

Colville High School

154 Highway 20 East
Colville, Washington 99114
(509) 684-7800

Student/Parent Handbook 2023-2024



Colville School District #115

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PRINCIPAL'S WELCOME LETTER

COLVILLE HIGH SCHOOL

154 Hwy 20 East, Colville, WA 99114

(509) 684-7800 FAX (509) 684-7809

www.colsd.org



WELCOME TO COLVILLE HIGH SCHOOL

Colville High School is a great place to teach and learn. With just under five hundred fifty students, thirty certified staff, and tremendous community support, Colville High School is unique in its ability to offer almost as many programs as larger schools, while keeping the personal and friendly atmosphere where students excel at high levels.

Our goal is to make Colville High School the very best school in the state of Washington. The mission of Colville High School is to promote academic excellence in a safe and caring learning environment by providing all students an education that empowers them to reach their goals beyond high school.

Colville High School provides rigorous coursework and a wide array of academic opportunities for students. CHS currently offers Cornerstone Classes for college credit through Central Washington University, Advanced Placement Courses, and an Honors track.

In addition to high quality academics, CHS offers a wide variety of extra-curricular activities to meet the interests of all students. We believe it is important for students to be involved in the school community outside the regular school day. Comprehensive interscholastic athletic programs are offered by well-trained and enthusiastic coaches in football, wrestling, basketball, baseball, girls' volleyball, tennis, softball, track, cross country, soccer, and golf. There are also numerous clubs and activities ranging from Knowledge Bowl to FFA in which students may choose to participate.

Students and parents should also feel welcome. At CHS we strive to have an open and friendly environment where parents and students feel free to meet with staff or administration.

Brad Groce
Principal
Colville High School

DISTRICT CALENDAR

Colville School District #115 ~ Student School Calendar 2023-2024

August 2023

M	T	W	T	F
28	29	30	31	

September 2023 (19)

M	T	W	T	F
				1
(4)	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023 (22)

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			

November 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	29	30	

December 2023 (11)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
(18)	(19)	(20)	(21)	(22)
(25)	(26)	(27)	(28)	(29)

January 2024 (21)

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		

February 2024 (19)

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	

March 2024 (21)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024 (17)

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			

May 2024 (22)

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

June 2024 (10)

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

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

Significant Dates

Aug. 29	District/Building Day
Aug. 30	Teacher Work Day/PLC Day
Sept. 4	Labor Day
Sept. 5	First Day of School for Students
Nov. 1-2	Parent/Teacher Conferences (No School for Students)
Nov. 6	First Quarter Ends
Nov. 10	Veterans' Day Observed
Nov. 22-24	Thanksgiving Break
Dec. 18 - Jan. 1	Winter Break
Jan. 15	Martin Luther King Jr. Day
Jan. 29	Parent/Teacher Conferences (No School for Students)
Jan. 30	Semester One Ends
Feb. 16-19	Presidents' Day
March 25	Parent/Teacher Conferences (No School for Students)
April 1-5	Spring Break
April 11	Third Quarter Ends
May 27	Memorial Day
June 8	CHS Graduation Day
June 14	Last Day of School for Students (1/2 day) / Staff Check-Out
June 14	Semester Two Ends
June 19	Juneteenth
June 17, 18, 20	Snow Makeup Days, if needed

DAILY SCHEDULE

Colville High School 2023-2024

Office Hours: 7:30 a.m. – 4:00 p.m. daily
Teacher Arrival – 7:30 a.m.

MONDAY – FRIDAY SCHEDULE

1st Period 8:00 a.m. – 8:50 a.m.

2nd Period 8:54 a.m. – 9:42 a.m.

Break 9:42 a.m. – 9:57 a.m.

3rd Period 9:57 a.m. – 10:45 a.m.

4th Period 10:49 a.m. – 11:37 a.m.

Lunch 11:37 a.m. – 12:12 p.m.

5th Period 12:12 p.m. – 1:01 p.m.

6th Period 1:05 p.m. – 1:53 p.m.

7th Period 1:57 p.m. – 2:45 p.m.

TEACHERS AND STAFF

Administration

Brad Groce	Principal
Matt Bateman	Assistant Principal
Blake Sjoldal	Athletic Director
Peggy Lewis	Administrative Assistant

Non-Classroom Personnel

Christie Adams	Attendance/Discipline Assistant
Tia Amich	Counselor
Kristi Arms	Financial Secretary/Main Office Secretary
Corey Cleveland	Counselor
Becky Droter	Nurse
Amanda Hedrick	Behavioral Health Counselor
Kelly Linn	Main Office Secretary
Cassie Moorhead	Print Center
BrieAnn Rajewski	Speech/Language Pathologist
Deanne Ressa	Librarian
Sandy Smith	Counseling Secretary
Teri Suiter	Online
Jenyne West	Physical Therapist

Classroom Teachers

Jared Bateman	Welding/3D Modeling
Vicky Broden	Spanish
Anne Cecil	AP Biology/CP Chemistry
Jim Christian	Biology
Tracey Delyea	Art/Drawing/AP Art History
Brandi Flugel	English/Yearbook/Intervention
John Foulkes	Spanish/Washington State History
Gail Herbst	Math
Shane Heideman	Integrated Physics & Chemistry
Wyatt Hurst	Band/Choir
Mike Jutila	Carpentry/Engraving
Denise Kroll	Math
Chris Long	English
John Lytle	Civics/US History
Greg Mace	US History/Fitness
Meredith McCullough	English
Annie McGuire	Math
Tami Mills	Applied Math/Fish & Wildlife
Ivy Nelson	Floriculture/Forestry/Greenhouse
Ginny Nielsen	English
Andy Peterman	Consumer Ed/Foods
Katy Peterman	US History/AP Comparative History/Intervention
Jamie Pond	Fitness/Health
Brent Purvis	Electronics/Auditorium Tech/Work Based Learning
Deanne Ressa	Leadership/Librarian
Cheri Rielly	Learning Support Center/Math
Melissa Riker	Structured Learning Center

Classroom Teachers Continued

Cheryl Rudd	CWP/Japanese
Shyla Titus	Learning Support Center/English/World Studies

Instructional Assistants

Deb Gotham	Para Educator
Dorie Hoffer	Para Educator
Lisa Huff	Para Educator
Denise Lee	Para Educator
Tracy Prime	Para Educator
Teri Scott	Para Educator

Food Service

Melissa Johnson	Food Service Manager
Diane Lentz	Food Service Assistant
Judi Weaver	Food Service Assistant

Custodians

Brenda Albiston	Custodian
Minh Hong	Custodian
Jacob Phelps	Head Custodian
Debi Smith	Custodian

