

Lind-Ritzville High School

Student Handbook
2023-2024



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Ritzville, WA 99169
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888-974-3546 fax
<http://www.lrschools.org>

Mr. Kevin Terris, Lind-Ritzville High School Principal
Mr. Dustan Arlt, Lind-Ritzville Cooperative Athletic Director
Mr. Don Vanderholm, Lind & Ritzville School District Superintendent

<u>Ritzville School District #160-67</u> Reid Phillips (Chair) Tia Kubik Scott Carruth Greg Galbreath Erin Repp	<u>Board of Directors Lind School District #152</u> Adam Labes (Chair) Jani Melcher Jim Weidemann Greg Schmunk Kevin Starring
Associated Student Body Advisor Ms. Donna Koch President Arienna Bernal Vice President Freddy Granados-Lopez Secretary Camden Shaver Treasurer Olivia Balfe	

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Lind Ritzville High School Personnel

Administration	Cindy Deska	Special Programs Coordinator	cdeska@lrschools.org
	Jennifer Boness	Title/LAP Coordinator	jbness@lrschools.org
	Don Vanderholm	Superintendent, Title IX Officer, Affirmative Action Officer, District Public Records Coordinator, Technology Coordinator	dvanderholm@lrschools.org
	Kevin Terris	Principal	kterris@lrschools.org
	Sarah Dinkins	Assessment Coordinator	sdinkins@lrschools.org
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	Dustan Arlt	Athletic Director	darlt@lrschools.org
Teaching Staff	Joseph Roach	Health & Fitness	jroach@lrschools.org
	Zach Swagner	English/History	zswagner@lrschools.org
	Steve Greenwalt	Business/Technology	sgreenwalt@lrschools.org
	Bryce Court	Social Studies	bcourt@lrschools.org
	Lori Sanderson	CTE Ag Education	lsanderson@lrschools.org
	Donna Koch	CTE FCS Education	dkoch@lrschools.org
	Camille Nelson	Special Education	cnelson@lrschools.org
	Thomas Pulliam	Math, Math Electives	tpulliam@lrschools.org
	Nicole Smith	Math	nsmith@lrschools.org
	Angela Nelson	Spanish / EL	anelson@lrschools.org
	Andy Williams	CTE Ag Education	awilliams@lrschools.org
	Jennifer York	Band/History	jyork@lrschools.org
Support Staff	Michelle Balfe	High School Secretary	mbalfe@lrschools.org
	Paul McAnally	Freshman Intervention	pmcanally@lrschools.org
	Jason Hilzer	Custodian	jhilzer@lrschools.org
	Zach Gardner	Facilities Manager	zgardner@lrschools.org
	Jason Hilzer	Custodian	jhilzer@lrschools.org
	Donna Kessler	Para-Educator	dkessler@lrschools.org
	Wylie Vorhies	Gilson Custodian	vvorhies@lrschools.org

Non-Discrimination Statement– Policy and Procedure 3205

Lind School District #158 and Ritzville School District #160-67 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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator: Don Vanderholm, dvanderholm@lrschools.org, 209 E. Wellsandt Avenue, Ritzville WA 99169 Ph. 509-659-1660

Title IX Coordinator: Don Vanderholm, dvanderholm@lrschools.org, 209 E. Wellsandt Avenue, Ritzville WA 99169 Ph. 509-659-1660

504 Coordinator: Don Vanderholm, dvanderholm@lrschools.org, 209 E. Wellsandt Avenue, Ritzville WA 99169 Ph. 509-659-1660

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see harassment in the table of contents). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: www.lrschools.org. Policy and Procedure 3205.

OFFICE HOURS

Office Opens 7:45 AM
Office Closes 4:00 PM

Fridays (Early Release)		Daily Schedule	
1st	8:30 - 9:08	1st	8:30 - 9:20
2nd	9:12 - 9:50	2nd	9:24 - 10:14
3rd	9:54 - 10:32	3rd	10:18 - 11:08
4th	10:36 - 11:14	4th	11:12 - 12:02
5th	11:18 - 11:56	Lunch	12:02 - 12:32
Lunch	11:56 - 12:26	5th	12:37 - 1:27
6th	12:30 - 1:08	6th	1:31 - 2:21
7th	1:12 - 1:50	7th	2:25 - 3:15

RIGHTS, RESPONSIBILITIES, AND AUTHORITY—SCHOOL STAFF

All certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct, which have been established.

Certificated staff has the right to:

1. Expect students to comply with school rules.
2. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
3. Exclude a student from class for all or any portion of the period or for the balance of the school day or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.
4. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

1. (Principals shall) Distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
2. Observe the rights of students.
3. Enforce the rules of student conduct fairly, consistently, and without discrimination.
4. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip).
5. Maintain accurate attendance records and report all cases of truancy.
6. Set an appropriate example of personal conduct and avoid statements, which may be demeaning or personally offensive to any student or group of students.
7. (Principals shall) Notify parents when students are suspended or expelled.

Certificated staff shall have the authority to:

1. Use such reasonable action as is necessary to protect himself/herself, a student, or others from physical abuse or injury.
2. Remove a student from a class session for sufficient cause.
3. Detain a student after school for up to 50 minutes with due consideration for bus transportation.
4. (Principals shall) Impose suspension or expulsion when appropriate.

General Information

BUILDING ACCESS

Students are not permitted in any school facility before or after normal operation hours unless they are under the supervision of a staff member.

DAILY BULLETIN

All notices of club meetings, athletic and social events, general information for the day and specific instructions will be in the Daily Bulletin, which is read first period and posted on the district website. Staff wishing to place an announcement in the bulletin should have it to the office secretary the day prior.

DIRECTORY INFORMATION

The following information may be released by the school district unless a student's parents (or guardian) requests in writing that such information not be released: The student's name, address, 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, photographs and other similar information. To opt out of this, please see the high school office and ask for the Information/Image Use form.

EARLY DISMISSAL FROM SCHOOL

Early dismissal will be granted for the same reasons allowable for excused absences. Students are encouraged to schedule appointments with doctors or dentists other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible. A note (based on the kind of absence) must be brought to the high school office within 48 hours after the absence to be able to count it as an excused absence. To obtain permission for early dismissal, the student must bring a written note signed by the parent (or a phone call from the parent followed by a note) requesting permission to leave and stating the reason for the early dismissal. In all cases students need to sign out at the office with the secretary. Failure to sign out in the office may lead to disciplinary action. A student must sign out before leaving the school grounds.

For an excuse based on appointments, the student must provide a note from the office of the appointment.

