

Colville Junior High School

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Student/Parent Handbook 2022-2023



Colville School District #115

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PRINCIPAL'S WELCOME LETTER

Welcome to Colville Junior High!

Thank you for enrolling your student in our school, home of our new mascot, the Raptor. I am thrilled to share our junior high school with a dedicated staff, outstanding students, committed families, and supportive community. This Student Parent Handbook serves as a tool to guide students and families in identifying the resources available and describe the procedures and policies that are in place to support all learners.

Along with our new mascot, we are incorporating the Positive Behavior and Intervention Supports or PBIS into our school. Please read more about this later on in the handbook. New to us this year is also a program called Character Strong which we will use to teach and reinforce good character for our students.

Our staff has been working since late spring to be ready for this school year and making it the best ever. We are committed to serving our students with academic and social lessons that will engage them and prepare them for success in the future.

I strive for open communication between staff members, parents, and students to ensure we are all working together towards the common goal of students' academic and social success. All of us look forward to a great school year and know that working together will ensure a successful school experience for your child.

GO RAPTORS!

*Chris Burch
Colville Junior High School Principal*

DISTRICT CALENDAR

Colville School District #115 ~ Student School Calendar 2022-2023

August 2022 (3)

M	T	W	T	F
22	23	24	25	26
29	30	31		

September 2022 (21)

M	T	W	T	F
			1	2
(5)	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022 (21)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022 (18)

M	T	W	T	F
	1	2	3	4
7	8	9	10	(11)
14	15	16	17	18
21	22	(23)	(24)	(25)
28	29	30		

December 2022 (12)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
(19)	(20)	(21)	(22)	(23)
(26)	(27)	(28)	(29)	(30)

January 2023 (20)

M	T	W	T	F
(2)	3	4	5	6
9	10	11	12	13
(16)	17	18	19	20
23	24	25	26	27
30	31			

February 2023 (18)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	(17*)
(20)	21	22	23	24
27	28			

March 2023 (23)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023 (15)

M	T	W	T	F
(3)	(4)	(5)	(6)	(7)
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023 (22)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
(29)	30	31		

June 2023 (7)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16

●	First and Last Day for Students
■	Parent/Teacher Conference Day
()	No School for Students and Staff

Significant Dates

Aug. 23	District/Building Day
Aug. 24	Teacher Work Day/PLC Day
Aug. 29	First Day of School for Students
Sept. 5	Labor Day
Nov. 1	First Quarter Ends
Nov. 1-2	Parent/Teacher Conferences (No school for Students)
Nov. 11	Veterans' Day
Nov. 23-25	Thanksgiving Break
Dec. 19- Jan. 2	Winter Break
Jan. 16	Martin Luther King Jr. Day
Jan. 20	Semester One Ends Report cards mailed by Feb. 1
Jan. 23	Parent/Teacher Conferences (No school for Students)
Feb. 17-20	Presidents' Day
*Feb. 17 may be used as a Snow Makeup Day, if needed	
March 27	Parent/Teacher Conferences (No school for Students)
March 29	Third Quarter Ends
April 3-7	Spring Break
May 29	Memorial Day
June 3	CHS Graduation Day
June 9	Last Day of School for Students (1/2 day) / Staff Check-Out
June 9	Semester Two Ends Report cards mailed by June 15
*Feb. 17 may be used as a Snow Makeup Day, if needed (decision will be made by January 27)	
June 12, 13	Snow Makeup Days, if needed

DAILY SCHEDULE

Colville Junior High

2022-2023

OFFICE HOURS: 7:30 a.m. – 3:30 p.m. daily

7:30 a.m.: Teacher Arrival - Breakfast Served

Mon-Thu

<u>Break Option 1</u>		<u>Break Option 2</u>	
8:00 a.m. – 8:50 a.m.	1 st Period	8:00 a.m. – 8:50 a.m.	1 st Period
8:54 a.m. - 9:42 a.m.	2 nd Period	8:54 a.m. – 9:42 a.m.	2 nd Period
9:42 a.m. – 9:52 a.m.	1 st Break	9:46 a.m. – 10:34 a.m.	3 rd Period
9:52 a.m. - 10:40 a.m.	3 rd Period	10:34 a.m. - 10:44 a.m.	2 nd Break
10:44 a.m. - 11:32 a.m.	4 th Period		

*Note: The time of a student's 5th period class determines if they have Lunch Option 1 or 2.

<u>*Lunch Option 1</u>		<u>*Lunch Option 2</u>	
11:32 a.m. – 12:07 p.m.	1 st Lunch	11:36 a.m. – 12:24 p.m.	5 th Period
12:07p.m. – 12:55 p.m.	5 th Period	12:24 p.m. – 12:59 p.m.	2 nd Lunch
12:59 p.m. – 1:47 p.m.	6 th Period		
1:51 p.m. – 2:40 p.m.	7 th Period		
2:40 p.m.	Dismissal		

FRI

<u>Break Option 1</u>		<u>Break Option 2</u>	
8:00 a.m. – 8:44 a.m.	1 st Period	8:00 a.m. – 8:44 a.m.	1 st Period
8:48 a.m. - 9:31 a.m.	2 nd Period	8:48 a.m. – 9:31 a.m.	2 nd Period
9:31 a.m. – 9:41 a.m.	1 st Break	9:35 a.m. – 10:18 a.m.	3 rd Period
9:41 a.m. - 10:24 a.m.	3 rd Period	10:18 a.m. - 10:28 a.m.	2 nd Break
10:28 a.m. - 11:11 a.m.	4 th Period		

*Note: The time of a student's 5th period class determines if they have Lunch Option 1 or 2.

<u>*Lunch Option 1</u>		<u>*Lunch Option 2</u>	
11:11 a.m. – 12:46 p.m.	1 st Lunch	11:15 a.m. – 11:58 a.m .	5 th Period
11:46 a.m. – 12:29 p.m.	5 th Period	11:58 a.m. – 12:33 p.m.	2 nd Lunch
12:33 p.m. – 1:16 p.m.	6 th Period		
1:20 p.m. – 2:03 p.m.	7 th Period		
2:02 p.m. - 2:40 p.m.	Character Strong		
2:40 p.m.	Dismissal		

TEACHERS AND STAFF

Administration

Chris Burch – Principal
Mike Lariviere – Assistant Principal
Bill Brooks – Athletic Director

Non Classroom Personnel

Macy Foulkes – Secretary
Marnie McKeraghan – Secretary
Lynette Rhodes – Secretary
Bill Brooks – Librarian
Becky Droter – District Nurse
Arbor Morehouse – Health Room Aide
Tracy Flugel – Counselor
Amanda Hedrick – Counselor
William John – School Psychologist
Brieann Rajewski – Speech Pathologist

Instructional Assistants

Bethany Ring
Jennifer Swim
Sue Travis
Deanne Gunderson
Dan Jackson
Alexandra Lang
TBA

Custodians

Claudia Williams (DAY)
Richard Clark (NIGHT)

Classroom Teachers

Heather Alexander –	ELA 7, Advanced ELA 7
Amy Anderson –	Arts & Crafts 6/7/8
Nickie Bird –	Math, RTI
Bill Brooks –	Tech 8
Bill Carpenter –	Health 7/8, Fitness 6/7/8, Weights 6/7/8
Lee Krancus –	Science 6
Nancy Gregory –	Reading, Writing, Life Skills
Freddy Hirsch –	Math Intervention 6/7/8
Janey Howe –	Science 7
TBA –	Jazz Band, Beginning Band, Band
Lindsey James –	ELA 8, Advanced ELA 8
Shelley Jones –	Family Skills 6/7/8
Lauren Knight –	Fitness 6/7/8, Weights 6/7/8
Ian Lynch –	Math 7
Jacy McEvoy –	Digital Citizenship, Yearbook
Kris McKellar –	Math 8, Algebra 1
Alasdair McKeraghan –	Social Studies 6/7
Erin Roy –	ELA 6
Shane Roy –	Fitness 6/7/8, Weights 6/7/8
Roni Schuh –	Math 6, Advanced Math 6
Rob Shaw –	Digital Skills 7, Destination Imagination
Kristie Shoemaker –	Social Studies 7/8
Nadine Smith –	Reading Intervention 6/7/8
Christian Spencer –	Science 8, Advanced Science 8
Christina Bashe –	Designed Instruction 6/7/8

Food Service

Cassandra Hayes – Food Service Director
Lexi Smith – Nutritional Specialist
Lynz Smith – Nutritional Specialist
Holly Fairweather – Nutritional Specialist

MATERIALS ACCESSIBLE ONLINE

Our staff use Google Classroom for students to access most materials and homework.

