

CHELAN HIGH SCHOOL



2019-2020 STUDENT / PARENT HANDBOOK

Message from your Principals

Dear Students and Parents,

It is with great excitement, anticipation and pride that we welcome you to our school year. It is our hope that whatever your passion may be, you will find it and grow it as a student of Chelan High School. Chelan High School is a special place. Special is defined as: “being the one or ones of a class with no other members.” We're special because you belong here! You will graduate, you will give epic performances on stage, on courts and fields, and certainly in the classroom. How we live out the journey is what will make us special.

We are excited to have our students return to a building that has been updated over the past few years and is maintained in detail by our outstanding custodians over the summer. All of this is made possible by the continued support of our valued school district patrons. Thank you!

We are fortunate to welcome two new additions to our CHS family this year in Associate Principal/Career Technical Education Director Scott Granger, and English Teacher Brady Dundas.

We will be vigilant in setting students up for success by emphasizing good attendance. Our goal is 95% attendance for each student! Please remember that missing 2 days a month for non-school related reasons decreases the chance that a student will graduate!

Our desire is to listen and learn from students, parents and staff as we embark on our journey together. Each of your voices is important to us. Please feel free to contact us any time regarding our school and your (or your child's) education!

Respectfully,

Brad Wilson, Principal
Scott Granger, Associate Principal

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THE CHS EDUCATIONAL TEAM

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Bell Schedule

LATE START SCHEDULE (Mondays)		REGULAR SCHEDULE (Tuesday - Friday)		EARLY RELEASE SCHEDULE (Special Occasions)	
1 st Period	9:45 – 10:53	1 st Period	8:25 – 9:50	1 st Period	8:25 – 9:13
2 nd Period	10:58 – 12:01	Advisory	9:55-10:25	2 nd Period	9:17 – 10:00
3 rd Period	12:06 – 12:50	2 nd Period	10:30-11:50	3 rd Period	10:04 – 10:47
Lunch	12:50 – 1:20	Lunch	11:50 – 12:20	4 th Period	10:51 – 11:35
4 th Period	1:25 – 2:14	3 rd Period	12:25 – 1:17	Lunch	11:35 – 12:05
5 th Period	2:19 – 3:08	4 th Period	1:21 – 2:12	5 th Period	12:08 – 12:45
		5 th Period	2:16 – 3:08		

2019-2020 SCHOOL YEAR

Key:
 LS = Late Start 9:40am@MOE
 9:45am@MS/HS
 NS=No School
 ER=Early Release 12:30pm@MOE
 12:45pm@MS/HS

8/22 – New Teacher Orientation
 8/26 – Learning Instruction Day
 8/27 – School Improvement Day
 8/28 – Learning Instruction Day
 8/29 – Collaboration Day

0 days

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2 – NS – Labor Day
 9/3 – 1st Day of School
 9/3-9/5 – Kindergarten testing
 9/6 – 1st Day for Kindergarten
 9/9 – LS
 9/16 – LS
 9/23 – LS
 9/30 – LS

20 days

10/7 – LS
 10/10 – ER P/T Conferences
 10/11 – NS
 10/14 – LS
 10/21 – LS
 10/28 – LS

22 days

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/4 – LS
 11/5 – End of 1st Quarter
 11/11 – NS - Veteran's Day
 11/18 – LS
 11/25 – LS
 11/27-11/29 – NS - Thanksgiving

17 days

12/2 – LS
 12/2 – End of MOE 1st Trimester
 12/9 – LS
 12/16 – LS
 12/20 – ER
 12/23 – 1/3 – NS - Winter Break

15 days

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/23 – 1/3 – NS - Winter Break
 1/6 – LS
 1/13 – LS
 1/20 – NS - Martin Luther King Day
 1/24 – ER (Sem I Grades)
 1/27 – LS
 1/28 – End of 2nd Quarter

19 days

2/3 – LS
 2/10 – LS
 2/17 – NS – Presidents' Day
 2/24 – LS

19 days

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/2 – LS
 3/9 – LS
 3/11 – End of MOE 2nd Trimester
 3/16 – LS
 3/19 – ER P/T Conferences
 3/20 – NS
 3/23 – LS
 3/30 – LS

21 days

4/2 – End of 3rd Quarter
 4/6 – 4/10 – NS - Spring Break
 4/13 – LS
 4/20 – LS
 4/27 – LS

17 days

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/4 – LS
 5/11 – LS
 5/18 – LS
 5/25 – NS – Memorial Day

20 days

6/1 – LS
 6/8 – LS
 6/12 – ER - Last Day of School

Graduations:
 Chelan HS – 6/5
 Chelan School of Innovation – TBD
 Holden Village School – TBD
 CMS Moving Up – 6/11

10 days

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7/3 – Observance of 4th of July Holiday

0 days



CHELAN HIGH SCHOOL

MISSION

To promote a learning environment where each student is empowered to develop his or her full potential.

CORE BELIEFS

Relationships

- Everyone feels safe, valued & respected
- Faculty work together to meet the needs of all students
- Common goals are achieved through collaboration, communication & commitment

Relevance

- Learning is meaningful and connected to real life
- Teachers differentiate instruction to meet the learning needs of all students

Rigor

- High expectations for all
- Challenging standards
- High levels of engagement

Reflection

- Is a habit practiced by students & staff
- Emphasis is on continuous improvement

VISION

To foster a culture that promotes a growth mindset where-by all students are:

- valued, respected & responsible
- academically pressed
- culturally sensitive
- college &/or career ready
- stewards of our community
- globally aware



ATTENDANCE POLICY

Excused Absence is when a student is absent from school due to illness, health, family emergency, religious purposes, or educational opportunities during one or more classes in any one day. Upon returning to school (or within 48 hours of the absence(s) the student is responsible for clearing the absence(s) by providing a written note or clearance through a parent/guardian phone call.

