must be parked properly in the parking lot (i.e. in student-designated spaces) and driven prudently when entering or leaving campus. It is especially important that students obey the speed limit signs in the parking lot because there are many pedestrians who walk through the lot. Driving privileges may be revoked when students fail to comply

with these rules and/or a meeting between the student, guardian and school staff may be arranged to establish a success contact that works upholding this school expectation.

Extra-Curricular Activities

Students attending Pend Oreille River School may participate in any extracurricular activities that are offered at Newport High School. These include dances, clubs, and athletics. For students residing in the Newport School District, there are a variety of sports and activities. Choice students participate in the home district athletics.

Fees

Some activities, athletic programs, and certain courses have extra fees involved:

ASB card $30 (All sports/activities must purchase)
Activity/Athletics $20 (per sport)
HOSA $20
Skills USA $20
FBLA $20
TSA $20

Event Entrance Fees:

Adult $7
Seniors $5 (65 yrs. +)
Student w/ASB card Free
Student w/o ASB card $7
SHMS Student w/ASB card Free
SHMS Student w/o ASB card $7
Children K-6 $5
Events Family Pass $100 per year (includes legal dependents w/college identification)

Course Fees per Trimester:

College in the high school TBD (pending Washington State grant approval amount)
*Fabrications/CAD $5
*Construction $5
*Welding $5
*CTE courses may be charged for personal safety equipment (see list below) and projects.
Shop Glasses $7
Shop Gloves $8
Shop Jacket $25
If you are in need of assistance with any of the above fees, please contact Carilyn Bailey @ 509 -447-6630 or baileycarilyn@newportgriz.com.

Field Trips

We believe providing students with experiences outside of the classroom is a crucial part of receiving an adequate education, and meeting the needs of the whole student. In order to uphold a high standard with our students academically, field trips will only be allowed if the student made adequate progress during the previous month. Students who are not making adequate monthly progress will not be able to participate in field trips.

Food Services

School breakfast and lunch is available to all students at no charge. Newport School District is currently serving meals under the Community Eligibility Program that provides free meals to all students. Additional meals or any a la carte items (individual items) can be purchased by any student but must have money or account funds available at time of purchase. This includes milk.

There will be no free or reduced applications required this year but it has been replaced with a family income survey, this survey is required by the CEP program. The survey collects information about our community's economic demographic and will be used for state funding to insure your students receive all the services they are entitled to when a free or reduced application is not collected. The information collected in the survey will also help with additional funding programs, learning assistant programs, student fees and grant opportunities, etc.

You will find a family income survey attached to your online returning student packet or new student packet that you are required to update each year. Please fill out the family income survey with those items that are required. You can also find it on the Nutrition page of our district website.

Grades and Transcripts

Pend Oreille River School uses an online curriculum called Apex. Parents/guardians who submit an email will automatically get a weekly report on Sunday nights of their student's progress. Parents also have access to Canvas where they can view students' grades at any time. All courses will be completed through Apex or Canvas. Students take classes based on a trimester timeline. At the end of every trimester, students will receive an updated transcript with the grades they received. Additionally, conferences occur twice a year and grades are reviewed at this time. Students will receive a final transcript at the end of the school year.

Graduation Ceremony

Students receive a regular high school diploma from Pend Oreille River School. A graduation ceremony with caps and gowns takes place at the end of the year. The ceremony is a time of great celebration and all family members and friends are invited to attend. Caps and gowns are provided by Pend Oreille River School and returned after the ceremony. Students keep the tassels.

Graduation Requirements - Policy 2410

High School Graduation Requirements

1. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may have been pursued.
2. The board of directors has established graduation requirements aligned with those established by the State Board of Education to ensure students are prepared for post-secondary education, training, and career with 21st century skills and foundations needed for lifelong learning.

   To graduate from high school, each student must meet the following requirements:

Complete the credit and subject requirements specified below;

1. Demonstrate career and college readiness by completing a high school and beyond plan; and
2. Meet the requirements of at least one graduation pathway in Math and in English Language Arts. described below

Credit and Subject Requirements

The following shall be required for each student graduating from Pend Oreille River School:

Subject	Credits
English	4
Math	3*
Science	3 (*At least 2 credits must be lab sciences)*
Social Studies	3
World History	
US History	
CWP/Civics	
World Language	2** (2 *Credits in the same language*)
Arts or PPR	2**
Health/Fitness	2 ((.05 Health/1.5 Fitness)
CTE	1 (Career & Technical Education)
General Electives	4
TOTAL	24

I. REQUIREMENTS FOR GRADUATING

Each student must meet the following requirements to graduate from high school: (1) complete the credit requirements specified in the procedure accompanying this policy; (2) demonstrate career and college readiness by completing a high school and beyond plan; and (3) meet the requirements of at least one graduation pathway option described in the procedure accompanying this policy.