GENERAL STUDENT EXPECTATIONS

- Attend school regularly, be ON TIME to every class, and arrive prepared with appropriate materials.
- Come to school drug and alcohol free every day. Also, do not use or possess tobacco products at school (*includes smokeless tobacco and nicotine substitutes such as E-Cigs*).
- Please consume food and drinks in the cafeteria or in a supervised area with adult permission.
- Only Juniors and Seniors may leave campus during the lunch break. Students in grades 9 and 10 may only leave for lunch if a parent/guardian comes to school and personally signs the student out.
- During the regular school day students may not leave unless they have a written note from a parent stating the reason. All students MUST check in and out from the CHS Main Office. Leaving school without signing out in the Main Office is classified as truant.
- Park legally in the student parking area. The parking lot is off limits to all students during morning break and lunch (unless you have permission to leave during the lunch break), and you may not loiter in the parking lot before or after the school day.
- Please make sure all clothing is appropriate for the school setting.
 - Clothing that is offensive, suggestive, gang-related, or promotes illegal activities is prohibited.
 - Clothing should appropriately cover the body and not reveal undergarments.
 - Sunglasses are not to be worn during school hours.
 - Chains, spiked collars or bracelets, etc. and clothes that advertise illegal products or inappropriate messages are prohibited.
- Exercise mature judgment by not publicly displaying your romantic feelings for another student. Anything more than a light kiss and a quick hug is unacceptable at school or during school functions.
- Identify yourself properly when asked by school district personnel or any authority in a school building, on school grounds, at school-sponsored events, or on school buses.
- Cell phones/electronic devices are not to be seen or heard during instructional time. Emergency calls to parents should be made through the school office or classroom phones. See page 28 for details regarding confiscated cell phones.
- Do your part to keep our school clean and beautiful. Also, please keep street shoes off the gym floor.
- Students who are in the hallway during class time must have an appropriate hall pass.
- Please enter CHS through the main entrance during school hours.
- Report incidents of Harassment/Intimidation or Bullying, or any concern that impacts the safety and well being of students and staff. You can talk directly to any staff member, or you can report anonymously using the SafeSchoolsAlert system by clicking on the link on the CSD website (www.colisd.org).
- All absences from class including single period absences must be cleared in the office.

MISSION STATEMENT

The mission of Colville High School is to promote academic excellence in a safe and caring learning environment by providing all students an education that empowers them to reach their goals beyond high school.

EXPECTATIONS AND RESPONSIBILITIES

EXPECTATIONS

Crimson Hawks SOAR

	S how Responsibility	O ffer Kindness	A ct with Integrity	R espect All
Classroom	-Attend class daily and be on time -Have materials ready -Be an engaged learner -Complete tasks on time -Engage in open, honest dialogue with others	-Use good manners -Be inclusive and compassionate -Assume good intent -Leave it better than you found it -Encourage new ideas	-Do your own work -Own your actions -Advocate for yourself -Do what's right even when nobody's watching -Be your best each day	-Be an active listener -Use school appropriate language -Take pride in school property -Be accountable when communicating with staff
Campus	-Pick up after yourself -See something, say something -Use school/work appropriate behavior	-Be considerate of others' personal space -Help others -Be inclusive of differences -Express gratitude -Leave it better than you found it	-Be a positive role model -Own your actions -Be honest -Keep your word -Do what's right even when nobody's watching	-Use school appropriate language -Take pride in school property -Act safely -Follow dress code -Follow instructions from all staff
School Events (On/Off Campus)	-Be appropriately engaged in the activity -Leave it better than you found it -Use school/work appropriate behavior	-Support all participants -Value diversity -Use good manners -Express gratitude	-Be a positive role model -Own your actions -Be honest -Represent C.H.S. in a positive/professional manner	-Show good sportsmanship -Display positive school spirit -Take pride in school property
Bus	-Follow bus rules -See something, say something -Leave it better than you found it	-Express gratitude -Use good manners	-Be a positive role model -Own your actions -Be honest -Represent C.H.S. in a positive/professional manner	-Be on time for the bus -Use school appropriate language -Follow instructions from all staff/chaperones

RESPONSIBILITIES

We must work together to achieve success. EVERYONE at Colville High School has responsibilities.

Principal

The **principal** is expected to:

- Set high expectations for achievement, behavior, attitude, and attendance.
- Ensure a physically and emotionally safe environment that is conducive to learning.
- 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 students.
- Set 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 learning and foster 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

The **student** is expected to:

- Attend school regularly and be on time.
- Arrive prepared and with the appropriate materials.
- Keep schoolwork organized.

Turn schoolwork in on time.

- Ask the teacher questions or meet with him/her individually for further explanation.
- Treat others with respect and compassion.

Parents

As a parent/guardian, you have been involved in the education of your student since the first day of their life and you continue to be your student's most important teacher. Although you teach many things other than academics, please continue to support your student's formal education.

- Have your student at school, on time, every day.
- Engage your student in daily discussions about their classes and assignments.
- Provide a distraction-free study area.
- Set (and enforce) specific family guidelines regarding homework and expected achievement.

ACADEMICS

COUNSELING/GUIDANCE SUPPORT

A school counselor is a person who is a specially trained professional working with and helping students understand their unique concerns, problems, feelings, or surroundings. A counselor's main goal is to help students better understand themselves so they can make better decisions about life. Our Counseling/Guidance Office will also assist with college, career, or military planning; standardized testing required for college admission; scholarship information; transcripts; and a variety of other career and academic support services. **The Counseling Office has a direct line at 685-2805.**

COURSE OFFERINGS AND SCHEDULE CHANGES

Schedule changes will be approved during the first ten days of the semester for students who:

- are scheduled in the wrong level of a class (Math, Science, or English).
- have a gap in their schedule (no class scheduled for a particular period).
- need to make up an academic requirement.
- are not scheduled in an academic requirement (Math, Science, History or English).
- have not met a core requirement for graduation (Juniors or Seniors only).

To request a schedule change, please go to the Counseling Office and pick up a *Request to Change Schedule* form. Return the completed form to the Counseling Office. Requests will be processed, and students will be notified if the requested schedule change can be implemented. After 10 school days into each semester, no changes will be made without credit and grade penalty. (Classes dropped after 10 days result in an "F" on the report card; new classes cannot be started after 10 days.)

COLLEGE CREDIT

Junior and Senior students taking the following classes may choose to receive college credit from Central Washington University. The cost to help pay for materials is adjusted yearly. Available classes are: English 101 (Juniors), 12 English 105 (Seniors), Pre-Calculus, Calculus, Political Science, and Spanish III.

DISABILITY SCREENING/SPECIAL EDUCATION

The Colville School District provides many programs for the students in our schools at no cost to you. Colville High School offers special programs such as speech therapy, physical and occupational therapy, Title/LAP, and special education academic programs.

Developmental screening and/or comprehensive assessments for students who are suspected of having a disability that could adversely affect their educational development are available at no cost for persons through 21 years of age. Please call the School District Office at 684-7870 for further information.