Please visit the Colville School District website (colsd.org) to find the following forms and notices:

- Junior High School Exempt/Opt Out Form
- Policy 3205 – Sexual Harassment of Students Prohibited
- Policy 3207 – Prohibition of Harassment, Intimidation and Bullying
- Policy 3211 – Nondiscrimination and Privacy
- Policy 3241 – Student Discipline
- Policy 3245 – Students and Personal Electronic Devices
- Policy 3413 – Student Immunization and Life-Threatening Health Conditions
- Volunteer Packet

EXPECTATIONS AND RESPONSIBILITIES

Here in Raptor Nation, we believe in good character for all students and staff! We will be promoting well being, improving engagement, and increasing belonging with our new “Character Strong” class. We are also adopting Positive Behavior and Intervention Supports (PBIS) to engage our students in positive behaviors.

Character Strong:

Character Strong will **help foster relationships between teaching staff, students, and families**. It also helps coach students to become emotionally balanced, successful individuals.

PBIS:

Positive Behavioral Interventions and Supports (PBIS) *is an evidence-based*, tiered framework for supporting students’ behavioral, academic, social, emotional, and mental health. When implemented with fidelity, **PBIS improves** social emotional competence, academic success, and school climate. It also improves teacher health and well being. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

RESPONSIBILITIES

We must work together to have a safe, fun school and to be successful. EVERYONE at Colville Junior High School has responsibilities.

Principal

The **Principal** is expected to:

- Set high expectations for achievement, behavior, attitude and attendance.
- Ensure a safe and pleasant learning environment.
- LISTEN to parents, students, and teachers.
- Provide leadership in curriculum and instruction.
- SUPPORT the professional activities and needs of the staff.
- MODEL professional growth, dedication to education, and concern for children.
- Be a good example.

Teachers

Teachers are expected to:

- Establish an atmosphere in which productive learning can take place.
- Involve students in activities that will increase student self-esteem.
- Implement quality instruction.
- Serve as a positive role model to students.
- Communicate regularly with parents and the Principal about student and instructional concerns.

Students

Students are expected to:

- Attend school regularly and be on time.
- Keep track of assignments in each subject area every day.
- Study every night.
- Turn work in on time (late or missing assignments prevent students from getting better grades).
- Keep binders organized with a section for each subject; keep all past work in these sections and use it to study for tests.
- Ask teachers questions or meet with them individually for further explanation.
- Make use of the Library; learn the setup and develop information gathering skills.

Parents

As a parent/guardian, you have been involved in the education of your student since the first day of his or her life. For many years you were the sole educator of your student. Now, as your student participates in formal schooling, you are still the most important teacher of your student. Although you teach many things other than academics, you can also support your student's formal education.

- Have your student at school, on time, every day.
- Have daily discussions with your student about their schoolwork and any assignments they may have to complete that evening.
- Provide a specific study area, free from distractions, where your student can work uninterrupted.
- Set specific family guidelines for a consistent time and place where homework will be done; if your student has no homework, have them organize notes, review material, complete assignments, or read for pleasure.
- Supervise homework, making sure your student understands directions and works carefully.

ACADEMICS

COUNSELING SUPPORT

Our School Counselors and Building Administrators are available to assist students and parents with questions or concerns regarding social, emotional and academic needs. A meeting may be scheduled to develop an academic success plan for students struggling academically.

COURSE OFFERINGS AND SCHEDULE CHANGES

At Colville Junior High, course offerings reflect the need to develop a high level of learning in basic skills in academic courses. These courses correspond with the Common Core State Standards.

Student or parent initiated schedule changes will be considered the first week of each Semester except when a student has been placed in the wrong class (instructional level) or if the student qualifies for special programs during the school year. If the parent desires a schedule change, please contact the Office. The Building Administrator will contact the parent and make the final decision.

HIGHLY CAPABLE STUDENTS

The Colville School District serves identified students from the point of identification through grade 12. Each student's services are reviewed periodically to ensure appropriate placement. The district uses an in-class program model that may include enrichment activities, differentiation of curriculum, flexible grouping, choice activities, and secondary course options. We also offer Explore Sixth, Explore Tech and Explore STEM for identified students. See Appendix D for details.

For more information, contact the Highly Capable Program Coordinator, Patsy Guglielmino, at 509.685.2106 or patsy.guglielmino@colsd.org.

INTERVENTION

Colville Junior High qualifies as a School-Wide Title I School and receives federal Title I funds to intervene and help students who are falling behind. The goal of our Response to Intervention (RTI) program is to use our universal screen to help students when they need it and provide them with more opportunities for success. Interventions, or different instructional strategies, will be provided for students who are behind as well as for those who need to be challenged with harder work.

Colville Junior High has Intervention Specialists who work with the Principal, Teachers, Para-Educators, Counselors, students, parents and community partners to ensure that all students get the education they need. The Intervention Specialists work as a liaison between the regular education classes and remedial classes and are members of the "Leadership Team." The intervention will begin with a diagnostic assessment to determine the student's strengths and weaknesses, followed by a plan made with the student, parents and teacher to ensure the student makes progress. Identified students will receive support through in class interventions, Raptor Connections, skills classes, after school tutorial and a variety of teaching strategies. The ultimate goal is grade level proficiency in all subjects.

Colville Junior High also has specially designed instruction (Special Education) available for students who qualify through federal and state guidelines. If you feel your student may be in need of Special Education services, contact our Office at 684-7820 to schedule an appointment with the student evaluation team. Student Support Services can be contacted at 684-7875.

All Colville School District staff members meet the highly qualified federal conditions required to receive Title I funds. If a staff member were missing an endorsement, the school would let you know. At any time you may request information about the professional qualifications of your student's teachers.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are an important opportunity for your student and their teacher to share your student's progress with you. Your student is very aware of the things he or she does well, and the things he or she needs to improve upon. Goals of parent/teacher conferences are to focus on the positive and promote your student's ownership in his or her own learning. We look forward to seeing you during Conference times and feel it will help with your student's success.

PROMOTION POLICY

The Colville School District has a promotion policy in place that allows school personnel to recommend retention or promotion for students on an annual basis. Generally, students who are passing their classes are candidates for promotion to the next grade level. Students who do not pass may be:

- part of an Intervention Plan, which may include the After School Study Program.
- placed in classes that offer tutorial services.
- required to repeat classes not successfully completed.
- required to attend summer school.
- referred for special education or Title I services.

REPORT CARDS/PROGRESS REPORTS

Report cards will be mailed out at the end of Semester One (Week 18) and at the end of Semester Two. School-wide Progress Reports will be provided mid-term in each Quarter (every 4 1/2 weeks). This allows us to communicate academic performance on a consistent basis. This also helps us monitor which students are in need of extra support.

Parents may call the Office for a login and a password that will allow them to access the *Family Access* link, under *Short Cuts* on the Colville School District Website (colsd.org). This allows parents to see their student's attendance, food service account, schedule, as well as their grades and assignments for each class. Call the Office at 684-7820 for more information.

Other Important Dates

November 1 & 2, 2022:	Parent/Teacher Conferences
February 1, 2023:	Semester One report cards will be mailed home.
January 23, 2023:	Parent/Teacher Conferences
March 27, 2023:	Parent/Teacher Conferences
June 15, 2023:	Semester Two report cards will be mailed home.

SCHOOL-WIDE RULES

Colville Junior High prides itself on the conduct of our students and their ability to make appropriate choices regarding their behavior. Appropriate and safe student conduct is vital to establishing and maintaining a positive learning environment for all students and staff at our school. Student cooperation and parent support is essential to making our school a positive place to learn.