EMERGENCY DRILLS

Emergency drills at regular intervals are required by law, and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Drills could include lockdown, earthquake, evacuation or fire drills. It is imperative that each student complies immediately and without question to all staff directives since people may not be aware if the event is a drill or an actual emergency situation. Failure to comply with staff instruction during such an event will result in a discipline referral.

EMERGENCY SCHOOL CLOSURES

In the event of severely inclement weather or mechanical breakdown, school may be closed or have a delayed starting time. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced by an automated phone service. Students should expect a phone call or e-mail between 6:00 A.M. and 7:00 A.M. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies. Additionally, special announcements will be posted on the District webpage at <http://www.lrschools.org>.

FINES, FEES & TEXTBOOKS, CHROMEBOOKS, CALCULATORS

The school furnishes required classroom texts to all students. Reasonable damage is expected as the result of daily use. Unreasonable damage or loss of textbooks will result in fines or replacement costs. Such funds are collected by the office and paid to the office. It is recommended that students cover their textbooks to prevent damage and related fines and purchase assurance for electronic devices. If a student's school property is stolen from their locker, home, or vehicle, the student is still responsible for the replacement costs. We highly recommend that families purchase insurance through the school for laptop coverage.

Additional fees may be charged by selected activities. Students will be responsible for this expense. All fines and fees must be paid in full before records will be transferred, report cards given, or a graduation diploma offered.

HEALTH/NURSE POLICY #3413 Student Immunization and Life-Threatening Health Conditions

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against diseases as required by the State Board of Health.

Exemptions from Immunization

The district shall allow for exemptions from immunization requirements only as allowed for by RCW 28A.210.090.

Meningococcal Immunizations Information Distribution

The district will provide parents and guardians of students in sixth grade and above with information about meningococcal disease at the beginning of every school year. The information will address the characteristics of the disease; where to find additional information about the disease; vaccinations for children; and current recommendations from the Centers for Disease Control and Prevention regarding receiving the vaccine.

Human Papilloma Virus Disease Information

At the beginning of every school year, the district will provide, to parents and guardians of sixth through twelfth grade students, information provided by the state Department of Health about human papilloma virus (HPV) disease and its vaccine.

The information will include the causes and symptoms of human papilloma virus, how the disease is spread, the places where parents and guardians may obtain additional information and vaccinations for their children and current recommendations from the Centers for Disease Control Prevention regarding the vaccine.

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the following due process requirements:

1. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or by certified mail;
2. Notice of the applicable laws, including a copy of the laws and rules;
3. The order that the student will be excluded from school immediately and until a medication or treatment order is presented;
4. Explain the rights of the parents and student to a hearing, the hearing process and that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school;
5. If the parents request a hearing, the district will schedule one within three school days of receiving the request, unless more time is requested by the parents; and
6. The hearing process will be consistent with the procedures established for disciplinary cases pursuant to WAC 392-400.

LOCKERS

Lockers are assigned and are not to be traded or exchanged unless authorized by the office. Students are strictly responsible for their own lockers. Students may bring their own combination lock to be put on the locker but must record the combination in the school office or they may check out a locker from the office. Immediately notify the office of any damage to your locker. All locks used by students should be registered in the office, including the combination/key if it is not a school issued lock. **It is recommended that students do not leave any valuables in lockers. The school will attempt to help recover property stolen from lockers but is not responsible for such losses and is not obligated to replace articles stolen from lockers.** Lockers are to be kept clean and free of clutter. Outside decorations may be allowed by the school but inappropriate content either on the inside or the outside of a locker will be removed and possibly result in disciplinary action. **Lockers are the property of the school district and are subject to periodic searches by staff or detection canines.**

LUNCH ROOM

Lind Ritzville High School students can eat lunch in the cafeteria which is located at the Ritzville Grade School building. Students are expected to go directly from their class to the lunchroom in order to be served. In general, high school students are not allowed to sit with grade school students during lunch unless special events, situations or overcrowding cause the administration to temporarily make an exception.

ELECTRONIC RESOURCES Policy #2022

The Lind and Ritzville Boards of Directors recognize that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The boards also believe that students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Therefore, the districts will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

By creating this network, the Board intends only to provide a means for educational activities, and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

NETWORK USE POLICY

The Board directs the Superintendent to provide training and procedures that encourage widest possible access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system. Any vandalism (destroying or changing files, illegal copying, etc), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution, suspension or expulsion.

Network Use

1. All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, K-12- Network policies, and district policy. Use of the system for commercial solicitation is prohibited.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing list, bulletin boards, chat groups, and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Network Use-Personal Security

1. Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
2. Students should never make appointments to meet people in person whom they have contacted on the system without district and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate on the Web.

Violations of any of the conditions of use may be cause for suspension or limitation of the network use privilege or more severe disciplinary action depending on the nature of the violation. BP 2021

Network Use-Security

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users also shall not misrepresent other users on the system or attempt to gain unauthorized access to any entity on the K-20 Network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.

POSTERS AND ANNOUNCEMENTS

There are several bulletin boards and cork strips located throughout the school for the placement of posters and announcements. The office must approve any announcements or posters before being placed on display, as indicated by the principal or designee's initials.

REGISTRATION

Pre-registration for Fall semester will be in May under the direction of the high school counselor. Class schedules will be distributed the week before school starts and any requests for changes in an individual's schedule must occur within the first five days (the time may be extended and will be announced if so) of school and meet the following requirements.

1. The change will not overload a particular class.
2. The change results in a reasonable program of study in terms of the established curriculum.
3. The change is approved by the parent, teacher, counselor and principal.

SCHOOL BUSES

Students are expected to comply with all school bus rules of conduct. They must obey all bus driver directions promptly and willingly. The bus driver is in charge of all students at all times during regular routes. The advisor will be in charge and responsible on all extra-curricular trips. See BUS RULES toward the end of this handbook.

SCHOOL DANCES

1. Organizations wishing to sponsor a dance must fill out a facility use form. The advisor must receive the principal's permission at least 2 weeks prior to the scheduled dance.
2. A minimum of two faculty advisors and two parental chaperones are required for all dances.
3. Lind Ritzville High School students with dates or guests who do not attend Lind Ritzville High School must submit a pre-approval form for their guest no later than two days prior to the dance. All non-school members subject themselves to Lind Ritzville High School rules by their attendance.
4. Once admitted to a dance, if a student elects to leave he/she will not be re-admitted.
5. All regulations pertaining to student conduct while in school will be in effect. Anyone suspected of being under the influence of drugs or alcohol by a chaperone will be escorted home by parents and/or police and can expect to get a short-term suspension. A second offense will result in a long-term suspension.
6. Twelve (12:00AM/midnight) o'clock AM will be the normal ending time for all dances. The high school principal must approve exceptions to this.