GRADE VALUES

A grade point average of 3.0 is necessary to be on Honor Roll and 3.5 and above for High Honor Roll. A student must attend CHS at least four class periods and receive letter grades to be on the Honor Roll list. CHS is a two-semester school, consisting of four quarters. Grades are posted to transcripts at the end of each semester.

<u>Letter Grade</u>		<u>Point Value</u>	<u>Letter Grade</u>		<u>Point Value</u>
A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0
C+	=	2.3			

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. See Appendix D for details. For more information, contact the Highly Capable Program Coordinator at the District office at 509-684-7850.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are an important opportunity for your student and their teacher to share your student's progress with you. 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.
- recommended to attend summer school.
- referred for special education or LAP services.

REPORT CARDS, PROGRESS REPORTS, and PARENT ACCESS

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

Parents may call the Office for a login and a password that will allow them to access the *Family Access* link on the Colville School District Website (www.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. Students, parents, teachers, or administrators may also request progress reports at any point by contacting the Counseling Office.

WITHDRAWALS

Students withdrawing from our school will need to do the following:

- Bring a parental notice to the Counseling Office AND obtain a Withdrawal Form.
- Return all books and materials to classes and get teachers' signatures on the Withdrawal Form.
- Clean out locker.
- Return the Withdrawal Form to the Counseling Office.

GENERAL INFORMATION

ASB CARDS

All students who participate in co-curricular activities (sports, music, and clubs) are required to purchase an ASB card at the school Office for \$30. (Some families qualify for free ASB cards. Ask at the school office.) This money goes into the ASB general budget with expenditures approved by the Budget Committee and Student Council. 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).

ASB OFFICERS/STUDENT COUNCIL

ASB Officers 2023-2024

President	Ella Peterman
Vice President	Carson Morton
Secretary	Dane Hoogstad
Treasurer	Teighlor Ruetsch
Assistant Treasurer	Addie Marshall
Public Relations Manager	Eva McKeraghan
Representatives/Ex Board	Shaalín Jaiswal

Student Council

Student Council Grades 9-12: The Student Council is composed of students who are elected by the student body, representing each grade level, plus an Executive Board and Budget Committee.

ACTIVITIES

Involvement in extracurricular activities is an important part of a high school experience. Students can get involved in school government, clubs, and sports. Participation enhances individual development and gives students the opportunity to meet and work on collective projects and goals. Participation also helps students create a sense of belonging to our school and provides for the exploration of a range of interests. *For more information, please refer to the ACTIVITIES AND ATHLETICS section in this handbook.* We encourage and facilitate student involvement in activities.

- | | |
|--------------------------|-----------------|
| • Annual | Brandi Flugel |
| • ASB | Deanne Ressa |
| • Choir | Wyatt Hurst |
| • Interact Club | Vicky Broden |
| • Drama | Gail Herbst |
| • Equestrian Team | Margie Sager |
| • FFA | Ivy Nelson |
| • Gaming Club | Chris Long |
| • Homecoming | Student Council |
| • Jazz Band | Wyatt Hurst |
| • Key Club | Ginny Nielsen |
| • Knowledge Bowl | TBA |
| • Letters for Rose | Deanne Ressa |
| • Marching Band | Wyatt Hurst |
| • Math Team | TBA |
| • National Honor Society | Gail Herbst |
| • Photography Club | Tracey Delyea |
| • Rock Club | Brandi Flugel |
| • Rocket Club | Jim Christian |
| • Spanish Club | Vicky Broden |

ATHLETICS

Available Sports

Football, Cross Country, Volleyball, Girls Soccer, Basketball, Wrestling, Baseball, Softball, Track & Field, Golf, Boys Soccer, Girls Tennis, and Cheer (includes student trainers, managers, statisticians, and other support personnel).

Requirements

Prior to a student athlete participating in practice on any athletic team or being issued any athletic equipment, they are responsible for registering for athletic teams on Final Forms. This will include the following information:

- Physical examination with a physician's signature (good for 24 months from date of exam)
- Parent permission form
- Emergency information card
- Proof of insurance
- Current ASB card
- Safety guidelines read and signed by parent/guardian
- Concussion Information Sheet
- Sudden Cardiac Arrest Information Sheet
- Signed Code of Conduct

The link to Final Forms can be found on CHS webpage (chs.colisd.org) under Athletics or on the district webpage at www.colisd.org.

For more information, please refer to the ACTIVITIES AND ATHLETICS section of 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.

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance.

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 notification system on the evening of the absence. Please call the school Office at 684-7800 between 7:30 AM and 8:30 AM if your student has an unexpected absence (illness, emergency, etc.) and inform the Office of the reason for your student's absence. On the date of return to school, please call, e-mail chs.attendance@colisd.org or write a note so the absence can be excused.

When students are aware they are going to be absent, it is their responsibility to ask for assignments before the absence occurs (Pre-Excused Absence Form). Requests for make-up work must be made on the day the student returns to school following an excused absence and completed within the same number of days equal to the excused absence (not counting the day of return). For classroom speeches and presentations, students need to refer to the policy outlined in the teacher's course syllabus or the specific presentation guidelines. If no policy is stated, then presentations will be treated the same as make-up work. If a student does not make up the work in the allotted days, it is no longer the obligation of the teacher to allow the student to make up the work. It is also understood that make-up work does not substitute for classroom participation.

Parents/guardians wishing to keep track of their student's attendance and grades may do so by using *Family Access* through Skyward. Please contact the Counseling Office for username and password (684-2805).

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.

Clearing Absences

Absences should be cleared the day students return to school. If a student has not been excused by the end of the first day after their return, the absence will be classified as an unexcused absence.

Absences can be cleared by phone, e-mail, or written note. Please include the following information when excusing a student's absence:

- Your student's legal name (please spell last name)
- Your student's grade level (9, 10, 11, or 12)
- Brief reason for absence (cold, flu, dental, doctor) along with an approximate arrival time if late, or dismissal time for an appointment.
- Your relationship to this student (mother, father, guardian)

Pre-Excused Absence/Early Departure

If students must leave school during the school day, or know in advance they will be absent, they will need to obtain a pre-excused slip from the Office before 8 AM or before the first class (for late arrival students). The student must bring a note signed by their parent or guardian requesting the early dismissal. Failure to check out through the Office will be considered truancy.

School-Approved Activities

School-approved activities (teacher-organized, supervised field trips or activity-related events) are constructive attendance and do not count toward the ten excused absence limit. In these cases, the person responsible will prepare a list of participating students and present it to the Office. These absences are cleared in the Office and are shown on the attendance printout with a "CO" mark.

Tardies

Students are considered tardy any time they arrive to class (or their assigned work area) after the final bell has sounded. A note from a teacher or the Office is required to excuse any tardy. Notes from parents/guardians excusing students from being tardy to school must be submitted to the Office that day or before a student's first class the following school day.