Expectations

	S	O	A	R	!
	Show Self Control	Offer Kindness	Act Responsibly	Respect Self and Others	Volume Range 0-3
Classroom (Phone Free Zone)	-Come in quietly and sit at desk. -Follow classroom procedures.	-Use positive talk with self and others. -Work with others, even if you aren't friends.	-Be on time and be prepared. -Attend regularly and participate. -Follow class expectations and directions.	-Respect others' points of view and learning. -Pick up after yourself. -Respect school property.	0-2
Hallway (Phone Free Zone)	-Use school appropriate language. -Respect the personal space of others.	-Allow others to pass -Keep hands, feet, etc. to yourself. -Be considerate.	-Walk and stay on the right side of the hallway. -Get to your destination.	-Pick up trash and keep things clean. -Take breaks in designated areas	0-1
Outside	-Keep hands and feet to yourself. -Use equipment for its intended purpose. -Use school appropriate language.	-Include others in activities and share equipment. -Say and do nice things. -Be fair.	-Take care of equipment and put away when done. -Stay within school boundaries.	-Pick up your own and others' trash. -Keep yourself clean in muddy areas.	0-3

Cafeteria	-Maintain personal boundaries. -Go to the back of the line to get your lunch.	-Put unopened food/milk on leftovers table. -Invite others to sit with you. -Interact positively.	- Clean up your area after eating. -Sit on benches at tables. -Recycle cans if possible.	-Eat your own food (in cafeteria only). -Say thank you to your servers. -Use good manners.	0-2
Restroom (Phone Free Zone)	-Use bathroom quickly and return to class.	-Respect privacy of others. -Leave the bathroom better than you found it!	-Flush toilet then wash your hands. -Tell office about any graffiti, vandalism, or inappropriate behavior.	-Keep area clean. -Put trash in garbage cans. -Be mindful and aware of others' personal space.	0-1
Buses	-Stay in seat. -Keep all body parts to oneself.	-Greet bus driver and other passengers. -Say thank you.	-Keep your belongings in your own seat. -Report rule violations to bus driver.	-Be on time for the bus. -Make sure your garbage gets into the trashcan.	0-1
Lockers	-Close lockers quietly. -Keep you locker organized.	-Be aware of students who need to get into lockers around you.	-Use your own assigned locker. -Stay out of other students lockers.	-Keep lockers clean and tidy. -Sticker/sharpie free zone.	0-1



CJHS Minor/Major Behaviors

Teacher Managed
Minors

← Observable Problem Behaviors →

Office Managed
Majors

Disrespect
Disruption
Physical Contact
Non Compliance
Not Prepared for Class
Inappropriate Language
Property Misuse
Off Task
Work Completion
Excessive Bathroom Usage
Cheating
Phone/Earbud/Computer Violation

Defiance
Disrespect
Physical Aggression
Disruption
Inappropriate Language
Skipping Class
Excessive Tardies
Bullying
Fighting
Off Campus
Theft/Stealing
Cheating/Plagiarism
Technology Violation
Inappropriate Clothing
Inappropriate Touching
Harassment
Tobacco/Vape
Alcohol
Drugs
Weapons
Excessive Absences(Unexcused)

*Be the Teacher you needed
when you were young...*

GENERAL INFORMATION

ASB CARDS

All 7th and 8th grade students who participate in co-curricular activities (e.g., sports, music, and clubs) are required to purchase an ASB card at the Office for \$25. Sixth grade students may also purchase an ASB card at the reduced cost of \$16, as WIAA only allows them to participate in Cross Country and Wrestling. (If your family qualifies for free or reduced-price meals, your student will qualify for a reduced cost ASB card; please contact the Office for details.) These cards are accepted at all district schools. In addition to allowing students to participate in co-curricular activities, benefits of ASB cards include: free admission to Colville High School athletic events (except District play-off games).

ATHLETICS

Available Sports

7/8 Boys

- Fall: Football, Cross Country, and Cheer
- Winter: Wrestling, Basketball and Cheer
- Spring: Track, Baseball

7/8 Girls

- Fall: Softball, Cross Country and Cheer
- Winter: Volleyball, Basketball, Wrestling and Cheer
- Spring: Track, Baseball

6 Boys/Girls

- Fall: Cross Country and Cheer
- Winter: Wrestling and Cheer

Requirements

Prior to participating on any athletic team or receiving issued athletic equipment, each student-athlete is responsible for having on file with school officials a record of the following:

- Physical examination with a physician's signature (good for 24 months from date of exam)
- Proof of insurance
- Current ASB card
- Safety guidelines (read and signed by parent/guardian and athlete)
- Concussion Information Sheet (read and signed by parent/guardian and athlete)
- Student Medical Information and Waiver (read and signed by parent/guardian and athlete)
- Code of Conduct (read and signed by parent/guardian and athlete)
- Sudden Cardiac Arrest Awareness (read and signed by parent/guardian and athlete)

All paperwork is available at the "Forms" link under "Athletics" on www.colsd.org OR go to this site: <https://www.familyid.com/colville-schools>.

ScheduleCJHS Fall Sports - Practice begins as early as the last week of August (Football, Softball, Cross-Country & Cheer);

CJHS Early Winter Sports – Practice begins 3rd week of October (Wrestling 6/7/8 and Volleyball 7/8);
CJHS Late Winter Sports – Practice begins day we return from Winter Break for 7th Grade Basketball and Cheer – Practice begins 3rd week in February for 8th Grade Basketball and 6/7/8 Cheer; and
CJHS Spring Sports – Practice begins the day we return from Spring Break – (7/8 Track and 7/8 Baseball)
For more information, please refer to the ACTIVITIES AND ATHLETICS section in this handbook.

ATTENDANCE

Consistent attendance is important to the success of a student in school. Regular and prompt attendance is the responsibility of the student and parents. It is important to understand that missing school has a negative impact on the student's learning and is often reflected in their grades.

Tardies

A student is considered tardy if they are not in class when the bell rings at the end of passing. Excessive tardies will lead to school discipline. They may also affect course credit and student privileges. Colville School District discipline guidelines may include:

- | | |
|-------------|--|
| 1 tardy: | Verbal warning |
| 2 tardies: | Student writes prevention plan |
| 3 tardies: | One lunch detention |
| 4 tardies: | Parent contact with student and lunch detention |
| 5+ tardies: | Minimum 30 minute after school detention, loss of breaks, loss of other free time. |

Absences

If a student is absent and we do not hear from a parent, the school will attempt to contact parents by telephone through the automated School Messenger System. Parents are strongly encouraged to call our Office at 684-7820 before 8:30 am to let us know if their student is not attending school that day. If the school does not receive a parent call prior to 8:30 am, School Messenger will make a call to the parent. Parents are requested to call or send a written note to the Office to excuse the student's absence within two (2) days of the absence. Please keep us informed of phone number and address changes.

All absences (in accordance with state law and district policy) require parent verification, which includes a reason for the absence. It is the responsibility of the School Administrator to determine if an absence is excused or unexcused. (Find Truancy Information under "Becca Bill" below.)

Excused Absences

By board policy include absences:

- due to illness or medical appointment with a doctor note.
- due to religious observance.
- due to a family emergency.
- due to disciplinary action or required court appearances.
- for which the Principal has given prior approval and which does not adversely affect the student's educational progress in school.

All absences, other than those listed above, will be recognized by the school as unexcused. Because of the required reporting system to the State, **it is critical that you verify any absence to the school in writing within a two-day period following the absence. Please call us in the morning when your student will be absent. This is especially helpful to us when you are going to be away from your home.** We will monitor absences here at Colville Junior High by making phone calls home and/or conferences. This daily phone calling is to help your student.

Making Up Missed Work

Students with excused absences will be able to make up schoolwork. The amount of time a student has to make up the work is determined by the teacher and the nature of the work to be completed. The rule of thumb is a one day extension for every day missed. For example, a student with an excused absence for two days will have two days to make up for missed work. Upon returning to school, students are responsible for contacting their teachers for missed assignments. Most homework will be available on Google classroom.

Requests For Homework

Most homework will be available on Google classroom.

Unexcused Absences (Truancy):

Our focus on student attendance comes as a result of a few things:

1. Knowing that attendance improves learning.
2. The accountability we have to WA State to accurately report and maximize student attendance.
3. Our responsibility, in partnership with students and families, in developing life skills that support student success.

Students with unexcused absences may forfeit their right to make up homework.