STUDENT FEES AND EXPENSES

ASB Cards	\$35.00 / Free for Free and Reduced Lunch students
Yearbook	\$55 Purchase online jostensyearbooks.com or 1-877-767-5217
Insurance	According to Student Need - Forms Available at Office
Sports Fee	\$5.00/per sport, except cheerleading / Free for Free and Reduced Lunch students

STUDENT PARKING

The district reserves the right to assign parking areas or spots to students driving their vehicles to school. Students generally will be allowed to park in the lot west (triangular gravel lot) of the high school and the gym parking lot. **Student vehicles should be kept locked at all times, as the school is not responsible for valuables or other belongings left in the vehicles.** The school will not be responsible for any theft from a car or damage to a car caused by another driver or individual.

STUDENT RECORDS

The school district maintains current, clear, and accurate records for all students in attendance. Uniform procedures govern the collection, maintenance, storage, examination, transmittal, and destruction of all student records and any information included therein.

Only information deemed necessary to the welfare of students and the orderly operation of schools, or that information required by law and regulation, is included in the student's official school records. Student records are the property of the school district; however, they are available for inspection and review by parents in an orderly and timely manner and in accordance with district policy and procedures. Parents may challenge inclusion of any information in a student's record, which they believe inaccurate, misleading or in violation of the student's privacy or other rights. Parents may request deletion or modification of records, or enter into the records their own statements of clarification or explanation. All information relating to individual students shall be deemed confidential and be dealt with in a professional manner. Student records will be released upon request to a school in which a student seeks or intends to enroll. Other organizations, agencies, or individuals will receive student records only upon the signed, written, dated request of the parent, except as otherwise provided by law or district policy. This policy shall not apply to records required for

reports of child abuse or neglect. All rights accorded to, or consent required of parents and legal guardians shall be accorded to students who have attained eighteen years of age or have entered a post-secondary training or education institute.

TELEPHONE

The office phone is a business phone and may be used by students for emergencies and school business ONLY. For parents/guardians needing to contact their student during school hours, contact the office to have a message delivered to the student so as not to disrupt class time.

VISITORS

All visitors must report to the office. Student visitors are not allowed except in special circumstances with prior administrator approval and teacher notification.

Academic Information

ALTERNATIVE LEARNING EXPERIENCES

The Lind and Ritzville School District Board of Directors believes that a variety of learning options including online courses and programs, are critical for 21st century learners. The board recognizes that the online learning environment provides students with unique opportunities to become self-disciplined learners with lifelong learning skills. Further, the board recognizes the need to provide alternative educational settings without jeopardizing current programs of the Lind and Ritzville School Districts.

The Lind and Ritzville school districts offer the Ritzville Academy, an online learning program for K-12th grade students. Students may choose to be Lind-Lind Ritzville High School students yet take 100% of their coursework online. Graduation requirements and course work align with the Lind and Ritzville School Districts standards. Students, with the approval from the Principal, may be enrolled full time or part time with the Ritzville Academy.

COURSE OFFERINGS

Please see the current course description catalog for course offerings. This is available online. Note: Courses are not always available due to a course rotation schedule, staffing, student interest, or other circumstances.

CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

The highest cumulative grade point average will be used to determine the valedictorian and salutatorian for Lind-Ritzville High School. Advanced Placement and CiHS courses will be weighted on a 5.0 scale and all other courses will be weighted on a 4.0 scale.

Highest grade point average: Valedictorian

Second highest grade point average: Salutatorian

In case of exactly the same grade point average, then the award will be shared.

The counselor will identify the student with the highest GPA as valedictorian and the student with the second highest GPA as salutatorian. The GPA will be carried out to four decimal points. In case of a tie in either category, there will be co-valedictorians or co-salutatorians. The valedictorian and salutatorian will be determined at the end of the first semester of their senior year.

During the graduation ceremony, the valedictorian and the salutatorian will be honored.

FALSIFICATION OF RECORDS

Any person altering, falsifying, or forging information on school records, parent permission slips, documents, examinations, etc., or destroying documents is subject to appropriate disciplinary action. Students committing this act will receive a discipline referral.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of rights under the FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.*

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school district will make a reasonable attempt to notify the student of the records request. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

GRADING SCALE

All classes will issue grades using the following scale:

Grade %	Letter Grade	GPA Equivalent
94 - 100	A	4.0
90 - 93	A-	3.7
87 - 89	B+	3.3
84 - 86	B	3.0
80 - 83	B-	2.7
77 - 79	C+	2.3
74 - 76	C	2.0
68 - 73	C-	1.7
67 - Below	F	0.0

GRADUATION REQUIREMENTS Policy 2410

Graduation requirements vary by class. See the Counselor's Page for the grade level specifics and a copy of the worksheet used to track courses/credits. Due to recent changes in the law regarding state assessments, the school is continuously working to keep information as updated as possible. Please contact the counselor or principal if you'd like to discuss the requirements. You may also obtain a print out of the information by contacting the office.

Transfer Students and Special Cases

Guidelines have been established for students who have special cases (e.g., an extended illness, death of immediate family member, etc.) or who transfer to a Washington public school during their junior or senior year. For transfer students, the process considers whether students have passed a high school assessment in their former state.

The appeal process ONLY applies to the state's testing requirement for graduation. Students with special circumstances and those who move into the state during their junior or senior year need to ask their local school district how they can fulfill the other statewide graduation requirements.

High School and Beyond Plan

The High School and Beyond Plan is a State graduation requirement. It's a collection of written or digital documents designed to help students think about their future and choose coursework that prepares them for their goals after high school.

Starting in middle school, students work with their families and school staff to create their High School and Beyond Plan based on their own Personalized Pathway Requirement. They continue to revise their plan each year throughout high school as their interests or goals change.

Elements

The High School & Beyond Plan could include:

- Identification of career and life goals through a career interest inventory.
- Identification of educational goals in a personalized pathway in support of career interest.
- A four-year course plan for high school aligned with postsecondary plans.
- Identification of assessments needed to earn a diploma and achieve postsecondary goals.

GRADUATION CEREMONIES

If students fulfill graduation requirements by the end of the last term of their senior year, they may participate in graduation ceremonies. If a student has more than three (3) credits to earn by the start of the last term of their senior year, he/she will not be eligible to participate. Each student shall be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student shall receive a final transcript. Each student shall be notified of this opportunity at least one month prior to the close of the school term.

Graduation ceremonies will be conducted in the following manner:

- A. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor and officers.
- B. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.
- C. Students who participate will be expected to dress professionally in accordance with school dress code.
- D. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
- E. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.