The following procedure will apply to a student's total number of unexcused tardies in all their classes combined per semester:

- **3rd Tardy:** Warning. Student will be notified when they have 3 unexcused tardies.
- **5th Tardy:** Parent notification. One day of work detail or lunch detention.
- **10th Tardy:** Parent notification. Two days of work detail or lunch detention.
- **15th Tardy:** Meeting with parent and administrator. Three days of work detail or lunch detention.
- **20th Tardy:** Parent notification. Three days of work detail or lunch detention.

The Becca Bill

In 1995, the Washington State Legislature passed a law known as the "Becca Bill," RCW 28.A225.151, regarding unexcused absences. According to this law, schools are required to address attendance issues regarding excessive student absenteeism.

Excused Absences recognized by board policy include absences due to:

- illness or medical appointment.
- a religious observance.
- family emergency.
- disciplinary action or required court appearances.
- the principal giving prior approval, and which does not adversely affect the student's educational progress in school.

The school will generally excuse requests that have been prearranged, provided the absence does not have a negative impact on the student's learning. If a student has an excessive number of excused absences and it is negatively affecting their grades, the school may require doctor notes for all absences related to illness.

Unexcused Absences (Truancy)

Under school policy, a student will receive an unexcused absence and be considered truant if:

- They are more than five minutes late to any class during the day.
- The reason for the absence is other than those listed under Excused Absences.
- They leave campus without permission and without checking out at the Office.

Consequences for Unexcused Absences

- An absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of their absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year to determine what corrective measures should be taken to improve the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
- Not later than the student's seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community engagement board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no earlier than the seventh unexcused absence in a month and no later than the 15th unexcused absences during the current school year.

Single to Three Period Unexcused Absence or Skip

- The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence
- The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school. After the second unexcused absence discipline will be imposed. Discipline could be from lunch detention to work detail.
- The school will notify a student's parent or guardian in writing or by telephone whenever a student has missed five or more unexcused absences. Discipline could be from lunch detention to work detail.

10 Absences per Semester

- Students who have been absent ten or more excused or unexcused school days (or ten or more days from the same class) in the same semester will be put on Attendance Probation. (School approved activities do not apply.)
- Any absence that occurs during Attendance Probation will be considered unexcused unless it has been cleared by the high school administration.
- The administration will consider medical absences with a doctor's note exempt from the ten absences policy. The note must be received in the main office within two days of the medical absence. In addition, up to three days per semester may be considered exempt for absences related to college visits, participation at national level competitions, etc.

ATTIRE AND APPROPRIATE APPEARANCE

Dress to express your individuality and creativity if you do not disrupt the educational process or present health and safety problems. In order to provide a positive learning environment, the following will guide the CHS dress code:

- All clothing should be appropriate for the school setting.
- Clothing, drawings, tattoos, and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words, or graphics.
- Clothing should appropriately cover the body and not reveal undergarments.
- Sunglasses are not to be worn indoors during school hours.
- Chains, spiked or sharp collars or bracelets, and clothes that advertise illegal products or inappropriate messages are prohibited.

AWARDS

CHS has an annual Achievement Awards Assembly (during the school day) and a Senior Awards Night, as well as individual club and team awards nights. Recognizing outstanding student achievements helps us develop a positive group identity. We hope you and your student will join us as we honor individuals for exemplary performance, attitude, and ability. By showing pride in individual accomplishments, we show pride in our school.

BICYCLES

Students must keep their bicycles in the bike racks provided. To ensure security, students are encouraged to keep a lock on their bikes. We encourage bike riders to always wear helmets.

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. There are complaint forms available in every classroom and office throughout the building and completed forms can be turned in to any staff member. Problems may also be reported by phone, online, and/or anonymously; for details see REPORTING SAFETY ISSUES (SafeSchools 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.

Safety is the top priority in the Colville School District. Students are informed each year of the district's policies for riding buses. Students must follow these rules to keep their riding privileges and avoid school discipline.

Appropriate Behavior at Bus Stops:

- Students should arrive at their assigned bus stop no earlier and no later than 3-5 minutes before the scheduled bus arrival time.
- Students must not play or stand in the roadway while waiting for the bus.
- Students who must walk for some distance along the roadway to the bus-loading zone must walk on the left side of the road, facing traffic. This also applies to students getting off the bus at the end of the day.
- Students should never play or scuffle while waiting for the bus.
- Students should not throw articles of any kind that can litter, damage public or private property, or injure others.
- Students must cross the roadway only with the signaled consent of the driver, and only in front of the bus, never behind it.

CELL PHONES

Cell phones/electronic devices are not to be seen or heard during instructional time. Emergency calls to parents should be made through the school office or classroom phones. Please see TELEPHONE/ELECTRONIC DEVICE USAGE in this handbook and Board Policy 3245/3245P for further guidance.

COMPUTERS AND THE INTERNET

Technology is 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 High School. 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 on 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 SCHOOL PERSONNEL

We encourage you to contact us when questions arise. The CHS Office is open from 7:30 a.m.-4:00 p.m., Monday through Friday (684-7800)).

Please contact:

- Secretaries – to arrange conferences with the Principal or Vice Principal, or regarding school fees, athletic fees, insurance, and general information. We do not deliver messages to students during class except in emergency situations.
- Athletic Director – regarding sports schedules, eligibility, and facility use.
- Vice Principal – regarding attendance, discipline, and student affairs.
- Principal – regarding overall school operation.

- Teachers – regarding specific classroom questions, grades, and course requirements. Note: Teachers have one daily planning period and will usually return your call during this time or at the end of the school day.
- Counseling Office (Direct Line: 685-2805) to set up teacher conferences, to inquire about student progress and problems, and to access information regarding schedules, graduation requirements, scholarship and/or college information.

CONTACTING STUDENTS

If you must contact your student during the school day, please call the Office at 684-7800. Students are not allowed to use their cell phones during instructional time. We will deliver an emergency message to your student in a manner that does not interrupt class activities. Other messages will be delivered to students in a timely manner, generally at the end of class or during non-academic times like lunch or break.

DANCES

Dances are held periodically during the school year to promote school spirit and raise ASB funds. Only CHS students are allowed to attend dances, except for special events designated by Mr. Groce or Mr. Bateman. Once a student enters a dance, they will not be allowed to leave and re-enter. Each dance will be chaperoned, and school rules (including dress code) will be enforced.

Guests to CHS dances must be pre-approved by Mr. Groce or Mr. Bateman. Guest lists will be provided at the office for those dances for which guests are welcome. No Junior High students or guests over age 20 will be allowed to any dance. Students entering a dance must show their Student ID or have their identity verified by a school employee.