- After five consecutive absences per class, or an accumulation of ten absences during a single semester due to illness or a health condition a note of explanation signed by a doctor will be required, unless the absence was pre-arranged.
- If a student accumulates 10 absences in a semester, the attendance secretary will refer the student to the counselor and/or an administrator. A parent conference will result and the student may be placed on an attendance contract.
- **Failure to check out of school with the attendance secretary at the main office prior to leaving campus for an appointment or for any parent excused reason will result in a disciplinary consequence.**
- **When checking out for an appointment, the absence will be recorded as unexcused if a parent has not made prior arrangements and will remain unexcused if not excused by a parent via phone or written note.**
- Note: On school reports excused absences are identified as E-EA

School Activity Absence is when a student is absent from school for a school-sponsored or school-endorsed event. Examples include athletic and academic competitions, field trips, and educationally related absences that have been pre-approved by the school.

Note: On school reports school excused absences are recorded as A-SA

Tardy is when the student arrives to class after the start time for class. First 3 tardies will be dealt with by classroom teachers as explained in their course syllabus. Students will receive a discipline referral after 3 tardies for each additional tardy and will be assigned a disciplinary consequence by the administration.

Note: On school reports tardies are identified as such: L-(Late to school) T-UN (unexcused) K-EX (excused)

Unexcused Absence is when a student is absent in one or more class(es) and fails to have a parent or guardian excuse the absence by a phone call or provide written notification for the absence within 48 hours (two school days). The student will be assigned a disciplinary consequence for each unexcused absence.

Note: On school reports unexcused absences are identified as U-TR

In accordance with RCW 28A.225.025, the district will establish a Community Truancy Board (CTB) to identify barriers to school attendance, recommend methods for improving attendance such as connecting students and their families with community services, culturally appropriate promising practices, and evidence-based services such as functional family therapy, suggesting to the school district that the child enroll in another school, an alternative education program, an education center, a skill center, a dropout prevention program, or another public or private educational program, or recommending to the juvenile court that a juvenile be offered the opportunity for placement in a HOPE center or crisis residential center, if appropriate.

Truancy refers to any absence that has not been excused within a 48-hour time period. If a student accumulates 2 days (or 10 periods) of Truancy, the attendance secretary will notify administration. At 5 days, the students will be referred for Student Services intervention. At 7 days, a parent meeting is required and the student will be placed on an Attendance Contract. At 10 days, the student will be referred to – and required to attend a hearing with – the Community Truancy Board. After 15 days of truancy, the school will file a petition as per the Becca Law with the Chelan County Juvenile Court.

Note: On school reports unexcused absences lead to trancies and are identified as U-TR.

Pre-arranged Absences refer to those circumstances where students make prior arrangements with their teachers to miss school. Such arrangements require administrative clearance and may require a parent conference. Pre-arranged requests must be completed and submitted to the attendance secretary 2 days prior to the absence. In all Pre-arranged absence requests, academic performance, attendance record, and teacher input will have a bearing on whether the request will be granted. **Please note that missing 2 or more days a month puts a student at risk for not graduating according to recent research studies.**

Absenteeism/ Making up work: If an absence has been excused, the student shall be given the opportunity to make up all missed assignments outside of class under reasonable conditions and time limits as defined by the student's classroom teacher. Make up work shall be completed on date no later than the number of school days missed plus one; however, long term assignments requiring a number of days to complete will be due on the date specified, especially since students will have had ample awareness of that due date. Special arrangements for any make-up work are left to the discretion of the teachers.

Absences/Loss of Credit: Teachers shall communicate to students in writing (course syllabus), and have on file, the extent to which absences or lack of class participation may be reflected in the course grades or credit. In instances where the teacher determines that a student's attendance and /or participation in class is related to the instructional objectives of the course, the teacher may lower the grade or deny credit for failure to attend class and/or participate in the instructional activities even if the absence has been excused.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. The appropriate accident report form must be completed and turned into the office on the next business day.

ASSEMBLIES

Students are expected to attend all school assemblies. During pep assemblies appropriate yelling and shouting is encouraged—**show your school spirit!** During awards and special assemblies, it is important to show proper respect toward presenters and respect the rights of those around you.

ASB CARDS

The cost of an ASB card is **\$40**. Cards are used for admission to athletic events, reduced prices for dances, and identification and discount at away athletic events. Purchase of a card is required for membership in all ASB sponsored clubs, activities, and athletics.

ATHLETICS

Participation in high school athletics is a privilege that requires high standards of academic achievement and behavior. Students who choose to participate are required to abide by the extra-curricular honor code. Sports offered at CHS are football, cheer, cross-country, track, volleyball, soccer, wrestling, basketball, softball, tennis, baseball and golf.

BEHAVIOR GUIDELINES

Hallways, the commons, the gym, the library, home and away school events, and field trips are considered extensions of the classrooms at Chelan High School. Students are expected to conduct themselves in an acceptable manner in all areas of the school. All school rules apply at any district school or property. **Refer to the discipline policy on pages 11 through 12 for more detailed information.**

CAMERAS

Security cameras are in place throughout the campus and may be used at administrative discretion to investigate situations of student misconduct. To ensure student privacy, students and parents will not be allowed to view footage featuring other students.

CLASS SCHEDULE CHANGES

Class schedules for each semester can be modified during the week before classes begin and in the first week of the new class. **If a student's course placement is inappropriate, the request for changing a class requires a parent signature must be completed within the first week (5 days) of the class. After that time, withdrawal from the class will be allowed only if the student agrees to a non-credit (or reduced credit, if available) course.** The class from which the student withdraws will be listed on the transcript and the last grade earned for that class will be recorded as a "**W**" (Withdrawal).

COLLEGE CREDIT COURSE OFFERINGS (College in the HS, Running Start and Advanced Placement)

Certain courses may be offered through Central Washington University, Wenatchee Valley Community College, Eastern Washington University, Yakima Valley Community College, or the University of Washington. Such courses constitute college credit.