HONOR ROLL

The honor roll is published in the local paper at the end of each quarter. Students listed on the honor roll must have a 3.0 to 3.75 GPA and have no incompletes. A student may make the high honor roll by achieving a 3.75 GPA or higher. Grades that are reported as Pass/Fail grades are not figured into the GPA.

NATIONAL GUARD HIGH SCHOOL CAREER TRAINING

Credit may be granted for National Guard high school career training in lieu of either required or elective high school credits.

Approval by the district shall be obtained prior to a student's participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form now or hereafter provided by the national guard shall be completed and filed with the school district; and
- B. The number of credits toward high school graduation to be granted shall be calculated, agreed upon by the student and an authorized representative of the school district, and such agreement noted on MIL Form 115 or such equivalent form.

Credit toward high school graduation may be granted by the school district upon certification by a national guard training unit commander on the completion component of MIL Form 115 or such equivalent form that the student has met all program requirements.

PROBATION/INELIGIBLE LIST—A student who becomes ineligible will be held to athletic code restrictions, as well as any school directed activities

- A grade of F in one class puts a student on restriction.
- Restriction is defined as restricted from participation in athletic events, not practice; or as directed during the school day

- The list will be published on Thursdays only. It will be completed prior to 2:30 by Lind Jr/Sr High School, Lind Ritzville High School & Lind Ritzville Middle School.
- Students, parents, coaches, and advisors will be made aware of eligibility status by their district school.
- Students who turn in work or take tests during their restricted status can expect any change in status to occur at the end of the school day following the day they turn in work.
- The exception to this would be if a student has made up work over the weekend in hopes of an eligibility change for a Monday event. If the student turns in work PRIOR to 8:00AM on Monday, their status will be reevaluated by the end of the school day. This applies to test taking and daily work, not to term papers or major projects.

REPORT CARDS

Report cards are issued at the end of each quarter or 9-week grading period. Letter grades are used to designate a student's achievement and progress. Student report cards may be held until fines and materials are turned in. Progress Reports are sent home once a quarter to let parents/guardians know the progress of their student.

RUNNING START

When a student reaches junior status, he/she is eligible to enter the running start program. This program allows students to attend a community college or university and receive high school credits toward graduation and credits toward a college degree. The district pays the tuition; however, the student is responsible for fees, books and transportation. If a student is interested in this program, he/she should contact the high school counselor for more information.

WAIVER OF GRADUATION REQUIREMENTS

All state requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history and government course in another state during grades seven through twelve and who have fulfilled study of the Washington state constitution through an alternative learning experience approved by the principal. Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of physical disability, employment or religious belief or because of participation in directed athletics or military science and tactics. This shall not alter the credit requirements established by the board.

The following procedure shall be followed in graduation waiver requests:

- A. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.

An individual student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation provided there is a direct relationship between the failure to meet the requirement and the student's ability. When a 12th grade student transfers from another high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied and the student successfully passes a full schedule of classes during his/her 12th year of school.

- B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:
 1. Request shall be initiated by the parent or the eligible student;
 2. The principal shall investigate the request for waiver of graduation requirements;
 3. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation;
 4. The principal shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request; and
 5. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.

Discipline Policies #3241

All students will follow reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. See policy #3241 for a description of Suspensions and Expulsion. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the district. Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. See the section in Student Conduct for expectations and consequences for violation.

**Lind-Ritzville School District
Code of Conduct
Classroom Management, Discipline, and Corrective Action**

Student Discipline

The district will administer student discipline to maintain a safe and supportive school environment that is conducive to student learning.

The methods employed in administering the rules of student conduct involve professional judgment. Such judgment should:

- Provide due process and ensure fairness and equity in administration;
- Implement the policy and procedure in a culturally responsive manner;
- Responds to the needs and strengths of students ;
- Facilitate collaboration between school personnel, students, and families ;
- Provide a safe and supportive learning environment for all students

No form of discipline will be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements. Appeal procedures have been established in order to provide for an opportunity for every corrective action to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

Rights and Responsibilities of Certificated Staff

Certificated staff will have the right to:

- Expect students to comply with school rules;
- Develop and/or review building rules relating to student conduct and behavioral expectations at least once each year. Building rules will be consistent with district rules relating to student conduct;
- Receive any complaint or grievance regarding corrective action of students. Certificated staff will be given the opportunity to present their version of the incident and to meet with the complaining party, in the event that a conference is arranged;
- Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury;
- Assign a student after school detention for up to 30 minutes with due consideration for bus transportation.

Teachers have the right to exclude any student from the teacher's classroom, instructional area, or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision, subject to the requirements of WAC 392-400-335 and the section below (see Classroom Exclusions).

Certificated staff will have the responsibility to:

- Observe the rights of students;
- Supervise student behavior and enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible, regardless of any corrective actions taken by the teacher;
- Maintain good order in the classroom, in the hallways, on the playgrounds, or other common areas of the school, and on school buses (i.e., during field trips);
- Maintain accurate attendance records and report all cases of truancy;
- Set an appropriate example of personal conduct and avoid statements that may be demeaning or personally offensive to any student or group of students; and
- Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that are being employed in the classroom.

Principals will have the responsibility to:

- Impose suspension or expulsion when appropriate;

- Notify parents when students are suspended or expelled; and
- Confer with certificated staff at least once per year, to develop and/or review rules of conduct to be employed in the school, and corrective actions that may be employed in the

Suspensions, Expulsions, and Discretionary Discipline Suspensions

This may be imposed for any of the following student behaviors:

- A. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
- B. Any of the following offenses listed in RCW 13.04.155, including:
 1. any violent offense as defined in RCW 9.94A.030, including
 - a. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
 - b. manslaughter;
 - c. indecent liberties committed by forcible compulsion;
 - d. kidnapping;
 - e. arson;
 - f. assault in the second degree;
 - g. assault of a child in the second degree;
 - h. robbery;
 - i. drive-by shooting; and
 - j. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
 2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to register as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
 3. inhaling toxic fumes in violation of chapter 9.47A RCW;
 4. any controlled substance violation of chapter 69.50 RCW;
 5. any liquor violation of RCW 66.44.270;
 6. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
 7. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
 8. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
 9. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and
 10. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;
- C. Two or more violations of the following within a three-year period
 1. criminal gang intimidation in violation of RCW 9A.46.120;
 2. gang activity on school grounds in violation of RCW 28A.600.455;
 3. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
 4. defacing or injuring school property in violation of RCW 28A.635.060; and

D. Any student behavior that adversely affects the health or safety of other students or educational staff.

Unless otherwise required by law, school administrators are not required to impose a long-term suspension or expulsion for the misconduct listed above, and whenever reasonable, school administrators should first consider alternative sanctions.