DISCRIMINATION AND 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. All students have the right to pursue privacy options as outlined in Procedure 3211. Contact the building principal or counselor to discuss privacy options

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 include, but are not limited to:*
 - Pressuring a person for sexual favors
 - Unwelcome touching of a sexual nature
 - Writing graffiti of a sexual nature
 - 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 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 (www.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 (SafeSchools Alert) in this Handbook.

DRILLS/EMERGENCIES

Emergency Closures

Closure or changes in the school schedule will be posted on our website (www.colsd.org) and given to the following radio stations by 6:00 am on the day of the change: KCVL AM 1240 and KCRK FM 92.1. Parents will also receive a message through our automated notification system via phone, email and/or text messaging.

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 accordance with state law, fire drills will be held monthly.

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, CHS 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.

In the event of an emergency, local and school district broadcast systems will be used to contact parents at the earliest appropriate time.

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' automated calling system gets its information to contact parents.

FINES

Students are responsible for the reasonable care of school property such as books, lockers, and equipment. Damage or loss of school property will result in fines, which must be paid before class grades and credits will be issued.

HEALTH/MEDICATION

First Aid

We can 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.

Illness at School

Students who become ill during the day should report to the office. The school will contact parents/guardians to obtain permission for these students to go home.

Immunizations

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 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

The items are not to be brought to school.

LOCKERS

Students will receive a personal locker at the beginning of the year; some students may receive a locker partner to accommodate student enrollment. You should not share your combination, nor should you leave your locker unlocked or switch with another student. You are responsible for the locker initially assigned to you. If you have a large amount of money or something of value, you may leave it in the office for safekeeping. The school cannot be responsible for theft. If theft does occur, it will be turned over to the administration and to the police. If there is a problem with your locker, go to the office and the custodian will schedule repairs. You may put up posters or pictures with scotch tape on the inside but may not write on the locker or deface it. A fine will be assessed for any damage to the locker including the locking mechanism caused by "jamming." Use the locking mechanisms provided. Personal locks are not allowed (and will be cut off, if necessary). Keep in mind that the principal (or his designee) can search your locker or bag if there is reasonable cause to do so.

LOST AND FOUND

The school cannot be responsible for losses; therefore, we urge all students to keep their personal items in their locked lockers and to leave valuable possessions at home. The lost and found area is in the main office. Several times during the year, unclaimed items are taken to local charitable organizations.

LUNCH/BREAKFAST PROGRAM

Food and drinks must be consumed in the cafeteria or in a supervised area with adult permission. The cafeteria, outside areas and some classrooms will be open during your lunchtime. All other areas are off limits unless designated by the administration. Trash always needs to be put in the trashcans. Please help us keep the campus litter-free. Breakfast and lunch are free for all students this year. Second chance breakfast is also offered at break for students who missed breakfast before school.



MAIN OFFICE

Students should go to the main office whenever they need assistance and do not know whom to ask. The staff in the main office will gladly assist any student or direct them to the proper person for assistance. Parents may also contact the office with questions or concerns at 684-7800. Office staff have many responsibilities, including, but not limited to all telephone calls, messages, money transactions, accident forms, fees, lost & found, attendance paperwork, and parental notes.

NATIONAL HONOR SOCIETY

Membership in National Honor Society is a privilege bestowed by the school upon those Juniors or Seniors who are found to meet the criteria for selection, which include but are not limited to:

- *Scholarship* – Maintain a minimum high school cumulative G.P.A. of 3.5.
- *Service* - Have performed at least 10 hours of documented community service during high school.
- *Character* – Demonstrate good character as defined by the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Caring, Fairness, and Citizenship, and the following:
 - Ethics* – Do the right thing for self and community.
 - Cooperation* - Assist others and works as part of a team.
 - Responsible* - Meet deadlines and thoroughly complete all paperwork.
 - Integrity* – Have no incidents of cheating or intentional dishonesty.
 - Positive Role Models* – Attend school consistently, have no record of civil offense within the community (any recorded school violation will be reviewed by the Faculty Council).
- *Leadership* – Have held at least three leadership roles in activities or clubs at CHS or in the community.

For additional information please contact the NHS adviser.

PARKING/STUDENT CARS

Please park correctly and within the outlined parking spaces. There is no student parking at any time in the front visitor row, in handicapped spaces, or in the drop-off lane. Even if you leave campus and return, do not park in these spaces. Students may park in the back parking lot (near the shop) before school or during sports practices only. *All student vehicles must be parked in the student parking lot during the school day.* The parking lot is off limits during the school day except for Juniors and Seniors who have permission to leave during lunch. Students are expected to help keep the parking lot clean and free of trash. Any driving, parking, or parking lot violations may cause you to lose your driving/parking privileges at CHS. Consequences for infractions may be more severe depending on the nature of the incident.

- 1st Offense: Referral/Warning
- 2nd Offense: Referral/Work Detail/Parents notified
- 3rd Offense: Referral/Parking privileges revoked for two weeks/Parents notified
- 4th Offense: Referral/One day OSS for Willful Disobedience/Parents Notified/Parking privileges revoked for one month.

Note: Students with revoked parking privileges may not park on HWY 20, neighboring businesses, or at the Grange.

PERSONAL PROPERTY

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

PUBLIC DISPLAY OF AFFECTION

Exercise mature judgment by not publicly displaying your romantic feelings for another student. Anything more than a light kiss and a quick hug is unacceptable and prohibited at school or during school functions.

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 these categories of information, including personally identifiable photographs, not be released without their prior consent.

If you wish to exempt/opt out your student, please do so when filling out your student's Required Yearly Updates in Skyward.

Student Photos

You may also opt out if you do not want your student's picture to appear in the local paper, school web site, local TV channel, posters, or any school PowerPoint presentations.

REPORTING SAFETY ISSUES (SAFESCHOOLS ALERT)

Safety is one of our district's top priorities. We use SafeSchools Alert, a tip reporting service that provides four ways for students, staff, and parents to submit safety concerns to our administration:

1. Phone: 509-563-7193
2. Text: 509-563-7193
3. Email: 1145@alert1.us
4. Web: <https://colsd-wa.safeschoolsalert.com/>

We hope you will report your concerns about bullying, harassment, drugs, vandalism, or other safety issues. For emergencies, please call 911

SCHOOL WIDE BROADCAST SYSTEM

The Colville School District uses a broadcast 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 complete 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.

STUDENT SIGN-IN/SIGN OUT

There is a sign in/out sheet at the main office for use if you bring your student to school late or take him/her out of school early. All students must enter through the main entrance during school hours.

TELEPHONE/ELECTRONIC DEVICE USAGE

Office Phone

A phone is available for student use with permission from the office staff. Emergency calls to parents should be made through the school office or classroom phones.

