



CSI Mission:

To promote real world learning, high expectations coupled with high levels of support, and equitable outcomes.

Student/Parent Handbook

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324 E Johnson, PO Box 369

Chelan, WA 98816

Phone: 888.8777

Web: www.chelanschools.org/csi

Terry Sanders, Principal sanderst@chelanschools.org

Bill Sibbers, Advisor sibbersw@chelanschools.org

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Shauna Ventimiglia, Secretary/Paraprofessional, ventimiglias@chelanschools.org

Office Hours

7:30 a.m. - 3:30 p.m.

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Welcome to Chelan School of Innovation

Chelan School of Innovation provides students in the Lake Chelan School district with a different option. This unique school offers personalized learning plans and project-based learning based on student interests and passions. CSI provides instruction in Math, Science, Language Arts, Social Studies and Electives, and facilitates internships, service projects and other real-world learning opportunities. Students present evidence of growth and learning at semester Exhibitions. At CSI, we believe that every student can learn and be successful, and that students and parents play an integral role in defining what success means to them. Our goal is to help prepare students for a bright future.

Dear Student and Parent:

This handbook is intended to share information helpful to parents and students. Many of the provisions in the handbook are required to be shared with you under state or federal regulations. Unfortunately, the sheer volume and character of some of the provisions may give the impression of an overly formal school system rather than a friendly, personal one.

Therefore, we would like you to understand that we seek to cultivate an active partnership with you. The information contained in this book is intended to enrich this partnership through helping create understanding of expectations for student conduct. What is more important than these written provisions, however, is maintaining open communication with you on issues affecting the progress and growth of students.

Administrators and staff pledge to work cooperatively with you as parents and students, to make the educational experience in the Lake Chelan School District positive and successful.

Regards,

Chelan School of Innovation Administration and Staff



One Student at a Time...

District Contact Information:

Chelan High School 509-682-4061

Chelan School of Innovation 509-888-8777

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Chelan High School 509-682-4061

Chelan Middle School 509-682-4061

Morgen Owings Elementary 509-682-4031

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Department of Transportation 509-682-7744

Foods Director 509-682-3515

School District Office 509-682-3515

Brad Wilson—**Superintendent**

Georgia Mashayekh—**Administrative Assistant**

Special Education / ECEAP

Charise Turner

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Migrant / Bilingual / ELL / Chelan School of Innovation

Carrie Austin

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Migrant Student Advocate

Linda Robledo

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Migrant Program Recruiter

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Gear Up

Zed Deenik

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LCSD Community Liaison and Family Advocate

Sarah Barnes

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Dia Galvan

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galvand@chelanschools.org

Nondiscrimination Policy

Continuous Nondiscrimination Statement: 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 guide dog 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: Jenann Ross, 509-682-3515. Section 504 / Student Services / ADA Coordinator: Kirk Marshlain, 509- 682-7744. Lake Chelan School District, PO Box 369, Chelan, WA 98816 | Website Accessibility

*** CSI holds its own Graduation ceremony separate from Chelan High School. CSI Graduates will earn a Chelan School of Innovation Diploma.**

Graduation Requirements/Grade Level Expectations

Program Requirements:

LCSD INFORMATION, POLICIES AND PROCEDURES

STATEMENT OF NONDISCRIMINATION

The 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 employees have been designated to handle questions and complaints of alleged discrimination:

Title IX & Civil Rights Compliance Coordinator Mrs. Tamar Burns PO Box 369, Chelan, WA 98816
509-682-3515 burnst@chelanschools.org

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 kronbauerk@chelanschools.org Lake Chelan School District, PO Box 369, Chelan, WA 98816

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.

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 S-SA

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

Truancy refers to any absence that has not been excused within a 48 hour time period. If a student accumulates 3 days (or 15 periods) of Truancy, the attendance secretary will notify administration, and 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 truanies and are identified as U-TR

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.

CSI Attendance Guidelines

UA

- Call Home
- Restorative Conference

3 UA

- Letter Home; Chelan Truancy Board warning
- Restorative Conference

5 UA

- Restorative Conference
- Parent Meeting Attendance Contract (Copies to Student & Parent)

3 UA After Contract

- Call Home. Notice of Chelan Truancy Board Referral
- Chelan Truancy Board Referral

5 UA After Contract

- Call Home.
- Certified Letter Home. Notice of Truancy Court petition.
- Truancy Court Petition

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.