II. IMPLEMENTATION

The superintendent or designee will develop procedures for implementing this policy according to applicable state law.

***Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for student's learning.*

Military Information Denial Forms

As per the Homeland Security Act, unless a parent/guardian completes and files a Military Information Denial form with the office, the school is obligated to provide student names, addresses, and phone numbers to the military upon their request.

On-Campus Agreement

All Pend Oreille River students are required to remain on campus once they arrive in the morning until the end of their school day unless picked up by the parent/guardian during the day, or excused with a note signed by a parent/guardian. Students are not allowed to go out to their cars during class sessions.

Personal Relationships

Pend Oreille River School students are expected to show self-control, self-restraint, and respect for the reputation of another. Hand holding is allowed; however, romantic hugging, kissing, sitting on laps are

considered inappropriate activities for the school environment and therefore not allowed. Students must make appropriate corrections when asked or disciplinary actions will be taken.

Public Disclosure

Parents/guardians have the right to file a public records request, at the district office {ex. sexual misconduct of public employees and other releases as authorized by law (reference Senate Bill 5533 and RCW 42.17)}.

School Property

Students must be mindful and respectful of staff and school property. Employee's desks, phones, and private spaces are theirs and students must respect it as such. This means students obtain permission before taking staff phones, looking through desks, taking things off of desks, etc. Students must also remember that the school's property is not for their free taking. Things like art supplies, bathroom supplies, etc. must have permission from staff first before taking off of school grounds for their personal use.

Senior Portraits

Seniors may, if they choose, submit senior portraits taken by a privately retained photographer for inclusion in the senior video for graduation. All senior portraits shall be of the student only with a traditional indoor or outdoor background. Clothing shall be free of slogans and/or political expressions and such clothing shall be in conformance with the School District's dress code. References to items which violate school rules, including but not limited to, display of firearms, weapons, drugs, tobacco, alcohol, and/or gambling shall be prohibited. Pend Oreille River School senior video includes photos of the students from childhood through adulthood. Please submit 8-10 photos before May 15th. Any photos submitted after that date, may not be put in the senior video.

Specialized Services

Other services offered in the school are Special Education and 504 plans. If you believe that your student may be eligible for any of these services, please contact the teacher.

Student Rights

As part of a student's education, we, at Newport, encourage and teach the civic responsibility of exercising rights that have been established. All students have the right:

1. To equal educational opportunity regardless of national origin, race, religion, gender, disability, sexual orientation or economic status
2. To freedom of speech and of the press
3. To peaceably assemble
4. To be secure in their persons, papers, and effects against unreasonable searches and seizures
5. To due process of law

Any pupil who believes s/he has been denied any of these rights can request an informal conference with the appropriate administrator for the purpose of resolving the matter.

Telephone

An office phone is available for general student use for school-related purposes or for emergencies, by securing permission from an office secretary or the Director. Students will not be allowed to use the office phone during class time except in case of emergency. Phone use will be available only before/after school and during transitions.

Transportation

Newport School District has contracted with First Student, Inc. to provide transportation to and from the high school according to their schedules. For more information or copies of a schedule, please contact them at (509) 508-0727. If you are attending from Cusick, you'll need to contact the Rural Resource bus weekly to arrange a ride from the Wellness Center. Behavior expectations apply to both classrooms and buses.

Visitors

No visitors are allowed in the classroom without prior approval of administration or staff. All visitors must sign in at the office.

Website/Newspaper Release

Pend Oreille River School will not publish photographs of students or their full names, addresses or parents' names over the Internet without parental consent. In order for us to use photos or share photos with the local newspaper, we request that parents sign a release. Please take a moment to think about this and then complete the appropriate box on the signature page. See attached FERPA and Notice of Directory Information forms.

STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

Sanctions imposed for inappropriate behavior are in accordance with District policy and procedure 3240 which can be found at https://www.newport.wednet.edu/Page/179. They are also available at the high school office in print. The following are general guidelines for student conduct:

Student Conduct Expectations
As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

Respect for the Law and the Rights of Others
The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

Compliance with Rules
All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Student Rights
In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, 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 trained dog guide or service animal by a person with a disability.;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:

- freedom of speech and press,
- peaceably assemble,
- petition the government and its representatives for a redress of grievances,
- the free exercise of religion and to have their schools free from sectarian control or influence, and
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization; • Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and,
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
- In school-provided transportation, or any other place while under the authority of school personnel.