Cell Phones/Electronic Devices

Colville High School is not responsible for the loss or theft of these items. If students have electronic devices at school, they must deactivate all devices during the regular school day and observe the following CHS rules:

- Students MAY use cell phones/electronic devices outside of instructional time. This includes breaks, lunches, before and after school.
- Students MAY use cell phones/electronic devices for educational purposes at any time if specifically directed/approved by a staff member (e.g., a teacher may approve cell phone use as a translating tool in a foreign language class.)
- Students MAY NOT use cell phones/electronic devices in or out of the classroom during instructional time, unless directed to by a staff member. This includes, but is not limited to, the hallways during a restroom break, the library, and the cafeteria.
- NOTE: Staff will be instructed to follow "See It, Hear It, Take It" procedures. Staff will turn confiscated cell phones/electronic devices into the office.

If a student's cell phone/electronic device is confiscated, the following consequences will apply.

- **1ST Offense:** Student must call a parent/guardian to come in to pick up the cell phone/electronic device.
- **2ND Offense:** Student must call a parent/guardian to come in to pick up the cell phone/electronic device, and the student will receive one day of work detail or lunch detention.
- **3RD Offense:** Student must call a parent/guardian to come in to pick up the cell phone/electronic device, and the student will receive two days of work detail or lunch detention.

- **4TH Offense:** If within the same semester, student must call a parent/guardian to come in to pick up the cell phone/electronic device and will receive 5 days of work detail or lunch detention. If not all four offenses occurred within the same semester, the third offense discipline will apply.
- **Additional Consequences:** If a student refuses to give up his/her cell phone/electronic device, he/she will be removed from class and more severe disciplinary consequences will apply.

Unacceptable Usage

As per Board Policy 3245/3245P:

- 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.
- 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.
- 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
- 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 MACHINES

Use of the vending machines is a privilege at CHS. Please take care of them. Students deposit money at their own risk and refunds will not be given.

VISITORS

All visitors entering our campus must report to the main office to receive a Visitor's Pass. Colville High School students may have guests attend school during the regular school day, as long as the principal has cleared the guests at least one day prior to the visit.



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 main office and online (www.colstd.org). 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 1st Aid card. Packets need to be completed and turned in with a copy of your drivers' license and proof of immunization and/or immunization exemption forms at least one-week prior to volunteering in classrooms or attending a field trip. Thank you 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 state's former discipline rules, which had not been updated in decades, were more punitive than restorative, relying heavily on classroom exclusion, suspension, and expulsion. A growing body of research shows that students receiving exclusionary discipline are less likely to graduate and more likely to become involved in the juvenile justice system, in part because they miss valuable academic instructional time. Also of concern was the discovery that special needs students and students of color experience disproportionately high rates of exclusionary discipline. Furthermore, exclusionary discipline is associated with negative school climate, even for those students who are NOT disciplined.

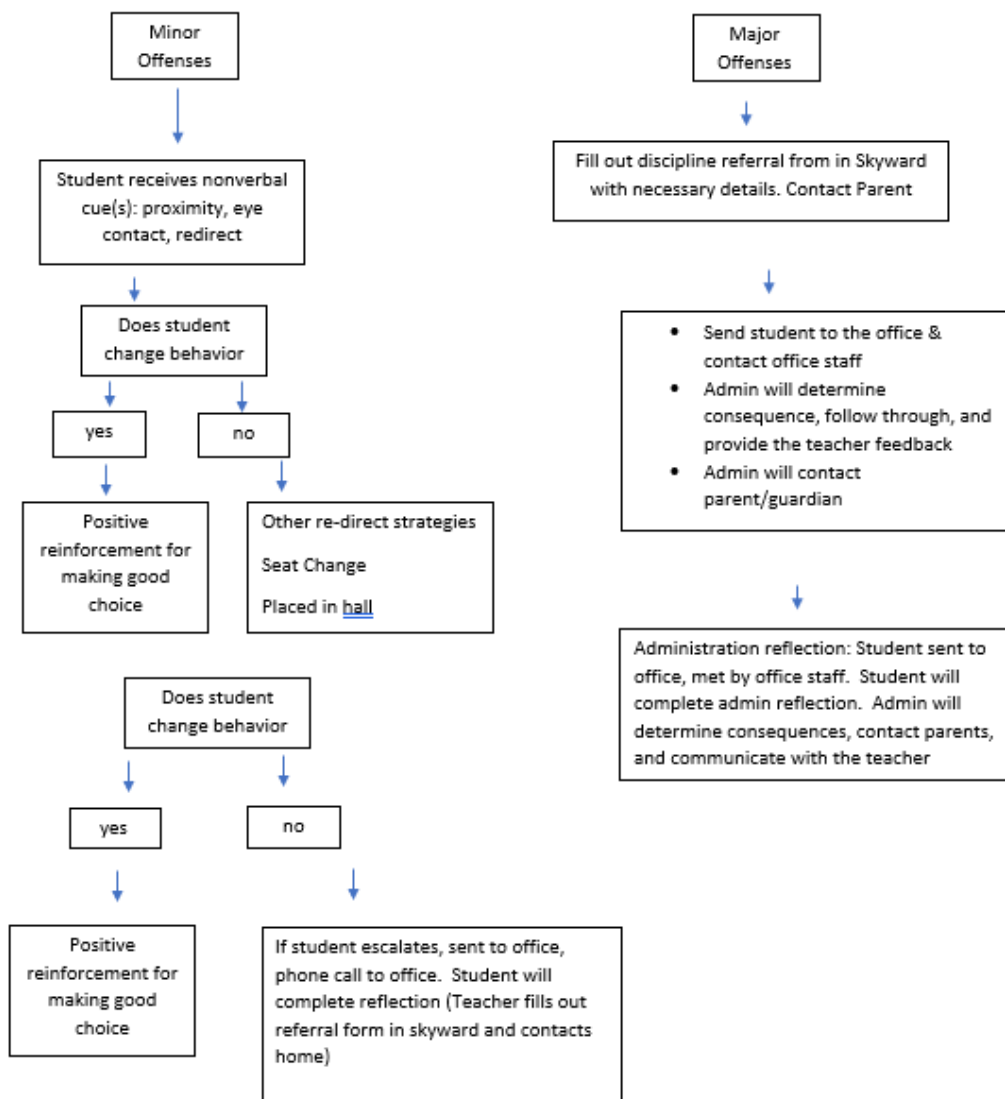
Passage of the new school discipline law was followed by almost two years of stakeholder engagement and formal rulemaking. This process led to development of new school district policy and procedures to be implemented in the 2019-20 school year.

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 reengagement plan "tailored to the student's individual circumstances," in order to support the student's successful return to school.