College Credit Courses

Title	Course Code:	Credits	Sponsoring College
Pre-Calc/Trigonometry	MATH 105:	5 Credits	University of Washington
Calculus	MATH 124:	5 Credits	University of Washington
Calculus II	MATH 125:	5 Credits	University of Washington
Finite Math	TBD	5 Credits	Central Washington University
Cornerstone English	ENG 102:	4 Credits	Central Washington University
Cornerstone English	ENG 105:	5 Credits	Central Washington University
College English 101	ENG 101:	5 Credits	Eastern Washington University
College English Literature	ENG 170	5 Credits	Eastern Washington University
Public Speaking	CMST 201	5 Credits	Eastern Washington University
Kinesiology	PHED 348	4 Credits	Eastern Washington University
Environmental Science	EnvSci 201/202	10 Credits	Central Washington University
Honors CWP/Sociology	SOC 101:	5 Credits	Central Washington University
World History	HIST 103	5 Credits	Eastern Washington University
US History	HIST 111/112	10 Credits	Eastern Washington University
AP Statistics	APSTATS	TBA	Universal
AP Psychology	APPSYCH	TBA	Universal
AP Art	APART	TBA	Universal
AP Physics	APPHYSICS	TBA	Universal

COLLEGE CREDIT COURSE OFFERINGS (Tech Prep offerings)

Earn college credit while still in high school by enrolling in Career and Technical Education Courses through “Washington State Tech Prep”. Chelan High School is a member of the North Central Washington Tech Prep consortium. Because of a collaborative partnership between **Wenatchee Valley College** and Chelan High School, the following is a list available to Chelan High School Students:

Career and Technical Education (CTE) is currently working to increase Tech Prep and college credit offerings. Current courses are available in the following areas: Agriculture and Business. CHS has Tech Prep and college credit articulation agreements with several colleges and universities, which allow students to receive college credit for specific CTE course. This articulation prepares students for future education and may reduce the number of classes required for a post-high school degree.

CHS Course	Title of Course	Credits
<u>Business Pathway</u>		
Adv. Microcomputer	Computer Applications	5 Credits
Accounting I	Practical Accounting	5 Credits
Accounting II	Practical Accounting II	5 Credits
<u>Agricultural Pathway</u>		
Natural Resources:	Intro to Resource Management	3 Credits
Agriculture Mechanics I, II, III	Agriculture Mechanics	3 Credits
Viticulture	Viticulture	3 Credits

***To take advantage of the articulation opportunities, students must:

- Earn a “B” or better in the Chelan High School Course,
- Register in the Tech Prep registration system sers.techprepwa.org

For more information, see your school counselor or your Career and Technical Education teacher.

COUNSELING/ GUIDANCE

The guidance counselor provides guidance to students with such concerns as suitable course selections, vocational choices, schedule changes, personal issues, college information, scholarship applications and other problems, which might be more suitably solved through discussion with a concerned adult. Please see the counseling secretary to make an appointment to see the counselor.

COLLEGE & CAREER CENTER

The College and Career Center works closely with the counseling department to provide the following resources and information services for both students and parents:

Financial Aid (FASFA) College Applications Scholarship Applications (Local, Regional & State)

The Center hosts several presentations to keep parents abreast of critical information for seniors.

DANCES

Dances sponsored by Chelan High School are intended for the enjoyment of our high school students. Allowed guests are students currently enrolled in high school, or graduates from the prior year. Guests need a written dance pass to enter the dance, which includes signatures from parents and school administrators. Guest passes need to be completed at least one day prior to the dance. The host student will be responsible for the behavior of the guest at the dance. All dances will end at 11:00 pm unless otherwise determined by the school administration. Students must arrive at the dance before 9:30 PM and once they leave the dance they may not return. Middle school students will not be admitted to a high school dance. Appropriate clothing and dancing methods (face to face – leave some space) must be maintained or the student will be asked to leave the dance and the parents will be contacted.

DRESS CODE

Students at Chelan High School and school sponsored events are expected to dress appropriately and tactfully. Any unusual dress or grooming that causes disruption of the school program, is unclean, presents a safety hazard, or is considered indecent is unsuitable. Inside each school building certain standards of dress must be followed.

School is considered to be a “workplace” similar to a business environment. The following guidelines have been established for appropriate dress during the school day or on school field trips.

The Lake Chelan School District does not allow the following:

- Clothing that portrays images and messages related to tobacco, drugs, alcohol, weapons, violent and/or criminal behavior, and gang identified clothing
- Tattoos, clothing or other markings considered gang-related.
- Beach attire (swim trunks, cover-ups, bathing suits)
- Ragged clothing (unless manufactured as such) including cut-offs with strings hanging
- Head coverings including hats, bandannas, visors, “du-rags,” hairnets, and hoods. These head coverings may not be worn in the building unless approved by an administrator for special spirit days, and or medical and safety reasons. In every circumstance, when head coverings are allowed to be worn, they must not be disruptive and not contain inappropriate symbols, messages, or gang related signs. *(Hats may be worn on the last Friday of the month).*
- Web belts, unless tucked into pant loops.
- Clothing with inappropriate language or messages (including weapons, tobacco, alcohol, drugs or suggestive messages).
- Spikes or chains on jewelry or clothing
- Excessively short skirts that do not extend to the mid-thigh.
- Shorts with less than a 3” inseam or skirts less than finger tip length when arms are at side.
- Pants or skirts that do not fit “appropriately (i.e. worn so undergarments are visible)
- Tube tops, halter tops, spaghetti strap tops, or other attire which leaves the shoulders bare or exposes cleavage.
- See through or mesh clothing
- Shirts which are baggy under the arms or mesh shirts.
- Clothing that exposes midriff (tummy) or backs (no skin should be showing when the student assumes a normal standing posture without tugging on the shirt or pants)
- Bare feet or inappropriate footwear (shoes and sandals must be worn at all times).

Students who do not adhere to these dress guidelines at school will be asked to change or cover up the inappropriate clothing. If that is not possible, they will be asked to go home to change. Administrators will make the final judgment concerning the appropriateness of clothing, and students are expected to respect that decision. Parents will be notified each time a student wears inappropriate clothing. Repeated violations will be considered as disciplinary infractions.