For student behaviors—including specific offenses contained in Policy 3240 and procedure 3240P—that do not fall within one or more of the categories listed above, schools may only impose discretionary discipline as defined in this procedure. Schools may not impose long-term suspension or expulsion as a form of discretionary discipline, but may impose other sanctions up to and including short-term suspension in a manner consistent with this procedure.

Short Term, Long Term, Emergency Expulsions, and Expulsions

See Policy 3240 and procedure 3240P on the Lind-Ritzville School Website for more detailed explanation of due process procedures, readmission, and re-engagement plans:

Short Term Suspension

No student in grades kindergarten through fourth grade will be suspended for more than a total of ten (10) school days during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the suspension.

No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten school days during any single trimester.

In-House Suspension

Students who are denied attendance at school are denied the opportunity to learn. The district has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification.

Long Term Suspension

The nature and circumstances of the violation must reasonably warrant a long-term suspension. As a general rule, no student will be long-term suspended unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

No student in grades kindergarten through fourth grade will be long-term suspended during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the suspension.

No student in fifth grade and above will be long-term suspended in a manner that causes the student to lose academic grades or credit for longer than one semester or trimester during the same school year.

The principal will notify special education staff of any long-term suspension to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Emergency Expulsion:

The district superintendent or a designee may immediately expel and remove a student from school prior to a hearing without other forms of corrective action if the superintendent or designee has good and sufficient reason to believe that the student's presence poses:

- An immediate and continuing danger to students or school staff; OR
- An immediate and continuing threat of substantial disruption of the educational process.

Expulsion:

The nature and circumstances of the alleged violation must reasonably warrant the harshness of expulsion. No student will be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or there is good reason to believe that other forms of corrective action would fail if used.

The district will make reasonable efforts to assist students in returning to an educational setting prior to, and no later than, the end date of the expulsion.

An expulsion may not exceed the length of the academic term unless:

- The school petitions the superintendent for an extension; AND
- The superintendent authorizes the extension in compliance with the superintendent of public instruction's rules adopted for this purpose (see Petition for extension of expulsion below).

Once a student is expelled in compliance with district policy, the expulsion will be brought to the attention of appropriate local and state authorities, including, but not limited to, juvenile authorities acting pursuant to the Basic Juvenile Court Act, so that such authorities may address the student's educational needs.

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, will be expelled from school for not less than one calendar year pursuant to RCW 28A.600.420 with notification to parents/guardians and law enforcement. The superintendent may modify the expulsion of a student on a case-by-case basis.

Firearms Exception

In accordance with RCW 28A.600.420, a school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The superintendent may modify the expulsion on a case-by-case basis.

A school district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.

These provisions do not apply to:

- Any student while engaged in military education authorized by the school district in which rifles are used;
- Any student while involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by the district; or
- Any student while participating in a rifle competition authorized by the district.

Grievance and appeal process for student discipline

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for resolving the grievance. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.

At such a conference, the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

After exhausting this remedy, the parent/guardian and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent or designee.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, have the right to present a written or oral grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for considering the grievance. The board will notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure, unless the principal, superintendent, or board elects to postpone such action.

Alternatively, the board may delegate its authority to hear and decide discipline and short-term suspension grievance appeals to a school district disciplinary appeal council established pursuant to WAC 392-400-310(1).

Grievance and appeal process for short-term suspension

Any parent/guardian or student who is aggrieved by the imposition of a short-term suspension will have the right to an informal conference with the principal or designee for resolving the grievance. At such a conference, the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

The parent/guardian and student after exhausting this remedy will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, will have the right to present a written or oral grievance to the board at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. Such a meeting is not subject to the Open Public Meetings Act, and needs to be noticed or open to the public.

The board will notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure, unless the principal, superintendent, or board elects to postpone such action.

Appeal process for long-term suspension and expulsion

If a timely notice of appeal is received, the long-term suspension or expulsion may be imposed during the appeal period if:

- The long-term suspension or non-emergency expulsion is imposed for no more than ten (10) consecutive days or until the appeal is decided, whichever is the shortest period.
- Any days that the student is suspended or expelled before the appeal is decided are applied to the term of suspension or expulsion and will not limit or extend the term of the suspension or extend the term of suspension or expulsion; and
- A suspended student who returns to school before the appeal is decided will be provided the opportunity upon return to make up assignments and tests missed by reason of suspension if:
 - Such assignments or tests have a substantial effect on the student's semester or trimester grade or grades; OR
 - Failure to complete such assignments or tests would result in denial of course credit.

The board will schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting will be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent/guardian, and/or counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the board deems reasonable.

Prior to adjournment, the board will agree to one of the following procedures:

- Study the hearing record or other materials submitted and record its findings within ten (10) school business days; OR
- Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; OR
- Hear and try the case de novo before the board within ten (10) school business days.
- Any decision by the board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student will be made only by:
 - Those board members who have heard or read the evidence;
 - Those board members who have not acted as a witness in the matter; AND
 - A majority vote at a meeting at which a quorum of the board is present.

Within thirty (30) days of receipt of the board's final decision, any parent and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the Superior Court Clerk of the County.

Suspensions and Unexcused Absences and Tardies

Students will not be suspended or expelled from school for absences or tardiness.

Explanation of Violations and Disciplinary Matrix

BULLYING, HARASSMENT AND INTIMIDATION

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

- Physically harms a student or damages the students property; or
- Has the effective of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. The school board document outlining this policy is available in the District Office or online at www.lrschools.org > Board of Directors > Student Policies > Policy 3207.

CELL PHONES & ELECTRONIC DEVICES

Cell phones are a privilege to use on our campus – not a right. Students should leave their phones in their lockers. Students who bring them to a classroom are not allowed to have them out, in use, or disrupt the classroom environment. All classrooms have storage and charging units for students. Students may have the phone on before or after school and in between passing periods. Any student caught using a cell phone without permission (this includes hallways, locker rooms, and bathrooms during class time) from his or her teacher, will be in violation of our cell phone rules and will have their phone confiscated. Additionally, the students who committed the infraction may have further consequences based upon the principal's judgment.

CHEATING/ACADEMIC DISHONESTY

The Lind Lind Ritzville High School Staff has a “0” tolerance for cheating. Any student caught cheating in a class for a first offense will be placed immediately on the ineligible list for a minimum of five (5) school days. The student will be required to retake the test or repeat the assignment for partial credit as outlined by the teacher. The teacher will notify both the parents and the principal of the cheating incident. A student that is caught for a second offense of cheating will be placed on the ineligible list for a minimum of forty-five (45) days, be required to make up the test or assignment for partial credit and be referred to the administration for progressive disciplinary action. Additional information regarding this is available in the district policy and procedures manual. This document is available in the District Office or online at www.lrschools.org > Board of Directors > Student Policies > Policy 3240.