ASB CARDS

CSI students are eligible to participate in all CHS sports and clubs. The cost of an ASB card is **\$35**. 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, cross-country, track, volleyball, boys' and girls' soccer, wrestling, basketball, softball, tennis, baseball and golf. CSI Advisors will notify the Athletic Director that students are in good academic standing to participate in sports.

COLLEGE CREDIT COURSE OFFERINGS (Tech Prep offerings)

CSI Students may take classes at CHS as part of their Learning Plan. 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 students:

Career and Technical Education (CTE) courses are available in the following areas: Agriculture, Business and Office, and Health Occupations. CHS has Tech Prep agreements with many colleges and universities so certain high school Career & Technology classes will be accepted in place of college courses. This articulation prepares students for future education and may reduce the number of classes required for a post-high school degree.

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 a staff member to make an appointment to see the counselor.

COLLEGE & CAREER CENTER

The CHS 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 CHS 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 School of Innovation 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 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 bandannas, visors, “du-rags,” hairnets, and athletic style headbands. 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. *(Head coverings must be kept out of sight from the time they enter the building until the last school bell unless it is the last Friday of the month)*
- Web belts, unless tucked into pant loops.
- Clothing with inappropriate language or messages (including tobacco, alcohol, drugs or suggestive messages).

- Spikes or chains on jewelry or clothing
- Excessively short skirts or shorts (must be at least as long as fingertips extended when standing upright).
- Pants or skirts that do not fit “appropriately (i.e. worn so undergarments are visible)
- Tube tops, halter tops, or other attire which leaves the shoulders bare or exposes cleavage.
- 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. Attire for members of athletic teams, clubs or other school organizations will be regulated by the advisor of those activities. Students are expected to adhere to those guidelines.

ELECTRONIC DEVICES: Bring your own Device Procedures (BYOD)

Chelan School of Innovation 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 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. 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 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.

EMANCIPATION

Students who are 18 years of age may sign all of their own absence excuses if they have completed the proper emancipation form, which must be signed by a parent. Forms are available in the office.

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, 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

Parents are given a permission form at the beginning of the year to allow students to attend field trips within the Chelan Valley throughout the year. For trips out of the valley, parents will complete separate forms.

INSURANCE

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

LUNCH / OPEN CAMPUS

CSI students may leave campus for lunch with a signed parent permission form. With this privilege comes the responsibility to return to school on time and represent the school in a kind, professional manner while off campus. This privilege may be revoked for violations of behavior expectations or district policies. While off campus, students may not drive other students or get rides in other students' vehicles.

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.

ONLINE GRADE CHECKS

Parents and students may access their grades online via Canvas. Contact a staff member to obtain a user name and password. Attendance may be checked online via Skyward. Please contact the school secretary to obtain login information.

PARENT INVOLVEMENT POLICY

Chelan School of Innovation 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 School of Innovation 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 of 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 Lake Chelan School District, in order 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 an 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.

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 school website or 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.**

To see the waiver procedure and policy in its entirety, please see the Lake Chelan School District Policy and Procedures at www.chelanschools.org.

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.

LAKE CHELAN SCHOOL DISTRICT DISCIPLINE POLICY

PHILOSOPHY

It is imperative that a safe and orderly environment exist to promote learning at Chelan School of Innovation. 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 and 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.

Restorative Justice

Restorative Justice is a conflict mediation and peer support process that in some cases may be student-run. In situations involving minor issues or conflicts, a Restorative Justice Conference will take place instead of administrative discipline. Advisors moderate the Restorative Justice conference, which is designed to teach accountability, forgiveness, and other valuable human qualities in lieu of punishment and consequences. Parents will be notified, and in some cases be invited to attend a Restorative Justice conference. Restorative Justice is also used as a vehicle for students to help their peers be successful by offering support. If Restorative Justice options are not successful in correcting behavior, discipline will be handled in accordance with LCSD discipline policy.

***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 Restorative Conference and possibly receive a recommendation to partake in counseling or treatment services.,

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.***

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.

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.

LAKE CHELAN SCHOOL DISTRICT SCHOOL POLICIES

DRUG FREE SCHOOL POLICY

It is the policy of Lake Chelan School District and Chelan School of Innovation, 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: The football field as well as the school grounds of any district building is 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 suggested as 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.