ELECTRONIC DEVICES: Bring your own Device Procedures (BYOD)

Chelan High School recognizes that many students use cell phones and other electronic devices on a daily basis. However, bringing such devices to school can be a distraction to the learning environment and a safety risk. If a student chooses to bring these devices to school, the Lake Chelan School District is not responsible for any lost, stolen or damages which may occur.

As new technologies continue to emerge, they can provide many new and positive educational benefits for learning. To encourage this growth, students in the Lake Chelan School District may bring their own technology to campus for the purpose of learning and student engagement.

For purposes of Bring Your Own Device (BYOD), "Device" means any hand held entertainment systems or portable information technology system that can be used for: word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Only the guest Internet connection may be accessed while on campus. Personal Internet connected devices such as but not limited to: cell phones/cell network adapters (tethering) are not permitted to be used to access outside Internet sources at any time during the school day.

Keeping the device secure rests with the individual owner; The Lake Chelan School District is not liable for any device stolen or damaged while on any campus. It is recommended that skins (decals), engravings, or other custom markings are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the implicit right to use his/her laptop, cell phone or other electronic device while at school. **It may be used only with teacher permission in the classroom and for educational related activities while in other common areas during class.** When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in the BYOD program must adhere to the Student Code of Conduct as specified in their school's Student Handbook, particularly the District's Acceptable Use Policy (AUP) 2022P.

Student owned devices:

- Must be in silent mode while on school campuses and while riding school buses or school vehicles.
- May not be used to cheat on assignments or tests, or during class time for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Recording video or taking photographs on campus may only be done with teacher permission and for educational related activities.
- May only be used to access files on computer or Internet sites, which are relevant to the classroom curriculum.

A student's device will connect to the internet through the district filter, and no attempts may be made to bypass it using any available technology. Students must also be able to verify that their device's antivirus software exists and is up to date.

The school has the right to collect and examine any device that is suspected of causing problems (hacking or tampering with secure data) or was the source of an attack or virus infection.

Printing directly from personal devices will not be supported at school.

Personal technology is to be charged prior to bringing it to school and runs off its own battery while at school. Students will not have guaranteed access to power sources.

Student Agreement and Discipline

Student Agreement

- I understand and will abide by the above policy and guidelines.
- I further understand that any violation that is considered unethical and may result in the loss of my device privileges as well as other disciplinary actions, which may include expulsion.

Student Discipline

Student abuse or misuse of school technology will be assessed at the discretion of the school administration and may result in one or more of the following penalties:

- Students may face disciplinary action assigned by the administration, including a hearing with the student's parents.
- Students may be required to make full restitution to Lake Chelan School District for resources consumed.
- Students may face other legal action including action to recover damages.
- Students may be referred to law enforcement agencies

This document is a summary of the Lake Chelan School District Bring Your Own Device (BYOD) Procedure 2022BYOD. To see the procedure in its entirety, please see the Lake Chelan School District Policy and Procedures at www.chelanschools.org.

EXTRA- CURRICULAR PROGRAMS

Every student is encouraged to get involved in school activities. During their senior presentations many students regret not getting involved in clubs or athletics at the start of their high school career. Chelan High School offers a rich and diverse Extra-Curricular program including athletics, band, cheerleading, drama, Future Business Leaders of America, Family Career and Community Leaders of America, FFA, Honor Society, InterAct Club, Knowledge Bowl, Med Club, Chelan Project, Kind Club, GSA, and Science Olympiad to name a few. An ASB card is required for athletic participation or club membership. Students must also meet the eligibility requirements as specified in the honor code.

FIELD TRIPS AND PERMISSION FORMS

It is the student's responsibility to be passing all classes if they wish to attend a voluntary class activity (a.k.a. Field Trip). The student is required to take a field trip permission form (available from the teacher) around to each of his or her teachers prior to the event. The student may or may not be granted permission to participate depending upon their current grades.

GRADING PROCEDURES

- Progress reports are issued approximately every 4 1/2 weeks.
- Credit earning grades are issued at the end of each semester.
- Teachers will identify in their individual policies the criteria used for determining grades. Tardiness, attendance, and participation will be used, along with assignments and tests to determine grades.
- Grading policies for each course will be discussed and posted in the classroom.
- Students will have 2 weeks to make up an incompletes; after 2 weeks, incompletes change to F's.
- Credit may be denied if a student exceeds the maximum number of absences allowed in a class. Options for credit retrieval are provided by the teacher and may include making up the missed time. Appeals may be made to the principal or his designee for extenuating circumstances.
- Grade point averages are determined as follows: The credit value of the class is multiplied by the numerical grade received, according to the following scale:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A 3.7	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7		

The total grade points received is divided by the number of credits to calculate the GPA. Non-graded courses are not counted for GPA purposes.

CLASS STATUS BASED ON CREDITS EARNED

- A student is considered a member of a grade level based on the number of credits:
0-6 credits → **9th grade**
6-12 credits → **10th grade**
12-18 credits → **11th grade**
over 18 credits → **12th grade**

GRADUATION REQUIREMENTS

Students are required to earn a minimum 26 credits out of a possible 28 to graduate from Chelan High School. Board Policy 2410 addresses the issues of transfer credits, home school credits, etc. Students are not allowed to participate in graduation ceremonies unless they meet all requirements listed below.