DANGEROUS WEAPONS AND FIREARMS

--FIREARMS AND OTHER DANGEROUS WEAPONS

Pursuant to Lind-Ritzville School Board Policy 4210 and state law, it is a violation for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Exclusions to this policy exist for specific individuals and activities and are outlined in the complete District policy. There are no exclusions for students possessing a dangerous weapon or firearm on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate the dangerous weapons policy shall be subject to discipline. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modifications by the superintendent. RCW 9.41.280, RCW 28A.600.420.

--PERSONAL PROTECTION SPRAY DEVICES

Students over eighteen (18) years of age and persons between fourteen (14) and eighteen (18) years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen (18) years of age may deliver such devices, nor may anyone eighteen (18) years or older deliver a spray device to anyone under fourteen (14) or to anyone between fourteen (14) and eighteen (18) who does not have parental permission. Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy. Students who violate this policy shall be subject to disciplinary action. BP 2410, RCW 9.91.160. Additional information regarding this is available in the district policy and procedures manual. This document is available in the District Office or online at www.lrschools.org > Board of Directors > Community Relations Policies > Policy 4210.

DRESS CODE

The appearance of any student is primarily the responsibility of the individual and his/her parents. Students are expected to maintain dress which is not disruptive or destructive to the educational process of the school. This includes any school related activity such as extra-curricular activities such as athletics, dances, as well as events endorsed by the school such as field trips. School staff will make the final determination of the appropriateness of student dress. In conjunction with students, the staff has outlined the following general guidelines for student dress and appearance. Additions may be made to this list by the administration as deemed necessary to maintain an appropriate learning environment. In general, students will be given an opportunity to correct concerns relating to inappropriate dress. Failure to correct the problem or repetitions of similar dress concerns will be grounds for disciplinary action.

- Pajamas and slippers are not to be worn to school.
- Shorts and skirts may be worn provided they are hemmed and meet established guidelines. Each individual is built differently and some general rules used to determine appropriateness of shorts include shorts having a 3-inch inseam. Additionally, shorts and skirts should extend to or beyond the fingertips with arms extended to the side. Shirts must be long enough to cover the midsection while standing and the back area when seated.
- Spaghetti straps, tank tops, halter-tops or similar revealing shirts are not allowed.
- Shirts must not be open or cut under the arm area as to show the flesh or undergarments.
- Pants must be worn so that undergarments are not visible.
- See-through garments are not allowed.
- “Hoodies” with the hood worn on any part of the head is not permitted.
- Shirts promoting drugs, alcohol, sexual acts, or establishments that support such activity will not be allowed. Any shirt that is deemed questionable by teachers or administrators will not be allowed and students will be asked to change their shirt.
- Any attire that could indicate gang affiliation will not be allowed. This could include but not be limited to bandanas, tattoos, specific jewelry, etc. This determination will be made by the administration.

*** Designated dress up days for spirit activities may override specific sections of the outlined dress code.

Additional information regarding this is available in the district policy and procedures manual. This document is available in the District Office or online at www.lrschools.org > Board of Directors > Student Policies > Policy 3224.

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- Absences due to illness or a health condition; mental health-related absences; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student (18 yrs. of age or older); or school authority responsible for the absence. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
- As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade can be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- Attendance will be taken and recorded each day for every student at all grade levels. A well planned class provides a learning opportunity for the students every day. If a student is absent, he/she is losing educational benefits. It is impossible to make up the "missed" experience and to gain from the learning experience to the same degree if a student is absent. Absences will be classified as school related, non-school related, or truant.

School related—Field trips, scheduled activities, school business

Non-school related—All absences not scheduled by the school but with parent permission

Truancy—Absence during a period or school day that is not requested by the parent or does not follow school or classroom checkout procedures.

ABSENCE PROCEDURES: (Before or Following an Absence and Pre-Arranged Absence)

It is the responsibility of the parent before or immediately following an absence to call the absence hotline at any time of the day or night or present the office with a note of acknowledgment and reason for the absence from the parent/guardian. If you know your child will be absent ahead of time, please call so we can notify his/her teacher. **If you tell the teacher your child will be gone, you must still call the High School Office at: (509) 659-1720. Absences due to medical appointments will require a note from the facility as proof of the absence. Students and parents may request blank note slips to take to the appointment for confidentiality purposes.**

The school shall 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 shall include the potential consequences of additional unexcused absences. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.

ATTENDANCE DISCIPLINE PROCEDURES:

When	Action/Response
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Beginning of school year RCW 28A.225.005	Information letter to all students and parents that includes the benefits of regular school attendance; the effects of absenteeism, excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.
After 1 unexcused absence RCW 28A.225.020	Inform the student's parent/guardian by a notice in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
After 3 unexcused absences within any month. RCW 28A.225.020	Schedule conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend.
Between 2 and 7 unexcused cumulative absences in a school year RCW 28A.225.020	<p>Must apply WARNS (Washington Assessment of Risks and Needs of Students) or other assessment.</p> <p>Take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results.</p> <p>Convene the IEP or 504 team. If the student has an individualized education program (IEP) or a 504 Plan, the team must convene to consider the reasons for the absences and adjust the IEP or 504 Plan as necessary. This is required and is in addition to the requirement to have a parent conference after 3 unexcused absences.</p> <p>For students reasonably believed to have a disability who do not have an IEP or 504, the following steps must occur:</p> <ul style="list-style-type: none"> • Student should be referred to the district's existing Child Find process (WAC 392-172A-02040) • Parents/guardians need to be informed of the right to request an evaluation at no cost to them; if the parents/guardians consent to an evaluation, then time should be allowed for the evaluation to be completed (WAC 392-172A-03005) • If the student is found to be eligible for services/accommodations, a plan must be developed to address the identified needs
Not later than 7 unexcused absences in a month	District shall do one of the following:

RCW 28A.225.030	<ul style="list-style-type: none"> • Enter into an agreement with the student and parent establishing attendance requirements, OR • Refer student to a Community Engagement Board (CEB), OR • File petition under subsection (1) of RCW 28A.225.030
<p>After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year</p> <p>RCW 28A.225.035</p>	<p>File truancy petition with Juvenile Court. Court must stay the petition.</p> <p>Refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The community engagement board must meet with the child, a parent, and school district representative and enter into an agreement.</p>
<p>Unexpected or excessive absences (for youth who are dependent pursuant to 13.34 RCW) RCW 28A.225.023</p>	<p>Review unexpected or excessive absences with a youth who is dependent pursuant to chapter 13.34 RCW and adults involved with that youth to determine the cause of the absences, considering the unique circumstance of a youth who is dependent. A district employee must proactively support the youth's schoolwork, such as the required building point of contact for students who are dependent.</p>

FALSIFICATION OF RECORDS

Any person altering, falsifying, or forging information on school records, parent permission slips, documents, examinations, etc., or destroying documents is subject to appropriate disciplinary action. Students committing this act will receive a discipline referral.