Disruptive Conduct

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
- disobedience of reasonable requests, instruction, and directives of school personnel;
- refusal to leave an area when instructed to do so by school personnel;

- refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- refusal to cease prohibited behavior; • Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation (see Policy 3224);
- Harassment of others;
- Inappropriate dress or appearance (see Policy3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted; • Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another. Exceptional Misconduct Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion.

Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves
- injury to another;
- bodily fluids; or
- a weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus; Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;

• Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
• Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
• Sexual misconduct on school grounds, at school activities, or on school provided transportation;
• Theft on school grounds, at school activities, on school provided transportation, or of school property at any time; • Threats of violence to other students or staff
• Use or possession of dangerous weapons, including firearms, airguns, knives, nunchucks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210

SCHOOL HEALTH INFORMATION

School Nurse: A Registered Nurse is available in the District Mon.-Fri. from 7:30 am to 3:15 pm. Responsibilities of the school nurse include conducting health screenings, assessments for chronic and acute illness, first aid for school-related injuries and the administration of medications and treatments ordered by a healthcare provider. The nurse is also available for parent and student consultations, conferences and referrals to healthcare and social agencies.

Parents/guardians are encouraged to keep the school office informed of current work, cell, home phone numbers, pagers, and any other means whereby they can be contacted during the school day should the need arise. Emergencies can occur at any time. It is urgent that your child's school be able to reach parents and caregivers. Collaboration and communication with parents, guardians, and physicians is essential for caring for our students successfully.

Life-Threatening Health Conditions: In accordance with Washington State Law (SH 2834), if a student has a potentially life-threatening health conditions such as severe bee sting or food allergies, asthma, diabetes, severe seizures, etc., he/she must have an Emergency Care Plan on file at the school along with physician orders and medications if needed. The law defines life-threatening as “a health condition that will place the student in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” If the required documentation is not in place by the first day of school the student will not be able to attend. These exclusion procedures are in agreement with the rules of the State Board of Education.

Medications: If your child needs medication, it is recommended that these be administered at home. If this isn’t possible or your healthcare provider has ordered that the medications be taken while at school, please follow these guidelines:

1. All medications, including over-the counter medications, require a Medication Request Form signed by the parent/guardian and the healthcare provider. Students who carry an EpiPen or an inhaler are also required to have this form signed. These forms can be picked up in the office.
2. Medications must come in the original container from the pharmacy and the dosage must match the order. If an additional medication bottle is needed, the pharmacy should be able to provide you this.
3. Medication must not be expired or must not expire before the end of the school year.
4. It is the responsibility of the parent/guardian to pick up any unused medication at the end of the school year. If it is not picked up, the medication will be destroyed.

Immunizations: According to Washington State Law, all students must be immunized unless they are exempt for religious, medical or personal reasons. Lack of compliance with vaccine requirements can result in students being excluded from school until compliance, or a plan of compliance, is achieved.

Pesticide Notifications:
Washington State has implemented, by law, a requirement for all public school districts to notify parents or staff, if they so desire, of any intention to apply pesticide on school properties. The Newport School District will create a list of parents and staff who wish to be notified of the pesticide application.

The policy of Newport School District is to do all pesticide applications on days when students are not on campus. If it is your desire to be notified when the district plans to apply pesticides to the grounds, please call the school district office and ask them to add your name and phone number to the "PESTICIDE NOTIFICATION LIST" and you will receive a 24 hour advance notification.

REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

The following Superintendent's statement will provide the basic policy upon which the Affirmative Action Plan is based and will continue to be implemented.

SUPERINTENDENT'S STATEMENT OF POLICY

It has been, and continues to be the policy of the Newport Consolidated Joint School District No. 56-415 to provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training in all job classifications. Such equal employment opportunity shall be provided without discrimination with respect to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

All personnel actions will conform to an Affirmative Action Plan, the basic purpose of which is to further the utilization of minorities and women at all levels and in all segments of the workforce, and to provide equality of treatment to all employees with respect to the terms, benefits, and privileges of employment.

It will be the responsibility of all personnel to conduct themselves in their daily activities in such a way as to ensure that all personnel actions with respect to compensation, benefits, privileges, transfers, layoffs, return from layoff, training, and social programs will be administered without regard to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

A periodic utilization analysis will be conducted to ensure that promotion and job opportunity decisions are in accord with the principles of equal employment opportunity and that those decisions account for all valid relevant factors with respect to ability, performance potential, and real job requirements.