CHELAN HIGH SCHOOL GRADUATION REQUIREMENTS

Class of:	2018	2019 and beyond
<i>Entering 9th grade after July 1 of:</i>	2014	2015
English	4	4
Mathematics	3	3
Science	2	3
Social Studies	3	3
Arts	1	2
Fitness	2	2
Health	.5	.5
Career and Tech Ed	1	1
World Language		2
Electives	8.5	6.5
Advisory	1	1
Total Required Credits:	26	26

*******Students must also complete 40 hours of community service, a High School & Beyond Plan, and a senior presentation.**

WASHINGTON STATE GRADUATION REQUIREMENTS

English/Language Arts

- Smarter Balanced ELA test
*(exit exam score) ***
- WA-AIM *(exit exam score)***

Mathematics

- Smarter Balanced Test
*(exit exam score) ***
- WA-AIM *(exit exam score)***

*****HB 1599 designates other pathways that may be utilized for students not meeting the graduation cut score for the Smarter Balanced Assessment ELA or Math assessments.**

HONOR ROLL REQUIREMENTS

Students must be enrolled in at least three (3) classes in which letter grades (A-F) are given. Students must earn at least a 3.0 GPA for the grading period. Honor roll will be listed in the local newspapers at the semester and at the end of the year. No distinction of program modification will be made when reporting honor roll information to the media. Grades earned in the Running Start Program will be considered.

The Evening of Excellence program will use 1 semester honor roll calculations for the purpose of medal recognition.

INSURANCE

To participate in extra-curricular activities, students are required to have health insurance. Forms are available at the main office.

LOCKERS

Upon entrance, each student will be issued a locker upon request. Students are expected to keep belongings in their own lockers, and report locker problems to the office. The lockers are the property of the school district. School authorities have the right and obligation to check lockers for the safety, welfare, and protection of students on school property. Search dogs may be used according to district policy. Lockers should be kept neat and clean. Students will be required to check out of their assigned locker at the end of the year.

LUNCH / CLOSED CAMPUS

CHS operates with a "closed campus", meaning that students are not allowed to leave campus for lunch. **Juniors and seniors must apply for an off-campus pass for lunch, and must abide by the restrictions described on the application.** The price for lunch is tentatively set at \$2.85; breakfast is \$2.10. Students use their ID number for their lunch account. The student will enter their code for identification purposes at the checkout counter. A salad bar and ala carte offerings are available, as well as snacks from the school store. Please be aware that ala carte prices are more expensive than the "full-meal deal", and seconds must be purchased at the ala carte prices. Students may not run a deficit, so payment is expected at time of purchase. Meal money can be paid online via www.chelanschools.org

MEDICATIONS

Any medication that students bring to school without obtaining authorization from the school nurse is considered unauthorized. Unauthorized medications are addressed in our school drug and alcohol policy, and students who bring such medications to school face disciplinary action. Under no circumstances should students share medications with each other. This situation is addressed in district policy and may result in expulsion. If you have a medical condition that requires you bring medication to school, make an appointment to meet with the nurse before bringing it to school, get a doctor's note then bring in the medication.

MENTORSHIPS

Mentorship opportunities are available to junior and senior level students for elective credits. Mentorship's are coordinated through the CTE Program Career Connections teacher. The program is designed with the intention of providing students with the opportunity of learning more about chosen careers by working in the field with adults throughout the community.

ON-LINE GRADE CHECKS

Parents and students may access their grades on line via Skyward. Passwords may be obtained through the counseling office. Attendance and class schedules may also be checked.

PARENT INVOLVEMENT POLICY

Chelan High School Title I Parental Involvement Policy reflects federal and state guidelines and encourages the involvement of parents to act as advisors and as a resource in the following ways:

1. To ensure that parents of participating children have an adequate opportunity to participate in the planning, designing, and implementation of the Title I Program, Chelan High School will convene a meeting in the fall to:
 - review purpose, goals, and strategies to be used in the program and the school-wide model
 - provide an explanation of the requirements and rights for all parents
 - provide a description and explanation of the curriculum used in the program
 - provide parents with a copy of the parent involvement policy as well as school policies and procedures
 - develop a school-parent-student compact that outlines how parents, and the entire school staff, and students will share the responsibility for improved student achievement by developing a partnership to assist students in achieving high standards.
2. Provide parents with information relating to their child's progress on an ongoing basis.
 - parents will be informed eight times during the school year through progress reports and report cards.
3. Conduct conferences with parents to discuss their child's progress and/or placement, student led conferences in the fall and parent conferences in the spring where they will:
 - discuss the proficiency levels that students are expected to meet
 - discuss individual strengths and needs of the student
 - discuss progress and placement of the student
 - share and discuss the student's learning plan
4. Provide support for parental involvement activities as parents may request:
 - Discuss with parents their needs and desires relative to meetings and parent involvement activities.
5. Provide information to the extent practicable or programs and activities in a language and form that parents understand:
 - Survey parents to ascertain any needs for communication in a language other than English
 - Solicit feedback from parents through an ongoing program to ascertain effectiveness of written and oral communication.

6. Annually assess through consultation with parents, the effectiveness of the parent involvement program and determine what action, if any should be taken to improve the policy.

At Chelan High School, to further enhance parent involvement we will work to ensure that:

Communication between home and school is regular, two-way, and meaningful: Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of and considerate of issues such as cultural diversity, language differences, and appropriate steps must be taken to allow clear communication.

Responsible parenting is promoted and supported: The family plays a primary role in a child's education, and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.

Parents play and integral role in assisting student learning: Educators recognize and acknowledge parents' roles as the integral and primary facilitator of their children's education. Research demonstrates that student achievement increases when parents are actively involved in the learning process.

PARKING

Students are required to have a license, park in assigned areas, and abide by all rules governing access to vehicles or the privilege of driving to school may be revoked. Motor vehicles which are driven by students and parked on school property during regular school hours or during school activities are subject to search when school officials have reasonable suspicion illegal items may be contained in the vehicle. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action and/or suspension or expulsion. **Students must complete a registration form and provide a copy of their license as well as a copy of their insurance prior to permission being provided to park on the campus.** Improper or unsafe driving or using the incorrect parking lot will result in the following consequences: First offense: loss of on-campus driving and parking privileges for one week and a TBD Fine. Second offense: loss of on-campus driving and parking privileges for the remainder of the semester and a TBD Fine. Third offense: loss of on-campus driving and parking privileges for the remainder of the year. Any Offense after the third offense, the car will be towed at the owners' expense.