Please call the JHS if your Skyward information (phone, address, and email) is not accurate so we may update that information and be able to contact you when necessary for not only attendance issues, but also in case of an emergency.

Those monthly attendance letters will identify your student as being in 1 of 2 attendance zones.

- **YELLOW ZONE** - Student has missed 11-20% of school days.
- **RED ZONE** - Student has missed 21% or more of school days.
 - *4 or more missed class periods in the same day constitutes a full day absence.
 - *Absences due to school activities do not count.
 - *Absences due to COVID-19 and mental health do not count.

Attendance Zone	Yearly Days Absent	Monthly days absent
Yellow Zone	19-36 days absent	3-4 days
Red Zone	37 or more days absent	5 or more

While we have an action plan for improving attendance, we also rely on you to support your student(s) in developing important habits such as setting alarms, understanding the amount of time they need to get ready, and knowing how long it takes to get to school. Additionally, we ask that you have conversations with your student(s) about prioritizing school and making the right decisions. We are confident that together as a team we can improve your students' attendance and increase their success in school.

If you have any questions concerning the state's Becca Bill or the mandatory attendance law, please feel free to call us at 684-7820.

ATTIRE AND APPROPRIATE APPEARANCE

STUDENTS ARE EXPECTED TO COME TO SCHOOL APPROPRIATELY DRESSED FOR LEARNING.

A student arriving at school dressed inappropriately will be asked to change clothes if available or call home to get a change of clothes.

The following are NOT considered appropriate for school:

- Writing on hands, face, legs, arms, or clothing.
- Bandanas, hoodies pulled up over the head, and sunglasses (except on designated dress-up days). Ball caps and beanies are allowed.
- Bare feet/socks only (except during activities on the gymnasium floor that require removal of street shoes).
- Clothing with violent or vulgar language, pictures, racial slurs, or hate messages.
- Clothing that glorifies alcohol, drugs, gangs, sex, or tobacco products.
- Clothing that inappropriately exposes body parts or undergarments for males and females i.e.: bare shoulders, short shorts, muscle shirts/tanks.
- Chains, collars or jewelry with sharp protruding objects (for safety reasons).

BACKPACKS

Students are required to keep their backpacks in their locker only. Please keep bags to a minimal size. Sports bags that are too large for the academic lockers may be placed in the cafeteria closet or in the student's sports locker. *BACKPACKS WILL NOT BE ALLOWED IN CLASSROOMS. NO EXCEPTIONS!*

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Bicycles

Students must keep their bicycles in the bike racks provided at the North end of the building. To ensure security, students are encouraged to keep a lock on their bikes. We strongly encourage bike riders to wear helmets at all times.

Skateboards/Rollerblades/Scooters

Skateboards, rollerblades and scooters must be stored in the designated area immediately upon arrival to school. Riding these items on school grounds is prohibited and will lead to confiscation and loss of privilege of bringing them to school.

BULLYING, HARASSMENT, OR INTIMIDATION

We strive to provide our students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. To ensure respect and prevent harm, it is a violation of district policy for a student to be bullied, harassed, or intimidated in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

Definition

Bullying, harassment, or intimidation includes: 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 is strictly forbidden, when the act: (a) physically harms a student or damages the student's property; or (b) has the effect of substantially interfering with a student's education; or (c) **is so severe,**

persistent or pervasive that it creates an intimidating or threatening environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

For further information, please refer to District Policy 3207/3207P.

Reporting

Bullying, harassment, and intimidation complaints are taken very seriously. Students must report issues to any staff member. Problems may also be reported by phone, online, and/or anonymously; for details see REPORTING SAFETY ISSUES (Safe Schools Alert) in this Handbook.

BUS

Bus service is provided by FIRST STUDENT. Their phone number is 684-5152.

If your student rides a bus, you must contact FIRST STUDENT to set up bussing; the school cannot do this for you.

If your student is to ride a bus that they do not ordinarily ride, we ask that you remember the following:

- Please send a note to school stating what you want your student to do – please include the bus number, and name and address of the place they will be going.
- Students need to bring a note to the Office or give it to their teacher before we can issue a bus pass.
- The student must give the bus pass to the driver when boarding the bus.

COMPUTERS AND THE INTERNET

Because technology is such an important part of today's society, using technology during school is a critical component of your student's learning. Computers and the Internet are tools your student will use while attending Colville Junior High. An Acceptable Use Policy is signed at the beginning of each school year by the parent/guardian and the student. For the safety of all, certain behaviors are not allowed. Students must NOT:

- Use any computer, network, control center or teacher workstation without permission.
- Modify or alter the network operating system.
- Bring up inappropriate or unauthorized websites.
- Vandalize equipment.
- Use software or passwords illegally.
- Install or store illegal hardware or software on any network, server, or workstation.

CONTACTING STUDENTS

If you must contact your student during the school day, please call the Office at 684-7820. Students are not allowed to use their cell phones during instructional time (8:00 a.m. – 2:35 p.m.). We greatly appreciate it if parents call in before 2:00 p.m. with any messages that need to get to students before the end of the school day. Due to the high volume of calls at the end of the day, we need this time to ensure your student will receive your message.

DANCES/MOVIE NIGHTS

Dances

Only students enrolled at Colville Junior High may attend our regular Dances. The School Administrator will make final decisions on attendance. Students are allowed to join the Dance for up to one half-hour after the designated start time. Students who need to leave early must have a note from a parent or must call from the Office to be picked up by a parent. Students who leave the Dance early are not allowed to return. If problems arise, staff chaperones are authorized to remove students from the Dance. The student's parents will immediately be called to pick up their student. Any student removed from a Dance will forfeit the privilege to attend future Dances. Students must be present at school on the day of a Dance in order to attend the Dance, unless prior arrangements have been made with school administration. Junior High students are not allowed to attend High School Dances. Please be prompt in picking up your students after dances and movie nights.

Movie Nights

All Colville Junior High students may attend after school Movie Nights. A permission slip containing the names and ratings of the movies must be signed by the parent and turned into the Office prior to a student attending. There is no cost to attend the movie night, however, concessions will be sold. Students are asked not to bring food from home to Movie Night, as the concessions are a fundraiser for our ASB. Movie nights are only open to students who attend Colville Junior High.

DISCRIMINATION & SEXUAL HARASSMENT

Students and staff are protected against discrimination and sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Discrimination Definition

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

A *protected class* is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

Sexual Harassment Definition

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

Reporting

You can report concerns about discrimination and/or sexual harassment to any school staff member or to the district's Title IX Officer: Randy Cloke at 684-7873. See Appendix B for details about the complaint process. For a copy of your district's Sexual Harassment policy and procedure, contact your school or District Office, or go to the District website (colsd.org) for a link to Policy 3205. Problems may also be reported by phone, online, and/or anonymously; for details see REPORTING SAFETY ISSUES (Safe Schools Alert) in this Handbook.

DRILLS/EMERGENCIES

Emergency Closures

Closure or changes in the school schedule will be posted on our website (colsd.org) and given to the following radio stations by 7:00 am on the day of the change: KCVL AM 1240, KCVL FM 94.1 and KCRK FM 92.1. Parents will also receive a message through our School Messenger system via telephone, cell phone, email and/or text messaging. **In the event of an emergency, local and school district communication systems will be used to contact parents at the earliest appropriate time.**

Fire Drills/Evacuation

Fire drills are a serious matter and must be conducted as quietly, smoothly and quickly as possible. Student participation and cooperation is very important for the safety of all. Students are expected to exit the building quietly, following the directions of their teacher, and assemble in a designated area outside of the building. Classes will be called back into the building when it has been determined to be safe.

In the event a building needs to be evacuated and is not safe to return, students will be assembled at a designated location and parents will be notified to pick up their student.

Safety Drills

Periodically during the school year, CJHS will conduct Student Safety Drills. The purpose of these drills is to teach students to respond appropriately if a safety threat arises in our school. The school works closely with local law enforcement to ensure student safety.

EMERGENCY CONTACT INFORMATION

It is **ESSENTIAL** that we have complete and accurate Contact Information in the Office so we can reach you in case of an emergency, student illness, injury, or other necessity. If you have a change of workplace, address, phone number, baby-sitter, or emergency contact person, please inform the Office. In the event of an emergency this is where the school districts' School Messenger automated calling system gets its information to contact parents.