All employees must at all times be aware of the spirit and principle of equal employment opportunity and cooperate fully to assure success of the Affirmative Action Plan.

Disabled Veterans and Vietnam-Era Veterans

The district's commitment for these groups involves the reaffirmation of its commitment to avoid discrimination in all aspects of employment with regard to disabled and Vietnam-era veterans. Although it seems clear that the number of individuals from these categories seeking entry-level positions is decreasing over time, the district maintains its commitment to avoid discrimination in employment practices related to this group. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in this area. This information will be reviewed in meetings with the management team.

Dave Smith,
Superintendent

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.* Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Newport School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a child's education records. However, Newport School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Newport School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
If you do not want Newport School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by October 31, 2017. Newport School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams

- Electronic mail address
- Photographs
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance and enrollment status
- Grade level the most recent previous school attended

COMPULSORY SCHOOL ATTENDANCE LAW NOTIFICATION

Dear Parent/Student:

Pursuant to RCW 28A.225, the Newport School District is directed to notify you of the requirements of the Compulsory School Attendance Law, which is as follows:

Parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction. Parents of any child six or seven years old, who have enrolled the child in school, shall cause the child to attend school for the full time when such school may be in session, unless the child is formally withdrawn from enrollment by the parents.

Exceptions may be granted by the superintendent in the following circumstances:

A. The student is physically or mentally unable to attend school;

B. The student is attending a residential school operated by the Department of Social and Health Services;

C. The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;

D. The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to chapter 13.64 RCW;

E. The student has met graduation requirements;

F. The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

Please read this carefully and if there are any questions refer them to your child's school. If your child has an unexcused absence the school district is required to take the following action:

1. After 1 missed weekly contact without valid justification: Inform the student's parent/guardian by a notice via direct personal contact as defined by WAC 392-550-020 in the language the parent is fluent in, whenever the student has missed weekly contact without valid justification. The notice should inform the parent/guardian of the potential consequences of additional missed weekly contacts. (WAC 392-550-040)
2. After 2 consecutive or 3 cumulative missed weekly contact without valid justification: Schedule a conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism. The conference may take place in person, by phone, or through interactive video communication. (WAC 392-550-040) • Develop a data-based intervention plan to eliminate or reduce student's absences, consistent with the WARNS or other assessment results. • For middle and high school students. Must apply WARNS (Washington Assessment of Risks and Needs of Students) or other assessment. Convene the IEP or 504 team, if the student has an IEP or a 504 Plan to consider the reasons for the absence and adjust the IEP or 504 plan as necessary.(RCW 28A.225.020)
3. After 5 consecutive or 6 cumulative missed weekly contacts without valid justification: File truancy petition with Office of Juvenile Court. Court must stay the petition. Refer parent and child to a community engagement board (CEB) or other coordinated means of intervention. (WAC 392-550-040)
4. This summary is not intended to capture the full detail of the rule and law; please refer to the RCWs and WAC 392-550-040 for the full extent of the requirements.

If you believe that your child is not subject to the Compulsory School Attendance Law you should notify school authorities as soon as possible. If you are not the person with legal custody over the child you should also notify school authorities.

NEWPORT SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT

Newport School District Non-Discrimination Statement
Newport School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employee has been designated to handle questions and complaints of alleged discrimination:
Superintendent David E. Smith, Jr,
1380 W 5th St Newport, WA 99156
509.447.3167 x4500
smithdave@newportgriz.com

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online https://www.newportgriz.com/domain/47 Policy and Procedure 3205, 3210, 5010, 5011.

STATEMENT OF UNDERSTANDING

Home-based Instruction and enrollment in an ALE are different educational models. Home-based instruction includes the following:

- Instruction is developed and supervised by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- The parent has filed an annual Declaration of Intent with the district.
- Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or to supervise the student's education.

Alternative Learning Experience (ALE) includes the following:

- Is a public education enrollment option authorized under WAC 392-550.
- Subject to all state and federal rules and regulations governing public education.
- Curriculum and instructional materials meet district standards and are free from sectarian control or influence.
- Learning experiences are: o Supervised, monitored, assessed, and evaluated by a certificated teacher. o May be planned in collaboration with the student, parent, and teacher. o Provided via a Written Student Learning Plan (WSLP).
- Provided in whole, or part, outside the regular classroom.