PHYSICAL EDUCATION WAIVERS

*Students may be granted a waiver for 1 of the 2 required credits in Physical Education through sports participation. A student may only waive .5 credit of physical education per semester. Waiver application forms can be obtained from the counseling office. Forms must be completed and returned to the counseling department 14 days prior to the semester/sports season. A waiver will be awarded to students upon the successful completion of a sports season. **The "waiver" does not count for credit toward a student's graduation totals. It is the responsibility of the student to complete necessary paperwork to obtain the waiver.***

REPEATING A CLASS

Students may repeat a course for a higher grade; however, the course will only be counted once towards graduation distribution requirements. (Repeating a class previously passed requires prior approval from the principal, counselor, and parent.)

RUNNING START

Junior and senior students may apply to take classes at Wenatchee Valley College that count for high school and college credit. The cost of tuition at WVC is paid by the State. WVC courses which are substituted for required courses at Chelan High School must be approved in advance. Students must pass an entrance examination at WVC (Compass) and participate in an orientation session in order to be considered for the program.

SCHOOL BUS BEHAVIOR

Students at CHS are expected to follow all bus behavior expectations. Bus drivers annually review those expectations. Failure to abide by the expectations will result in progressive discipline that may involve removal from the bus for a period of time. NOTE: Behavior expectations apply to bus stops as well as provided by the Laws of the State of Washington.

SKATES/SKATEBOARDS, IN-LINE SKATES, BICYCLES AND SCOOTERS

Students are prohibited from riding skates, in-line skates, skateboards, bicycles, and scooters on school grounds or at school activities. These items are disruptive, present a safety hazard, and may be confiscated; the student may be subject to school discipline. Students will walk bicycles on school grounds to minimize safety risks. Students will provide their own locks for their bicycles.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, cameras or other valuables to school. Students, not the school, are responsible for their personal property. Lockers should be kept locked at all times and combinations should not be shared. **Backpacks and purses should not be left unattended in the hallways or at lunch tables.** Personal items, yearbooks, etc. should be labeled with the student's or family name.

TELEPHONE USAGE

In the case of an emergency, there is a student phone at the front desk. Personal calls are not allowed from office or classroom telephones.

CHELAN HIGH SCHOOL DISCIPLINE POLICY

PHILOSOPHY

It is imperative that a safe and orderly environment exist to promote learning at Chelan High School. A general set of rules exists by which students are expected to abide. In all discipline cases, a student and his/her parents are entitled to their due process rights as outlined in school board policy and state law. The goal of this policy is to help our students learn to be responsible for their own behavior. Each use of this policy will be intended to help students understand and abide by the standards of behavior expected of them by the district. Students must follow instructions given to them by all school personnel. Administrators have the authority to impose disciplinary consequences when students do not follow such instructions. The following infraction and consequence list was compiled by students, staff and parents in an effort to address possible infractions in an equitable and fair manner.

DEFINITION OF DISCIPLINE TERMS:

Alternative Learning Experience: this is an assignment given to students sent to the office for various reasons.

Detention: is applied when a student breaks a classroom or building rule. It may involve lunchtime, before, or after school. Staff will give the student one day notice if the detention is before or after school, and the student must make arrangements for their own transportation

In-School Suspension (ISS): is applied when a student has been truant or has violated the discipline policy at levels 1 or 2. Students sit in the ISS room and do the work that they would normally receive during the day. Lunch is eaten in the ISS room, and there is normally a morning and afternoon bathroom break. Students are not allowed to talk to others in ISS, and after a couple of warnings may have to repeat the day(s). If a student serves ISS, they will not be permitted to participate in school activities on that day.

Short-term Suspension: is an out of school suspension for up to 10 school days. Students have the right to appeal to the principal and then to the superintendent. Students are not allowed on school grounds to participate in or attend school activities during the time of suspension.

Long-term Suspension: is an out of school suspension for more than 10 days, but not more than one semester. Appeals must be filed within three school days. Students who are long-term suspended may not attend or participate in school activities.

Emergency Expulsion: is imposed when a student's presence poses and immediate and continuing danger to himself/herself or others, or is an immediate or continuing threat of substantial disruption of the educational process. Appeals must be filed within 10 school days. Emergency expulsions can be converted into short-term suspensions, long-term suspensions, or expulsions. Students who are emergency expelled may not attend or participate in school activities.

Expulsion: is imposed when there is good and sufficient reason to believe that the student's presence poses an immediate and substantial threat to themselves or others, or is an immediate and continuing threat of the educational process. There is an appeal process, and the student is not allowed on district property while expelled.

DISCIPLINE GUIDELINES

Chelan High School students are expected to adhere to acceptable standards of courtesy, decency and morality. The discipline policy is progressive; consequences grow from minor to more serious as the number of infractions increases.

Infractions / Consequences

<p><u>Level 1 Offenses</u></p> <p>Dress Code Violation Hallway Misconduct Public display of affection Tardies (late to class) Classroom disruption Failure to cooperate</p> <p><u>Unauthorized cell phone use</u> <u>Unauthorized headphones out or wearing of hat</u></p> <p><u>Level 2 Offenses</u></p> <p>Insubordination Dangerous Object Tobacco use or possession Vape use or possession Truancy Damage to school property Academic dishonesty (Cheating) Harassment, Intimidation, Bullying Inappropriate language and/or gestures Inappropriate use of the Internet False fire alarm or bomb threat</p>	<p><u>Level 1 Menu of Consequences</u></p> <p>* Student conference * PLUS time * Detention with teacher * In-school suspension</p> <p>*Teacher keeps for period **Turned in to office for day ***Parent picks up from office</p> <p><u>Level 2 Menu of Consequences</u></p> <p>* PLUS time *Restorative Conference * In-school suspension * Short Term Suspension * Long term Suspension</p>
<p><u>Level 3 Offenses</u></p> <p>Forgery Theft Inappropriate language to staff Fighting / Battery / Assault Possession of alcohol / drugs or paraphernalia Under the influence of drugs or alcohol</p> <p><i>**Students may agree to random drug testing and counseling as part of a reduced suspension</i></p> <p><u>Level 4 Offenses</u></p> <p>Drugs/alcohol: (Intent to sell or dispense) Major Vandalism Gang-related Behavior Assault or threat to a staff member Knife or dagger</p> <hr/> <p>Firearm</p>	<p><u>Level 3 Consequences</u></p> <p>** Short term suspension * Long term suspension (more than 10 days)</p> <p><u>Level 4 Consequences</u></p> <p>* Emergency expulsion * Expulsion</p> <p style="text-align: center;">Expulsion (one year mandatory)</p>