ILLEGAL POSSESSION OF ALCOHOL, CHEMICAL SUBSTANCES AND TOBACCO PRODUCTS

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverages, illegal chemical substances or opiate, or tobacco product while on the school grounds or under the supervision of the school, which includes extracurricular school-sponsored activities. Athletes and student leaders are expected to refrain from all such behavior off the grounds as well during the sports season or during their term of office. This includes knowingly attending parties where other students are using and abusing drugs and/or alcohol. Students who violate this policy will be subject to disciplinary action by the school. Student athletes will additionally be subject to consequences outlined in the Athletic Code of Conduct. Student leaders who knowingly violate any portion of this policy may be removed from their positions. BP 3240, BP 2121

OPEN CAMPUS POLICY

Lind Ritzville High School operates an open campus. Students MUST HAVE a parent permission form on file in the office in order to leave campus during lunchtime. Students enrolled in Ag Ed classes will be required to leave the main campus to attend classes in the Ag Ed facility. Students walking to class are expected to respect property and maintain appropriate behavior on their way to and from Ag class. Students are not allowed to drive to the Ag shop unless prior permission has been granted by the Principal. Additional off campus privileges and requirements are outlined within the Ag Ed program. It is important to remember that an open campus is a privilege and can be restricted for disciplinary purposes for individuals or groups of students on a temporary or permanent basis.

PUBLIC DISPLAY OF AFFECTION

This is defined as anything more than holding hands on school grounds during the normal school day. Infractions in this area will result in a conference between the participants and the principal and will lead to further discipline if the behavior continues.

RULES OF EXPECTED STUDENT CONDUCT

Students are expected to:

1. Conform to reasonable standards of acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary for a positive climate for learning.
4. Submit to the authority of staff and respond accordingly.
5. Identify himself/herself on request to school district and/or public officials

SEXUAL HARASSMENT (School Board Policy #3205)

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 during a school-sponsored activity.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.lrschools.org. Policy and procedure 3205

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

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. 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 the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

STUDENT AUTOMOBILES

Students who drive motor vehicles to school are to observe all safety precautions. The vehicle may not be entered or used during school hours except with the permission of the high school staff. The student may leave during the lunch hour if the student has a

parent release form on file in the office. **Student vehicles parked on district property are subject to periodic searches by detection canines.**

TARDINESS

If a student arrives late to school or returns late from the lunch break, he/she must report to the office for a tardy slip. For every unexcused tardy a student will receive a lunch detention. If a student arrives late to class the teacher will require him/her to go to the office to receive their lunch detention slip. If another teacher has caused the tardy, a note from that teacher needs to be presented to the office in order for the tardy to be excused. Repeated tardiness will result in disciplinary action and may require a parent-student-principal conference.

Excessive Unexcused Tardies:

1st-4th tardy in one semester=Bronco Lunch (Served same day if occurs period 1-4; Served next day if periods 5-7)

5th tardy in one semester=After school detention-2 hours; will count for one unexcused period

6th tardy in one semester=After school detention-2 hours; will count for a second unexcused period; Parent Conference

7th tardy in one semester=After school detention-2 hours; will count for one unexcused half day;

8th+ tardy in one semester=After school detention-2 hours; will count one unexcused half day; Truancy Court Petition Filed

MISCONDUCT AND SANCTIONS					
ALL MITIGATING FACTORS INCLUDE THE FOLLOWING: NO PRIOR SANCTIONS ON FILE, MINIMAL DAMAGES, AND SELF-REPORTING					
ALL AGGRAVATING FACTORS INCLUDE THE FOLLOWING: PRIOR SANCTIONS ON FILE, SIGNIFICANT DAMAGES, STUDENT DID NOT SELF-REPORT, AND CONDUCT IS MOTIVATED BY PERCEIVED RACE, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, GENDER EXPRESSION, DISABILITY, OR ANY SIMILAR ACTUAL OR PERCEIVED CHARACTERISTIC					
Exceptional Misconduct	Presumptive Standard (this is the likely sanction for first time offense)	Mitigating Factors (Student age is a factor in all cells)	Aggravating Factors	Standard Range (this is what is allowed for first time offense)	Activity Code Violations
Fighting and Physical Violence; Promoting or Encouraging Fighting and Physical Violence	Short-term suspension of 5 days Law enforcement notified upon victim request.	Minimal injury; little harm; student's acting in defense; self-reported	Serious injury; use of object or weapon; multiple students; prior sanctions of this nature	0-10 day suspension	Suspension from practice and/or competitive events during length of the school suspension.
Assault: Physical or Verbal Assault on Student or Staff or Threatening any Student or Staff Member (RCW 28A.635.090)	Short-term suspension of 5 days Law enforcement notified upon victim request.	<ul style="list-style-type: none"> Student was primarily acting defensively, but facts do not support a conclusion that the student's conduct was clearly reasonable self-defense as set forth below 	<ul style="list-style-type: none"> Serious actual or potential injury Use of an object or weapon Premeditated conduct Multiple students assaulting a single student Prior assault(s), threat(s), harassment, or bullying by the student against the same victim 	0-10 day suspension	Suspension from practice and/or competitive events during length of the school suspension.
Defacing or Destruction of School Property. RCW 28A.635.060	Short-term suspension of 3 days	<ul style="list-style-type: none"> Minimal damage Subsequent remedial steps, including restitution to 	<ul style="list-style-type: none"> Property defaced with: Lewd or obscene words or imagery 	0-10 day suspension	Suspension from practice and/or competitive events during length of the school suspension.