FIELD TRIPS

Students at Colville Junior High have the opportunity to participate in a variety of field trips during the year and parent volunteers help those trips run smoothly. To ensure student safety, we need parent volunteers to complete a Volunteer Packet YEARLY. These packets are available from our Office and online at colsd.org. Packets need to be completed and turned in with a copy of your drivers' license one-week prior to volunteering in classrooms or attending a field trip. Thanks in advance for volunteering in our schools!

HEALTH/MEDICATION

First Aid

We are able to offer only minimal first aid treatment (band aids, ice packs, etc.). We attempt to contact a parent if we consider an illness or an injury to be at all serious. If you plan to be out of town, we would appreciate a note or phone call telling us who we can contact in case of an emergency.

Health Room

We have limited space for ill students in our Health Room. Students who are not well must first check with their classroom teacher for permission to go to the Office, then call home from the Office for someone to pick them up. Parents should call the Office to inquire about a sick student, as students using cell phones is prohibited.

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases, students are required to present evidence of immunization, as required by the State Board of Health, unless an exemption is allowed under RCW 28A.210.090. (See Board Policy 3413/3413P for further guidance.) On or before the first day of school, you must present proof of: full immunization, initiation of an immunization schedule, or a certificate of exemption.

Injuries & Insurance

Our school district does everything in its power to keep your student safe and secure while attending school. However, we are unable to guarantee your student will not be hurt or injured while attending school. Our District's insurance **DOES NOT** provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your student gets hurt during the school day or at school activities. The School's liability coverage will provide protection if the District is found to be negligent in some manner; however, "slip & fall" or playground accidents are rarely the fault of the School District. Student accident insurance is available for you to purchase. Contact the school Office for more information.

Medication

To ensure the safety and health of all students, medications must be transported to and from school by the parent/guardian and given to the building Secretary or School Nurse. At the end of the school year, the parent/guardian should arrange to pick up any leftover medications, inhalers, or bee sting kits from the school. **ALL medications**, whether prescription or over the counter (Tylenol, etc.) must be in the original container with student's name and dosage listed, and must be stored in the Office. Parents must fill out the "Authorization to Administer Medication" form and have it approved by the student's physician for any medications.

It is the parent/guardian's responsibility to monitor expiration dates on all medication provided to the school and to keep track of when student medications need to be refilled.

LIGHTERS, MATCHES, FLAMMABLE ITEMS, LASER POINTERS, PEPPER SPRAY, MACE

These items are not to be brought to school.

LOCKERS

All students will be issued their own locker and a combination lock, if they so desire. Students may decline to have a lock issued to them; however, the school cannot be responsible for the theft or disappearance of items. Students may only use a lock that is issued by the school; any other locks will be cut from the locker. A \$7.50 replacement fee will be assessed for a lost combination lock.

LOST & FOUND

There are three locations for Lost and Found items at Colville Junior High. Large items such as jackets, backpacks, and lunch boxes are placed in the Lost & Found bin located in the hallway near the Office. Small items such as wallets, jewelry, and money are kept in the Office. There is also a Lost & Found in the Locker Room for items left in the Gym.

We encourage parents and students to make sure names are marked inside of jackets/coats, backpacks, and lunch boxes so they can be returned to their owners. If your student is missing an item, please have him/her check the Lost & Found bins right away, or check with our Office. **Due to the large volume of Lost & Found items, and lack of storage space, items remaining in the Lost & Found will be donated on the last day of each school quarter.**

PERSONAL PROPERTY

We suggest expensive items such as, cell phones, cameras, video games, Game Boys, iPods, MP3 players, laptops, electronic notebooks etc., be left at home. The school is **not** responsible for the theft or disappearance of these electronic devices. Please see TELEPHONE/ELECTRONIC DEVICE USAGE (in this handbook) and Board Policy 3245/3245P for further guidance.

PUBLIC DISPLAY OF AFFECTION

Good judgment should be used in personal relationships. Hand-holding is the only acceptable form of affection that is allowed at Colville Junior High.

RELEASE OF STUDENT INFORMATION/PHOTOS

Student Information

Colville School District is prohibited from releasing any personally identifiable records or files about an individual without written parental permission. However, the district may release a list of students belonging to a group (e.g., graduating seniors). A student's name will be excluded from a listing of students upon written request by a parent. Information in a list may include:

- 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 previous educational agency or institution attended by the student
- The district may also release photographs of students for public information purposes.

This will be considered the once a year parent notification of their right to request that any or all of these categories of information, including personally identifiable photographs, not be released without their prior consent.

If you wish to exempt/opt out your student from any of these areas please fill out the Colville Junior High Exempt/Opt Out Form, available online (colsd.org) or in the Office.

Student Photos

You may also complete the Colville Junior High Exempt/Opt Out Form if you do not want your student's picture to appear in the local paper, school website, local TV channel, posters or any school Powerpoint presentations.

REPORTING SAFETY ISSUES (SAFE SCHOOLS ALERT)

Safety is one of our district's top priorities, that's why we're now using Safe Schools Alert, a tip reporting service that provides four ways for students, staff, and parents to submit safety concerns to our administration:

1. Phone: 1-855-4ALERT1, ext. 1145
2. Text: Text#1145@tip + your tip to ALERT1 or 253781
3. Email: 1145@alert1.us 1145@alert1.us
4. Web: <http://1145/alert1.us> (this option allows you to remain anonymous)

We hope you will report your concerns about bullying, harassment, drugs, vandalism or other safety issues. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online at <http://1145.alert1.us>. Thanks in advance for helping.

SCHOOL MESSENGER SYSTEM

The School Messenger System is a parent notification system that allows the District to send emergency and general messages to parents and is part of ongoing efforts to keep our schools safe, reduce absenteeism, increase parental involvement, and keep parents informed. It is very important that you keep your phone number and address updated with the School Office. Please do not hang up until you listen to the computerized message; the call is informing you of your student's absence or providing other important information that affects your student.

In the event of an emergency, the system allows the District to send notifications to all contact numbers of all students and can reach hundreds of households in a matter of minutes. It also allows schools to notify parents about important events such as: school holidays, school closings, half days, Parent Conferences, bus delays, testing dates, Open Houses, and concert dates.

You may opt to receive messages on your home phone, cell phones, and at email addresses. If you do not wish to receive notifications using a particular method, please contact the School Office to have those options removed.

STUDENT DROP-OFF/PICK-UP/EARLY DEPARTURE

Our School is a closed campus. This means that students must remain on school grounds from the time they arrive until school is dismissed.

Location

Parents transporting their student to or from school should plan to use the Community College parking lot adjacent to Hawthorne Street. Due to safety and traffic congestion, please do not use the staff parking lot on the North end of the building or the driveway on the front or east side of the school. This area is reserved for school buses. Due to the large number of students arriving and leaving school, please use extreme caution in the school zone.

Late Arrival and Early Departure From School

There is a sign in/out sheet at the Office counter for use if you bring your student to school late or take him/her out of school early. Our first bell is at 7:56 a.m. and students are to be in their seats and ready to begin their day at 8:00 a.m. The flag salute and announcements for the day begin at 8:01 a.m. Students who arrive **after 8:00 a.m. are considered tardy, and a note is required from the parent.** If students are tardy they must sign in at the Office to receive a pass to be admitted to class. If you need to come inside the school, please use the designated visitor parking spaces in front of the school instead of parking at the sidewalk.

Students needing to leave school early must follow the appropriate sign-out procedure:

- Any student leaving the campus for any reason **MUST** have written permission from a parent.
- All notes **MUST** be signed and dated by a parent.
- All students **MUST** be signed out by a parent or authorized adult when leaving.
- All students **MUST** sign in when returning.
- A parent note or phone call is required before students may be signed out by an adult who is not their parent/guardian.
- Students are not allowed to walk to appointments or be picked up by an older sibling without parent permission and notification to the Office.

Students are discouraged from leaving school early during school hours, unless due to emergencies, illness or appointments that cannot be scheduled outside of school.

TELEPHONE/EARBUDS/HEADPHONES/ELECTRONIC DEVICE USAGE

Office Phone

The Office phone may only be used with Office personnel permission; classroom phones may only be used with teacher permission.