***Priority Learning Utilizing Support (PLUS)**

Students choosing to not make progress academically and/or having excessive tardies and absences will be assigned to PLUS time at lunch and/or after school. During this time, students will work on assignments and/or complete lessons to support character development and improve decision making.

***Suspected Drug/Alcohol Use**

Students suspected of being under the influence of drugs/alcohol will be sent to the hospital for a urinalysis for the purpose of proving innocence. If the results are positive, the student will have a choice of a 5-day suspension and a CARE team contract, or a 90-day suspension. Students who refuse to submit to a UA will be considered to be under the influence and will have the same choice.

Weapons Policy:

Any Lake Chelan School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The superintendent of the Lake Chelan School District may modify the expulsion of a student on a case-by-case basis under RCW 28A.600.010. *Violations involving a gun or other weapon result in a minimum one calendar year expulsion (RCW9.41.280)) ****Compliance with these standards is mandatory.***

HARASSMENT, INTIMIDATION, BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical 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.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, sexual connotations, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants will not be promised confidentiality at the onset of an investigation, but every attempt will be made to insure confidentiality. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities.

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 1. That the district intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process, considerations or a lawful order from imposing the discipline until the appeal process is concluded.

- G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

NETWORK/INTERNET USAGE

Each student will have their own login and password, which should not be shared with anyone else at school. Students will also have their own "storage space" on school equipment which is allowed only for school related projects. Improper use of the school's computer network, the internet, or damage to school equipment may result in loss of network privileges for one calendar year and/or other disciplinary actions. Students and all district users of our technology have the responsibility to use the computers and network properly in accordance with the rules of the district. Direct supervision of all students using the internet at all times is not possible. Therefore, all users must understand that the use of the Lake Chelan School District's computers or network is a privilege which may be revoked or suspended at any time for abusive conduct or violation of the conditions to be established by the technology team and building administrators. Abusive conduct includes, but is not limited to, the placing of unlawful information on the network, the improper access, misappropriation or misuse of information/files of other users, and the use of obscene, abusive, or other offensive or objectionable language in either public or private messages. Violations of technology policy may be subject to building discipline procedures.

The following are acceptable use guidelines:

1. All use of the system must be in support of education and research and consistent with the mission of the District. The District reserves the right to prioritize use and access to the system. The District is not responsible for damage caused by inappropriate use of the system. The District is not responsible for loss of data. Users are expected to make frequent backups of critical data.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way. Physical damage, as defined by RCW9A.48.070, is a crime and will be treated as such.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited. 6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
7. Use of the system to download music or picture files for personal use is prohibited. Direct copying of copyrighted material for use in research papers or reports must follow all established laws for use of such material. Users will not plagiarize material that they may find on the Internet.
8. Student subscriptions to mailing lists, bulletin boards, chat groups, commercial e-mail services, and commercial on-line services must be pre-approved by the superintendent or designee.
9. System accounts are to be used only by the authorized user of the account for the authorized purpose. Users may not share their account number, login name or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seek information on, obtain copies of, or modify files or other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system or to parts of the system to which they have not specifically been granted access.
11. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission
12. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
13. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited.
14. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the District. Permission must be obtained through the District office.
15. For security and administrative purposes, the District reserves the right for authorized personnel to review system use and file content, including e-mail messages if there is reasonable suspicion that unauthorized use has taken place.
16. Unauthorized use of the system for the purchase of products or services by students is prohibited.
17. Students will not be granted email accounts without authorization by the network administrator.
18. Building administrators will provide acceptable use information to all users of the system, including parents.
19. The posting of any material on the District's website must be approved by the network administrator.

LAKE CHELAN SCHOOL DISTRICT SCHOOL POLICIES

DRUG FREE SCHOOL POLICY

It is the policy of Lake Chelan School District and Chelan High School, as well as state law, that our school is a drug free school. It is the intent of the law and the policy that no use of drugs or alcohol is permitted on school grounds at any time, including after school, evening and weekend activities.

NOTE: All school district grounds and any district building are subject to enforcement of the laws. Adults as well as students are subject to enforcement according to the law. Students will be subject to consequences outlined in the discipline policy.

PUBLIC DISCLOSURE OF STUDENT INFORMATION

Information regarding students may be routinely available for disclosure in the following areas: The student's name, address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational facility the students attended. The district may also release pictures of students for public information purposes. **Parents may request that any and all of the categories of information, including personally identifying photographs, not be released without their prior consent. Please contact the principal with your request.**

VISITOR AND GUEST POLICY

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

- A. All visitors must register at the office upon their arrival at school.
- B. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- D. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
- E. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - a. The visitor shall first discuss the matter with the principal;
 - b. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent.

The latter shall promptly meet with the visitor, investigate the dispute and render a written decision, which shall be final, subject only to the citizen's right to raise an issue at a regular session of the board.

Disruption at School Activities

The following guidelines are basic security measures to prevent/reduce disruptive activities in the school:

- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted;
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office;
- C. A visitor's badge with the current date should be worn conspicuously;
- D. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to :
 - a. meet with the teacher of his/her child;
 - b. visit with his/her child; or
 - c. remove his/her child from the school premises.
- E. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Student Visitors

All student visitors, including those students enrolled in the district, must have the prior approval of the building principal in order to visit any school in which the student is not enrolled. The above guidelines regarding visitors shall be followed.