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

Colville High School Behavior Flowchart



Classroom Managed (Minors)	Office Managed (Majors)
<ul style="list-style-type: none"> ● Preparedness ● Classroom Disruption ● Refusing to Work ● Inappropriate Tone/Attitude ● Misuse of Electronic Device (cell phone, earbuds, etc.) ● Inappropriate language/comments 	<ul style="list-style-type: none"> ● Weapons ● Fighting or Aggressive Physical Contact ● Chronic Minor Infractions ● Threats ● Truancy/Skipping/Excessive Tardies ● Drugs/Alcohol/Vaping ● Vandalism/Property Damage ● Theft ● Cheating ● Foul Language towards Staff/Students ● Failure to Serve a Detention ● Defiance ● Dress code ● AUP Violations ● Public Displays of Affection ● Violation of BIH Policies

ACTIVITIES AND ATHLETICS

Activities and athletics at Colville High School are designed to provide participation opportunities for all students. These programs are a privilege and participation is voluntary. Student behavior during these programs reflects on our school and our community. We at CHS take pride in our strong tradition of academic and athletic accomplishments. To maintain this tradition, we hold participating students to high standards of citizenship, sportsmanship, conduct and loyalty. This section outlines the requirements, guidelines, and rules that will allow students to retain the privilege of participating in activities and athletics at Colville High School.

Colville High School is a member of the Washington Interscholastic Athletic Association (WIAA), our athletes are held to some additional rules and requirements that govern participation and eligibility in athletic contests.

LIST OF ACTIVITIES AND ATHLETICS

The following activities and athletics are available to Colville High School students:

Activities: See page 16 for a full list of Colville High School activities

Athletics: Football, Cross Country, Volleyball, Girls Soccer, Basketball, Wrestling, Baseball, Softball, Track & Field, Golf, Boys Soccer, Girls Tennis, Dance & Drill, Cheer (includes student trainers, managers, statisticians, and other support personnel).

REQUIREMENTS AND GUIDELINES

ASB Cards

All participants in school clubs and athletics are required to purchase an ASB card for \$30. (If your family qualifies for free or reduced-price meals, your student may qualify for a ASB card at no cost; please contact the office for details.)

Conflicting Events

CHS will try not to schedule events at conflicting times on the same date. However, if a conflict prevents a student from participating in two events, the Principal/Athletic Director/Advisor will:

- Communicate the student's choice to the leader of each conflicting school activity and ensure that the student will receive no repercussions because of the choice made.
- Ensure that if the school activity involves a grade, the student is given a comparable assignment that can take the place of the graded event.

Equipment

School equipment checked out for activities/athletics is the student's responsibility. The student athlete is expected to keep it in good condition and may be charged for loss or damage (any resulting fees will need to be paid before grades are issued). A student may not begin a new activity or athletic until all outstanding equipment is paid for or returned.

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 (for more detail, please see DISCIPLINE PROCESS in this Handbook). Please remember that the primary purpose of attending school is to acquire an education.

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.

- In general, all students must travel to and from contests with the group and in transportation provided for this purpose.
- Each student must remain with the group and under the supervision of the coach/advisor when attending away contests.
- Under special circumstances, a coach/advisor may grant a student permission to travel with a parent/guardian (with the approval of the Athletic Director/Principal or designee). When possible, requests should be made prior to the event.

ATHLETIC RULES AND CONSEQUENCES

The Washington Interscholastic Athletic Association (WIAA) and its rules govern high school athletics throughout Washington State. Participating schools, including Colville 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).

The following rules and consequences are specific to student athletes participating in interscholastic athletic contests and competition. These rules apply during the student's ***athletic season***, which begins on the first day a student joins an athletic team and ends after that team's Awards Banquet.

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.

Academic Eligibility

Students who participate in athletics are expected to maintain passing grades and to exhibit satisfactory work attitudes and work habits in all their classes every week of the season. Prior to the first contest, each athletic participant must also meet the WIAA eligibility standard of passing 6 of 7 classes the previous semester.

To help students maintain adequate grades and retain the privilege of participating in activities and athletics:

- Each Monday, teachers will post grades to *Eligibility* (part of our online grading system). At this time, 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 athletic contests.
- 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 contests and will not be allowed to miss school to attend contests.
- If the student has passing grades in all classes on the following Monday's eligibility check, they will return to full participation.
- A meeting may be held with the student, parents, teachers, and coaches to help support students who have continuing eligibility problems.

Attendance

- Students must be regularly in attendance to participate in all athletics.
- Truancy violations may be grounds for athletic discipline.
- A student must be in school each period of the day in order to participate in a practice or athletic contest that day. Absences pre-approved with the principal or designee will be allowed for medical/legal appointments, funerals, or educationally appropriate activities.

Lettering

Coaches will establish the criteria for lettering at the beginning of each season. Students must complete the season in good standing. Students will not letter if a violation occurs in the week previous to the last contest and/or prior to the team banquet.

Paperwork

Prior to a student athlete participating in practice on any athletic team or being issued any athletic equipment, they are responsible for registering for athletic teams on Final Forms. This will include the following information:

- Physical examination with a physician's signature (good for 24 months from date of exam)
- Parent permission form
- Emergency information card
- Proof of insurance
- Current ASB card
- Safety Guidelines for each sport the student intends to participate in
- Concussion Information Sheet
- Signed Code of Conduct
- Sudden cardiac arrest information sheet

Sportsmanship

Student athletes representing the Colville School District are expected to exemplify the highest standards of good sportsmanship. Poor sportsmanship may lead to suspension or dismissal from the activity.

Use of Illegal and Controlled Substances

These rules are intended to **discourage** the use of alcohol, tobacco, legend drugs (drugs obtained through prescription), marijuana, and other controlled substances and to **encourage** the use of school and community resources to help those students who use or abuse these substances.

Alcohol and Tobacco

Students participating in athletics are prohibited from using, selling, distributing, possessing, and/or being under the influence of alcohol and tobacco. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances and any other tobacco innovation. Furthermore, they are **prohibited from attending parties, or other activities, where alcohol is being used**. This does not apply to events where alcohol or drug use is permitted by law such as at religious ceremonies or where alcohol use is restricted to adults.

- **1ST Violation** - May not participate in athletics for two weeks.
- **2ND Violation** – (During same athletic season.) May not participate for the remainder of the season. Must complete assessment, counseling, and meeting with the A.D./principal, parent, and coach of new activity before participation is allowed in the next athletic season.
- **3RD Violation** – May not participate in athletics for the remainder of the school year. Must meet with A.D., coach, parents, and principal prior to reinstatement for the next academic year.

Marijuana, Legend Drugs, and Other Controlled Substances

Students participating in athletics and activities are prohibited from using, selling, distributing, possessing, and/or being under the influence of marijuana, legend drugs (drugs obtained through prescription) and other controlled substances. Furthermore, they are **prohibited from attending parties, or other activities, where any of these substances are being used.** (See RCW 69.41.020 through 69.41.050 and 69.50 for details on controlled substances.)