Cell Phones/Earbuds/Headphones/Electronic Devices

We discourage students from bringing cell phones, cameras, iPods, and other electronic devices to school and school-related activities and events. Colville Junior High is not responsible for the loss or theft of these items. If students do have electronic devices at school, they must deactivate all devices during the regular school day and observe the following CJHS rules:

- Students **MAY** only use cell phones/electronic devices outside of instructional time. This includes breaks, lunches, before and after school.
- Earbuds and headphones are not permitted during instructional time unless directed by an individual teacher for educational purposes.
- NOTE: Staff will be instructed to follow "See it, Hear it, Take it" procedures. Staff will turn confiscated cell phones/electronic devices in to the office as per Board Policy 3245/3245P:
 - o Students will not use personal electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;

- o Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other personal electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the District;
- o When a school official has reasonable suspicion that a student is using a personal electronic device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent or legal guardian; and
- o By bringing a cell phone or other personal electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of the law or school rules. Content or images that violate state or federal law may be referred to law enforcement.

VENDING MACHINE

Use of the vending machine is a privilege at CJHS. Please take care of it. Neither the Office nor the Kitchen can make change for these machines. We immediately shut down the machine if it is not working, however, students deposit money at their own risk and refunds cannot be given.

WATER BOTTLES/FOOD IN CLASSROOMS

Water Bottles

Water, in clear bottles only, is allowed in class. Students may have other beverages in their lockers for breaks and lunches.

Food

Students will not bring food into the classroom.

VISITORS

All Visitors must check in at the Office immediately upon arrival, meet the Principal, and be issued a guest pass to be worn during the time they are in the building. Student visitors must be approved two (2) days in advance. A student bringing a visitor must bring a note from a parent and turn it into the Office. The Office will provide a visitor request form to be signed by all class teachers and returned to the Office by the end of the school day. Visitors must be Junior High age (6th, 7th or 8th Grade) and can visit CJHS only on days when the school they regularly attend is not in session.

VOLUNTEERS

We value and appreciate our community volunteers. To ensure student safety, we need our volunteers to complete a Volunteer Packet and undergo a background check EACH YEAR. These packets are available from our Office. Once you have completed the packet, you may volunteer in all District schools for that school year. If you are volunteering as a Coach, you are **also** required to have a current First Aid card.

Packets need to be completed and turned in with a copy of your drivers' license at least one-week prior to volunteering in classrooms or attending a field trip. Thanks in advance for volunteering in our schools!

SCHOOL DISCIPLINE

In 2016, the Washington State Legislature made significant changes in the law governing public school discipline, with the goal of making sure discipline is equitably applied and results in the best possible outcome for students and schools.

The goal of the new discipline process is to, “administer disciplinary action in a way that responds to the needs and strengths of students, supports students in meeting behavioral expectations, and keeps them within the classroom to the maximum extent possible.” **Here are some highlights of the new policy and procedures:**

- **Other Forms of Discipline:** Emphasis is placed on attempting “other forms” of corrective discipline prior to exclusion, with the goal of helping students meet behavioral expectations without missing class or school.
- **Limitations on Long-Term Suspension and Expulsion:** Schools may only impose long-term suspension or expulsion for those behavioral violations specifically listed in the law AND when the student poses an imminent risk to others or to the educational process. Students in grades K-4 cannot receive long-term suspensions.
- **Family Involvement:** Families will be informed of all exclusionary discipline and will have increased opportunities for involvement and input throughout the discipline process.
- **Educational Services:** Students will continue receiving educational services while they are excluded from school, to ensure they have the opportunity to meet standards and complete subject, grade-level, and graduation requirements.
- **Reengagement Plan:** If a student is excluded, the school district will meet with the student and parents/guardians to develop a re engagement plan “tailored to the students’ individual circumstances,” in order to support the student’s successful return to school.

Please refer to the new Colville School District Discipline Handbook to see the full text of Policy 3421 & 3241P: Student Discipline.

ACTIVITIES AND ATHLETICS

Activities and athletics at Colville Junior High School are designed to provide participation opportunities for all students. These programs are a privilege and participation is voluntary. Colville Junior High has a *No-Cut* policy that encourages all prospective students to turn out for activities. Student behavior during these programs reflects on our school and our community. We at Colville Junior High take pride in our fine tradition of academic and athletic accomplishments. To maintain this tradition, we hold participating students to high standards of citizenship, sportsmanship, conduct and loyalty. Supervision before home contests will be 30 minutes prior to game time. Students are not required to stay on campus prior to a home contest.

This section outlines rules that students must follow to retain the privilege of participating in activities and athletics at Colville Junior High School. These rules are designed to guide the behavior of participants in the following activities and athletics at Colville Junior High School, Grades 6, 7 and 8:

LIST OF ACTIVITIES AND ATHLETICS

- ASB Officers, Student Council Members/ASB Clubs
- Athletics (including cheerleaders, student trainers, managers, statisticians)
- E-Sports
- After School Study Hall

ACADEMIC ELIGIBILITY REQUIREMENTS

Students must maintain adequate grades to retain the privilege of participating in activities and athletics

Each Monday, any teacher may ***Flag*** a student who has a failing grade. A ***Flag*** is a warning to the student that they have one week to improve the grade. The student may turn out for practice and participate in that week's game/activities. If, by the following Monday, the student does not improve their grade to passing, then they are ***X'd*** (disqualified) for the week. Students who are ***X'd*** may practice, but will not be allowed to participate in that week's games/activities, and will not be allowed to miss school to attend games/activities. If the student has passing grades in all classes on the following Monday's eligibility check, he or she will return to full participation. A meeting may be held with the student, parents, teachers, and coaches/advisors to help support students who have continuing eligibility problems.

GUIDELINES, REQUIREMENTS AND RULES

ASB Cards

All 7th and 8th grade participants in activities and athletics are required to purchase a \$25 ASB card. The cost of an ASB card for a 6th Grader is \$16. (If your family qualifies for free or reduced-price meals, your student will qualify for a reduced cost ASB card; please contact the Office for details.)

Attendance

Students must attend classes in order to practice/participate that day and are not to be absent first period the day after an event simply to rest. The head coach, advisor, and/or athletic director must approve any exceptions to this rule. The following will serve as guidelines for exceptions:

- A student may be pre-excused for a doctor or dentist appointment.
- A student may have an excuse for family matters such as death, severe illness, or some other emergency. (The final decision resides with the athletic director/advisor.)

School Conduct

Students involved in activities and athletics are expected to be good citizens in school at all times. Disruptive behavior, profane or obscene language, vulgarity, persistent tardiness, truancy, and other violations of school regulations are unacceptable, and may jeopardize student participation. Please remember that the primary purpose of attending school is to acquire an education.

Sportsmanship

Students representing the Colville School District in activities or athletics are expected to exemplify the highest standards of good sportsmanship.

Substance Abuse – Illegal and Controlled Substances

The use of, sale of, the distribution of, the possession of, and/or being under the influence of tobacco, vape and paraphernalia, alcoholic beverages, and illicit drugs by students participating in athletics and activities are prohibited. Furthermore, attendance at parties, or other activities where alcoholic beverages or illicit drugs are in use is also prohibited.

- **1st Violation** - First time violators will be dismissed from that activity for the remainder of the season. This will carry over to the next activity if the violation occurs with less than 25% of the

present activity remaining. The student will obtain an evaluation (at student expense). The student will show evidence in writing that he or she has received instruction and/or treatment that fulfills the recommendations of the assessment.

- **2nd Violation** - Dismissed from athletic and/or co-curricular activities for the remainder of the school year. This will carry over if less than 25% of the present activity is remaining. In addition, the student is again required to complete a drug/alcohol evaluation at their own expense and Information School before they would be allowed to participate.
- **3rd Violation** - Ineligible to participate in athletics and/or co-curricular activities for the remainder of their Colville JHS enrollment. Principal, Athletic Director, Coach, or advisor has the authority to review and adjust up or down the consequences based on the severity of the act.

Transportation

Authorized School District transportation will be used for all athletic and activity events. Students are expected to follow the rules provided by the transportation department. A violation can result in loss of participation privileges.

Parents and/or guardians are required to complete a Travel Release form at the School Office before the event, if they intend to privately transport their student to or from the event. No student will be released to anyone other than their parent or guardian without a signed Travel Release form.