STATEMENT OF NONDISCRIMINATION

Lake Chelan 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(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX / Civil Rights Compliance Coordinator: Human Resources, 509-682-3515 or burnst@chelanschools.org

Section 504 / Special Education / ADA Coordinator, 509- 682-7744 or burnst@chelanschools.org Lake Chelan School District, PO Box 369, Chelan, WA 98816

Declaración de no discriminación:

El Distrito Escolar de Lake Chelan no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación:

Título IX / Coordinador de Cumplimiento de los Derechos Civiles: Recursos Humanos, 509-682-3515 or burnst@chelanschools.org

Sección 504 / Coordinador de educación especial / ADA, 509- 682-7744 or burnst@chelanschools.org Lake Chelan School District, PO Box 369, Chelan, WA 98816

TITLE I PARENT INVOLVEMENT NOTIFICATION:

Parent Involvement Studies show that parental involvement in their child's education is a critical factor for success. In fact, a home environment that encourages learning is more important for student achievement than income, education level or cultural background. Children whose parents are involved in their education go farther in school. The earlier you get involved in your child's education, the more effect it has on their success. That involvement can be as simple as talking about school. Children who talk regularly about school with their parents perform better academically. Other important activities are to actively organize and monitor your student's time and help them with homework. Reading is particularly affected by home activities. The most important activity parents can do for their child's reading success is to read aloud to them. One great way to get involved with your child's education is to participate in a Parent-Teacher Association (PTA) or building parent advisory committees.

Title I Parental Involvement Policy 4130

A. The board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The board views the education of students as a cooperative effort among school, parents and community. The board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

1. Play an integral role in assisting their child's learning;
2. Are encouraged to be actively involved in their child's education at school; and
3. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

B. The board of directors adopts as part of this policy the following guidance for parent involvement. The district will:

1. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
3. Build the school's and parent's capacity for strong parental involvement;
4. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction, Preschool Youngsters, or state-run preschools;

5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
6. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

Federal law requires that parents be notified annually of the district parent involvement policy. This policy is reviewed and revised through feedback by parents each year. The district parent involvement policy is accessible online at www.chelanschools.org, located in the "For Parents" tab. For further question on this policy, please contact the Title I Director, Mr. Kelly Kronbauer at 509-682-7744 or kronbauerk@chelanschools.org.

Weapon Policy:

Any Lake Chelan School District Student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420 with notification to parents and law enforcement. The superintendent of the Lake Chelan School District may modify the expulsion of a student on a case-by-case basis under RCW 28A.600.010. "Violations involving a gun or other weapon result in a minimum one calendar year expulsion (RCW9.41.280)

*Compliance with these standards is mandatory.

Lake Chelan School District Chromebook (CB) Procedure

Receiving Your CB

All CBs will be distributed during an initial orientation period. Students and their parent(s) must sign and return the LCSD Acceptable Use Policy consent form before the CB can be issued.

CB Care

Students are responsible for the general care of the CB they have been issued. CBs that are broken or fail to work properly must be taken to a technology teacher/director for evaluation of the device,

General Precautions

- The CB is school property and all users will follow this policy and the LCSD Acceptable Use Policy for Technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the CB to prevent damage
- CBs must remain free of any writing, drawing, stickers, or labels that are not the property of the LCSD. Personalization of the CB will not be allowed.
- CBs must never be left in an unlocked locker or any unsupervised area.
- Students are responsible, if taking the device home, for keeping their CB;'s battery charged for school each day.

Carrying CBs

The protective cases provided with the CBs have sufficient padding to protect the CB from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- CBs should always be within the protective cases when carried
- Objects should not be placed between the case and the CB screen

Screen Care

The CB screens should not be treated with rough treatment that includes:

- Leaning on the top of the CB
- Placing anything near the CB that could put pressure on the screen
- Placing anything in the carrying case that will press against the cover.
- Bumping the CB against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Using the CB in Class

CBs are intended for use at school each day. In addition to teacher expectations for CB use, school messages, announcements, calendars and schedules may be accessed using the CB. Students must be responsible to bring their CB to all classes or the library, unless specifically instructed not to do so by their teacher.

CB undergoing Repair

Loaner CBs may be issued to students when they leave their CB for repair at the school. There may be a delay in getting a CB should the school not have enough to loan.

Charging the CB Battery

CBs must be ready to use each day in a fully charged condition. Students need to make sure their CBs are in the charger each evening. In cases where use of the CB has caused batteries to become discharged, students may be able to connect their CBs to a power outlet in class.

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Student headphones may be used with the CB in the classroom. The school is not responsible for lost, damaged or stolen headphones. Music is not allowed on the CB but may be used at the discretion of the teacher. Internet games are not allowed on the CB. If game apps are installed, they will be authorized by LCSD staff. All software/apps, must be district provided. Data storage and email will be provided through the cloud.

Managing your files and saving your work

It is recommended students use their cloud based storage account to save their work. Storage space will be available on the CB, but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to re-imaging.

Software on CBs

The software/Apps originally installed by the LCSD must remain on the CB in usable condition and be easily accessible at all times. The school may add software applications as deemed necessary. All student CBs are subject to inspection at any given time to check or alter the software status of the device. Students are not allowed to load extra software/apps on their CBs without permission.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities are to:

- Provide Internet and internal electronic communication access to its students
- Provide Internet blocking of inappropriate materials as able
- Provide technical support as needed

Student Responsibilities are to:

- Use the computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to CB/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.

This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via LCSD’s designated Internet System is at your own risk. LCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping the LCSD protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their CB after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she will be asked to turn it in to school personnel.
- Returning their CB to their teacher when requested.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the LCSD for any other reason must make sure their individual school CB is returned on the date of termination.

CB Damage

Students are responsible for any and all damage and loss/theft. CBs that are stolen must be reported immediately to the school and can be reported to local police.