- **1ST Violation** – May not participate in athletics competitions/contests for the remainder of the season, unless he/she gets professional help as described in 2 (below). Minimum nonparticipation of two weeks.
Any student found in violation of this rule has two options:
 1. The student will be ineligible for participation in competitions or contests for the remainder of the season and must meet with the school Eligibility Board in order to be eligible to compete in the next interscholastic sports season. The Eligibility Board will make a recommendation to the school Principal. The school Principal will have the final authority regarding the student's participation in further interscholastic programs.
 2. The student may choose to seek and receive help for a problem with use of marijuana, legend drugs, or other controlled substances from a school or community assistance program. After completion of such a program, the student may meet with the Eligibility Board and request to have their eligibility re-instated in that season. The school Principal will have the final authority regarding the student's eligibility.
- **2ND Violation** - A participant who again violates this rule will be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation.
- **3RD Violation** - A participant who violates for a third time will be permanently ineligible for interscholastic competition.

ACTIVITIES AND ATHLETICS DISCIPLINE PROCESS

Activities

Each of the many clubs and organizations at CHS has its own constitution and rules for the students to follow. The Activity Advisor and the Principal are responsible for deciding on disciplinary actions resulting from violations. All disciplinary action will be based upon sufficient reliable evidence. Infractions can jeopardize eligibility to participate.

Athletics

NOTE: High School athletes must follow Washington Interscholastic Athletic Association (WIAA) rules, the discipline process for infractions committed during the athletic season is slightly different for athletes than it is for students involved in other extracurricular activities. The student's **athletic season** begins on the first day a student joins an athletic team and ends after that team's Awards Banquet.

In the case of infractions by athletes, the head coach, Athletic Director, and Principal are responsible for deciding on disciplinary actions resulting from violations. All disciplinary action will be based upon sufficient reliable evidence. Infractions can jeopardize eligibility to participate. Any head coach 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 regarding the athletic discipline process:

- 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 who commits a training violation while a member of an athletic team may not take their disciplinary suspension in a curricular activity or as a manager or statistician.

- Students will not be allowed to travel, suit up, or sit on the team bench at any athletic contest during the time that the student is suspended. The student may continue to practice (if approved by the athletic director or principal).
- The athletic director will keep a record of all participating students and a record of all violations and their disposition.

ATHLETIC APPEAL AND GRIEVANCE PROCESS

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

- The coach 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.
If unsuccessful...
 - Give the athletic director a written request asking for a hearing before the Appeals Committee within five (5) 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. The appeals committee will include three coaches and two non-school members of the community. The athletic director/principal will represent the school's position and a Colville School District Administrator from another building will be selected to moderate the appeals hearing.
- The student may appeal to the Superintendent within three (3) school days of the appeals decision. The Superintendent will hear the case in detail and make a decision within ten (10) school days of the hearing.
- The student may appeal the Superintendent's decision to the Board of Directors within three (3) school days. The Board of Directors will hear the case in detail and make a decision on the case within ten (10) school days of the hearing. This decision will be final.



ATHLETIC CODE OF CONDUCT

Players and parents please carefully read and sign the following:

1. I understand that as a Colville High School athlete my teammates and coaches expect me to be committed to the team for the entire season. As such, I will take my responsibility to my team seriously.
2. I understand that I am expected to attend all team practices, games, and events.
3. I understand that the commitment I am making is from the first practice of the season through the team banquet at the end of the season.
 - a. There may be occasions due to injury or extenuating circumstances that I cannot participate. I understand that in the case of minor injury, as a teammate, I will still be expected to be at practices, games and events (unless prior arrangements are made with my coach).
 - b. I agree to be honest with my coach and will notify them of absences as far in advance as possible.
 - c. Excused absences may need to be followed by a written note signed by a parent or doctor. Unexcused absences or missing a game may jeopardize my position and/or playing time on this team.
4. I understand that using tobacco is not compatible with quality athletic performance and I agree to refrain from using tobacco products throughout the season, even if it is legal for me to acquire them. The use of tobacco products will jeopardize my position in CHS athletic programs.
5. **I understand that parties or other situations involving alcohol, drugs, or any illegal activity must be avoided.** The illegal use of alcohol or drugs or being in the presence of the illegal use of drugs or alcohol will jeopardize my position in CHS athletic programs. If I find myself in a situation where drugs or alcohol are present, I understand that I am expected to immediately leave the event, discuss what happened with my parents, and contact my coach.
6. I understand that this is a competitive athletic team and the amount of playing time and my position on the team is at the discretion of the CHS Coaching Staff.
7. I understand that my conduct at practices, games and events is a reflection on my team, my coaches, my school, and myself. I will follow the instructions and expectations of my coaches concerning conduct. If I exhibit poor sportsmanship, I could jeopardize my place on the team.
8. I will, at all times, demonstrate good citizenship and character. I will conduct myself in a manner that brings honor and respect to my team and my school.
9. I will discuss any academic concerns that I have with the CHS Coaching Staff as they arise. I understand that my coaches are available to help with academic issues, but I must be open and honest with them.

I _____ (print) pledge this commitment to my family, my team, and my school.

Players Signature _____ Date _____

Parents,

Signing this form means that you read and are aware of the expectations in place for your son/daughter on this team.

Parents Signature _____ Date _____

Parent's names _____ Phone (H) _____ (C) _____

APPENDIX A – FORMS, NOTIFICATIONS, AND POLICIES

THE FOLLOWING REQUIRED NOTIFICATIONS AND FORMS MAY BE FOUND ON THE COLVILLE SCHOOL DISTRICT WEBSITE at www.colstd.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@colstd.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 at 684-7850.

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 3205 at www.colstd.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 www.colstd.org or contact the school district at **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.

Title IX Compliance Coordinator
Phone [509-684-7850](tel:509-684-7850)

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 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 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 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 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 **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

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/TTY: (360) 664-3631

APPENDIX C: ACCESS TO PUBLIC DOCUMENTS AND 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 the **Superintendent 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 — school wide and targeted assistance.

- *School wide* 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 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 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 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 Para Pro 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 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 years in a row—begin a process of improvement in the next school year. There are five 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 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) “Students 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.
Colville School District Highly Capable Program | 217 S. Hofstetter, Colville, WA 99114 | 509.684-7850

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.

For more information, contact the Highly Capable Program Coordinator at 509-684-7850

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal, and equal access to the Boy Scouts of America and other designated youth groups. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504/ADA Coordinator: 217 S. Hofstetter, Colville WA 99114, (509)684-7850, or the Civil Rights Compliance Coordinator at (509) 684-7850.

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, anti-harassment, intimidation, bullying and nondiscrimination.

Adoption Date: October 18, 2017

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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.

Student Parking



COLVILLE HIGH SCHOOL
SECOND FLOOR
2023-2024