ENFORCEMENT OF RULES

The Washington Interscholastic Athletic Association (WIAA) and its rules govern Junior High School athletics throughout Washington State. Participating schools, including Colville Junior High School, must have and enforce rules that are **at least** as strict as the WIAA rules (please see the WIAA Handbook at wiaa.com for complete rules and regulations).

We understand the value of athletic participation for student growth and learning. Our goal will always be to help students meet behavioral and academic expectations so they can remain eligible to participate.

The Head Coach/Activity Advisor, the Athletic Director, and the Principal are responsible for deciding on disciplinary actions resulting from violations. All disciplinary action will be based upon sufficient reliable evidence. Disciplinary action may include Short-Term Suspension from the activity. Serious infractions or unsatisfactory correction of a less serious infraction can lead to Long-Term Suspension or dismissal from the activity. The Head Coach/Activity Advisor may impose rules that are more stringent than the rules outlined in this section, but only if they are in writing and are handed out to students at their first practice or meeting.

Points of clarification:

- If a student begins the season under disciplinary action, they must complete that season in good standing in order for the Suspension to be validated.
- A student's activity/athletic "*season*" begins with the first day they enroll at CJHS and continues throughout the year; there is no "*between seasons*" during the school year.
- A student who commits a training violation while a member of an athletic team may not serve their disciplinary suspension as a manager or stat keeper.
- The Athletic Director/Activities Advisor will keep a record of all participating students and a record of all violations and their disposition.

GRIEVANCE AND APPEAL PROCESS

A student who believes they were unfairly removed from an activity may appeal the decision:

- The Coach/Advisor is to notify the parents/guardian when a student has been disciplined.
- Notification will be by telephone or in person, followed by a letter of explanation.
- Students and parents will be informed that the grievance process steps, in order, are:
 - Resolve the problem with the Coach/Advisor involved.
If unsuccessful...
 - Resolve the problem with the Athletic Director/Activities Coordinator.
If unsuccessful...
 - Give the Athletic Director/Activities Coordinator a written request asking for a hearing before the Appeals Committee within ten (10) days after the student has been disciplined.
- An Appeals Committee will convene within seven (7) days of the day the athletic director receives the request.
- The student may not participate in the activity until the Appeals Committee makes a decision.
- For athletes:
 - The Appeals Committee will include three (3) coaches and two (2) non-school members of the community.
 - The Athletic Director/Principal will represent the school's position and an ex-officio member will be selected to moderate the appeals hearing.

NOTE: Anyone reinstated by the Appeals Committee will be on probationary status. Any additional violation would result in termination of their eligibility for the remainder of school enrollment.

APPENDIX A – FORMS, NOTIFICATIONS, & POLICIES

THE FOLLOWING REQUIRED NOTIFICATIONS AND FORMS MAY BE FOUND ON THE COLVILLE SCHOOL DISTRICT WEBSITE at www.colsd.org under the parent resources tab. You may also request a hard copy of the following from any Colville school building Office or the Colville School District Office.

COLVILLE SCHOOL DISTRICT POLICIES

2125 – Health, Family Life and Sex Education
2145 – Suicide Prevention
3115 – Students Experiencing Homelessness: Enrollment Rights and Services
3124 – Removal/Release of Student During School Hours
3205 – Sexual Harassment of Students Prohibited
3207 – Prohibition of Harassment, Intimidation, or Bullying
3210 – Non-Discrimination
3211 – Non-Discrimination and Privacy
3241 – Student Discipline
3245 – Students and Personal Electronic/Telecommunication Devices
3413 – Student Immunization and Life-Threatening Health Conditions
3421 – Child Abuse, Neglect, and Exploitation Prevention
4130 – Title I Parent and Family Engagement
4210(A) – Regulation of Dangerous Weapons on School Premises
4220 – Complaints Concerning Staff or Programs
5011 – Sexual Harassment of District Staff is Prohibited
6895 – Pesticide Notification, Posting and Record Keeping

OTHER ANNUAL REQUIRED NOTIFICATIONS

- CHILDFIND
- COLVILLE HIGH SCHOOL EXEMPT/OPT OUT FOR PRIVATE INFORMATION FORM
- NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
- ANNUAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

NON-DISCRIMINATION STATEMENT

Colville 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 positions have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator - Exec. Director of Business & Operations, Section 504 Coordinator - Exec. Director of Student Services, Title IX Coordinator - Exec. Director of Student Services. Contact: 217 S. Hofstetter Street, Colville WA 99114 services@colsd.org
509-684-7850.

APPENDIX B – SEXUAL HARASSMENT, DISCRIMINATION, AND COMPLAINT PROCESS

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school Staff member or to the District's Title IX Officer: Randy Cloke at 684-7873.

For a copy of your District's Sexual Harassment policy and procedure, contact your School or District Office, and/or go to District website for link to Policy 6590 colsd.org

COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the School District's Nondiscrimination Procedure, visit colsd.org or contact the School District at [509-684-7850](tel:509-684-7850).

Before filing a complaint, you may wish to discuss your concerns with your child's Principal or with the School District's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

Executive Director of Student Services, Title IX Compliance Coordinator
Phone [509-684-7875](tel:509-684-7875)

Executive Director of Business & Operations, Civil Rights Compliance Coordinator
Phone [509-684-7850](tel:509-684-7850)

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the District to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any District or School Administrator or the District's Compliance Coordinator.

When the School District receives your written complaint, the Compliance Coordinator will give you a copy of the District's Discrimination Complaint Procedure. The Compliance Coordinator will then make sure that the School District conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation. The School District must respond to you in writing within thirty (30) calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the School District will notify you in writing about the reasons for the extension and the anticipated response date.

When the School District responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the School District has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District

If you disagree with the School District's decision, you may appeal to the School District's Board of Directors. You must file a notice of appeal in writing to the Secretary of the School Board within ten (10) calendar days after you received the School District's response to your complaint.

The School Board will schedule a hearing within twenty (20) calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The School Board will send you a written decision within thirty (30) calendar days after the District received your notice of appeal. The School Board's decision will include information about how to file a complaint with OSPI.

Step 3: Complaint to OSPI

If you do not agree with the School District's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within twenty **(20) calendar days** after you received the District's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

E-mail: Equity@k12.wa.us

Fax: [\(360\) 664-2967](tel:(360)664-2967)

Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the School District and appealed, as outlined in Steps 1 and 2 above, or if the School District did not follow the correct complaint and appeal procedures.

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at [\(360\) 725-6162](tel:(360)725-6162)/TTY: [\(360\) 664-3631](tel:(360)664-3631)

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APPENDIX C: ACCESS TO PUBLIC DOCUMENTS & TITLE I PARENTS RIGHT TO KNOW

ACCESS TO PUBLIC DOCUMENTS

Any application and any required policies, procedures, evaluations, and reports will be made readily available to parents and other members of the general public through the District's Special Education and Superintendent Offices located at **217 South Hofstetter, Colville, WA 99114**.

Please contact **Superintendent, Kevin Knight** at: **509-684-7850** or **Fax 509-684-7855** to make a request to review any of these public documents.

PARENTS/GUARDIANS RIGHT TO KNOW TITLE I - PART A PROGRAMS

The Title I, Part A Program makes it possible to expand the basic educational programs schools and districts offer with services and interventions that support struggling learners. Title I, Part A is one of many programs governed by the Elementary and Secondary Education Act or ESEA.

There are two kinds of programs that schools can fund through Title I, Part A — schoolwide and targeted assistance.

- *Schoolwide* means that all students—based on academic need—are eligible to receive the additional instruction this federal program will fund.
- *Targeted assistance* makes it possible to provide the same benefits but only to selected students based on academic need.

Your Right to Know

ESEA directs schools and districts to notify parents about four key requirements of a Title I, Part A program.

1. Professional qualifications of teachers and paraprofessionals who instruct
2. Notification if your child's teacher is not highly qualified
3. Individual report card that lets you know how your child is progressing
4. Notification that the school has entered school improvement because its students did not make Adequate Yearly Progress—meet the state standard in math or reading or both—for two (2) school years in a row.

Your Right to Know —Professional Qualifications of Teachers

Parents of children, who attend schools that receive Title I, Part A funding, have the right to request and receive information about the qualifications of the educators who teach their children core subjects—Reading, English Language Arts and Mathematics. The same applies to paraprofessionals who instruct.

At a minimum, the information you receive must explain these three (3) essential components of an educator's qualifications.

1. Whether or not the teacher met state qualifications and certification requirements for the grade level and subject(s) he or she is teaching,
2. Whether or not the teacher has an Emergency or Conditional Certificate by which State qualifications were waived.
3. What Undergraduate and Graduate degree(s) the teacher holds, including Graduate Certificates and additional degrees, and major(s) or area(s) of concentration.

Your Right to Know—Qualifications of Paraprofessionals Who Instruct

Districts employ paraprofessionals to provide instructional support— consistent with the instruction provided by the classroom teacher or teachers. In schools that operate a school-wide program, all paraprofessionals who instruct must have special qualifications. In schools that operate a targeted assistance program, the paraprofessionals who instruct students served by the Title I, Part A program must also have earned these same qualifications.

1. Completed at least two (2) years of study at an institution of higher education, or
2. Obtained an Associate's or higher degree, or
3. Meet a high standard of quality either through a) the ETS ParaPro Assessment, or b) a Paraeducator Apprenticeship Program approved by Washington State.

Notification If Your Child's Teacher Is Not Highly Qualified.

ESEA directs schools to send timely notice to parents and guardians IF their child has been assigned to, or taught for more than four (4) consecutive weeks by—a teacher of a core academic subject—who is not highly qualified.

Report Card for Every Student

You have a right to know how well your child is progressing. Schools that operate Title I, Part A programs must generate a Report Card for every student that explains how well that student scored on the state assessment in, at least, Reading, English Language Arts and Mathematics.

State Report Card

The Office of Superintendent of Public Instruction—Washington's education agency—publishes a State Report Card online, <http://reportcard.ospi.k12.wa.us/summary.aspx?year=2012-13>. Use this website to find important information about your School and District, such as the results of State testing, enrollment numbers, facts and figures about the teachers in your school and much more.

Notification—Mandatory Throughout School Improvement

Federal law—ESEA—sets a standard for State, District and school accountability, and directs public schools that receive Title I, Part funds to reach 100% proficiency: all students reach state academic standards in Math and Reading.

Under ESEA, schools, whose students have taken the State assessments and have not met these standards—two (2) years in a row—begin a process of improvement in the next school year. There are five (5) Steps to school improvement. At each Step, schools and districts must make sure parents and guardians receive a detailed explanation of the causes and consequences of the school's performance and how to get involved in their student's education.

These notifications must be clear and concise. You should be able to distinguish notifications related to school improvement from other information the school or district sends home. Here are the basics you should expect from your School District.

- What it means to enter a program of school improvement
- Reason this school was identified for improvement
- How the school compares—academically—to other schools in the District and State
- What the school is doing to address the problem.
- What the School District or State is doing to help this school
- How you can get involved, and how you can help to address the academic issues that led to the need for school improvement
- Public School Choice—the option to transfer your student to another public school not in a Step of improvement
- Supplemental Educational Services—the option to access remedial instruction for your student

We explain Public School Choice and Supplemental Services in companion brochures— *Parents' Guide Public School Choice & School Improvement* and *Parents' Guide Supplemental Educational Services & School Improvement*.

Ask Us About Title I, Part A Programs & Your Right to Know

Title I, Part A Office at OSPI, 360-725-6100, online at www.k12.wa.us

Office of Superintendent of Public Instruction (OSPI)

Old Capitol Building, PO Box 47200

Olympia, WA 98504-7200

U.S. Department of Education: 1-800-USA-LEARN (872-5327)

APPENDIX D: HIGHLY CAPABLE STUDENTS – PROGRAM OVERVIEW

State's Definition of Highly Capable Students

Highly Capable students "perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Outstanding abilities are seen within students' general intellectual aptitudes, specific academic abilities, and/or creative productivities within a specific domain." (WAC 392-170-035) "[S]tudents who are highly capable may possess, but are not limited to, these learning characteristics:

- (1) Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations;
- (2) Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers;
- (3) Creative ability to make unusual connections among ideas and concepts;
- (4) Ability to learn quickly in their area(s) of intellectual strength; and
- (5) Capacity for intense concentration and/or focus." (WAC 392-170-036)

Services

The Colville School District serves identified students from the point of identification through grade 12. Each student's services are reviewed periodically to ensure appropriate placement. The district utilizes an in-class program model that may include enrichment activities, differentiation of curriculum, flexible grouping, choice activities, and secondary course options.

Annual Notification

Information about the Highly Capable Program and application process is available annually on the district website, in school newsletters K-12, and at district and school offices. The announcement is available in multiple languages.

Nomination Procedure

The identification process occurs at every grade level every year in the spring. The process for identifying students for highly capable services usually begins with nominations, but may also be initiated as a result of strong performance on standardized tests or other indicators. Nominations may come from any source including teachers, staff, parents, the students themselves, other students, or members of the community. Anyone nominating a student must complete a Nomination Form and submit it to the district office. These forms, which include the submission deadline, are available on the school district website, at district schools, and at the district office.

Assessment Process

There is no single prescribed method for identification of students. Multiple criteria are used to assess students for highly capable program consideration. The process may include achievement test scores, teacher and parent input, and other performance indicators.

All nominated students are assessed using multiple instruments that may include cognitive ability tests (e.g., CogAT, Otis-Lennon, etc.), achievement tests (e.g., Smarter Balanced or other standardized tests), formal teacher rating forms (e.g., Scales for Identifying Gifted Students, Gates Gifted and Talented Evaluation Scale), and other district-approved materials.

Parent Information and Permissions

Parental permission will be obtained in writing before assessments are conducted to determine a student's eligibility. The parental permission notice shall include explanations of the procedures for identification, program options, and the appeal process. If their child is identified, parents/guardians are required to provide written permission to place their child in a district highly capable program.

Role of the Multidisciplinary Selection Committee

The Colville School District Multi-Disciplinary Selection Committee (MSC) reviews relevant assessment data to determine the final selection of students to be recommended for highly capable program services. The MSC is comprised of:

- at least one classroom teacher with interest and/or training in teaching highly capable students,
- a school psychologist,
- the district administrator of the highly capable program, and
- at least one building principal.

Selection Policy and Procedure

An assessment matrix designed by the Multidisciplinary Selection Committee is used to document and summarize each student's assessment data. Student profile information is gathered and includes information on cognitive abilities, academic performance, creativity, and other items of value in the assessment process. An Assessment Summary Report indicates whether the student qualifies or does not qualify for program services. A copy of the summary report is sent to the parent(s)/guardian(s) and placed in the student's permanent file.

Appeal Process and Exit from the Program

Within 10 school days of written notification that a student was not selected for district-provided highly capable program services, the parent/guardian may request an appeal of the decision. This request must be submitted in writing to the district's Highly Capable Program Coordinator and include additional supporting evidence. The Appeal Form is available on the school district website, at district schools, and at the district office. The Appeals Committee will consider all submitted appeals and make a final determination and mail written notification within 30 days of the 10-day appeals deadline. Decisions of the Appeals Committee are final.

A student or parent/guardian may decline services or may request the child be withdrawn from receiving highly capable program services. School district personnel may also request a child be reassessed — with parent/guardian permission — through multiple objective criteria to determine whether the program continues to appropriately serve the child's needs.

Students New to the District

Information about the district Highly Capable Program will be provided to new students who enroll with the district. Appropriate services for students who received gifted or highly capable program services in a previous district will be determined on a case-by-case basis.

APPENDIX E – NONDISCRIMINATION AND PRIVACY

Colville School District Policy

No. 3211
Students

NONDISCRIMINATION AND PRIVACY

The board believes in fostering an educational environment that is safe, respectful of individual privacy, and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression. To that end, the Board adopts an inclusive approach toward protecting the rights of students to participate and engage in school activities without being singled out or excluded for discriminatory reasons. All students have the right to pursue privacy options as outlined in Procedure 3211. The district will comply with local, state and federal laws concerning gender access, antiharassment, intimidation, bullying and nondiscrimination.

Adoption Date: October 18, 2017

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