		district or victim of misconduct	<ul style="list-style-type: none"> • Gang words or imagery 		
Defiance/Disrespect/Non-Compliance toward School Authority or Student; Disrespect Toward a Student or Staff's Property.	Discipline other than Suspension	<ul style="list-style-type: none"> • Subsequent action taken by student to make amends for misconduct with school personnel 	<ul style="list-style-type: none"> • Substantial disruption to learning of others caused by student's defiance • Student attempts to solicit or incite others to engage in defiant behavior • Use of lewd, obscene, or profane language directed towards supervising school personnel 	0-10 Day Suspension	Suspension from practice and/or competitive events during length of the school suspension.
Forgery	Office detention on a first offense	<ul style="list-style-type: none"> • Any student who forges any type of parent/guardian signature 		Office detention for first offense	Suspension from practice and/or competitive events during length of the school suspension
Drugs and Alcohol: Distribution of Drugs, Alcohol and Controlled Substances; Possession, Use or Under the Influence of Drugs, Alcohol, and Paraphernalia (includes some vaping devices) See athletic code for steroid or other performance enhancing drug possession, use or under the influence of.	PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE: Long-Term Suspension of 15 Days PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION: Long-Term Suspension of 20 Days Law enforcement notified	<ul style="list-style-type: none"> • A significantly small amount of substance • Momentary or transient handling of the item • Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus • Evidence that there was no intent to use, consume, or distribute the substance on school grounds, district provided transportation, or at school activities. 	<ul style="list-style-type: none"> • A relatively large amount of substance that would reasonably exceed anticipated single use • Evidence of sophistication or pre-planning • Evidence of distribution or intent to distribute prohibited substances • Distribution has been to multiple students • Conduct is related to gang affiliation. 	3-20 Day Suspension K-4: 0-10 Day Suspension	In- or out-of-season, suspension from practice and/or competitive events during length of school suspension, and the participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.
Gambling	Warning issued for first offense Office detention for second offense Short-term suspension for third offense	No gambling, including card playing, is permitted on school property.		Warning issued for first offense Office detention for second offense Short-term suspension for third offense	Suspension from practice and/or competitive events during length of school suspension.
Gang Conduct	Discipline other than Suspension Suspension for second offense	<ul style="list-style-type: none"> • Subsequent remedial steps, including restitution for property damaged or defaced with gang imagery, symbols, or language 	<ul style="list-style-type: none"> • Concerted action with other students or non-students • Gang conduct in connection with other misconduct prohibited elsewhere by this procedure, including but not limited to assault, harassment, intimidation, bullying, 	0-10 Day Suspension	Suspension from practice and/or competitive events during length of school suspension.

			theft, and the possession of weapons		
Harassment, Intimidation, Bullying, and Hazing (May include use of racial or religious slurs)	3 Day Suspension K-4: 0-3 Days 5-12: 3 Days	<ul style="list-style-type: none"> Subsequent action taken by student to make amends for misconduct with the victim 	<ul style="list-style-type: none"> Threat of serious injury Use of an object or weapon Premeditated conduct Part of a pattern of similar misconduct against the same victim Exceptional severity or cruelty Sexual harassment 	3-20 Day Suspension K-4: 0-10 Day Suspension	Suspension from practice and/or competitive events during length of school suspension. The participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.
Lewd, Obscene, or Profane Language, Gestures, and Materials (e.g., sexually explicit, use of racial or religious slurs, drug or alcohol symbols) verbally, and/or on school building structures, school provided materials, computer files, email, and school-generated online postings.	Discipline other than Suspension	<ul style="list-style-type: none"> Subsequent action taken by student to make amends for misconduct 	<ul style="list-style-type: none"> Substantial disruption to learning of others caused by student's defiance Student attempts to solicit or incite others to engage in behavior 	0-10 Day Suspension	Suspension from practice and/or competitive events during length of school suspension.
Theft/Stealing/Extortion	Short-Term Suspension of 2 Days	<ul style="list-style-type: none"> Property returned to victim Subsequent remedial steps, including restitution to district or victim of misconduct 	<ul style="list-style-type: none"> Significant damage in extent or cost Conduct is motivated by gang affiliation 	0-10 Day Suspension	Suspension from practice and/or competitive events during length of school suspension. At an event or practice: The participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.
Tobacco / Nicotine in any form/Any Nicotine delivery device (i.e., vapor pens, e-cigarettes, etc.) All devices that may deliver liquid nicotine, THC, and marijuana will be considered a violation. Possession of or Use of any vaping device.	Short-Term Suspension of 2 Days and Complete Tobacco Intervention Packet.[Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]	<ul style="list-style-type: none"> Student offers credible evidence that he or she had the tobacco nicotine unintentionally 	<ul style="list-style-type: none"> Large quantity; distributed to others; openly used tobacco and nicotine with others; denied use or possession 	0-10 Day Suspension	In- or out-of-season, suspension from practice and/or competitive events during length of school suspension, and the participant shall be suspended no less than 20% of the regular activity season for the first violation. A second offense is 50% event suspension. A third violation shall result in a one-year suspension from all activities.

WEAPONS: RCW 9.41.250, 270, 280 RCW 9.41.280	Long-Term Suspension of 11 days SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion Possible law enforcement notified	<ul style="list-style-type: none"> • No injury or damage caused • No evidence that student intended to display or use the weapon • The weapon is a small pocket knife with a blade 3 inches or less • Student's age and/or inability to understand potential consequences • Student offers credible evidence that he or she had the weapon for legitimate purposes away from school and unintentionally brought the object to school 	<ul style="list-style-type: none"> • Student used the weapon in furtherance of an assault, to intimidate another, cause injury, and/or to cause physical damage to property • Student displayed, activated or discharged the weapon in a reckless manner • Evidence of premeditation • The weapon is an airgun or firearm. • The object appears to be a firearm and the student displaying or using the object does so with malice 	0-20 Day Suspension K-4: 0-10 Day Suspension	Suspension from practice and/or competitive events during length of school suspension.

DISRUPTIVE and OTHER MISCONDUCT	Presumptive Standard (this is the likely sanction for a first time offense)	Mitigating Circumstances	Aggravating Circumstances	Standard Range (this is what is allowed for a first time offense)	Activity Code Violations
Inappropriate Dress and Appearance	Verbal warning from teacher or administrator, change of clothing or appearance	<ul style="list-style-type: none"> • No previous infractions • Student's intent or purpose was not intentional 	<ul style="list-style-type: none"> • Previous infractions • Student's intent or purpose was to disrupt learning environment 	Warning -ASD or LD	Suspension from practice and/or competitive events during length of school suspension.
Inappropriate Display of Physical Affection	Student counseled, warned	<ul style="list-style-type: none"> • No Previous Infractions 	<ul style="list-style-type: none"> • Previous infractions • Student's intent or purpose was to disrupt learning environment 	Warning -ASD or LD	
Failure to Pursue Course of Study	Teacher-parent conference. Referral to counselor and administrator. Possible ASD or LD	<ul style="list-style-type: none"> • No Previous Infractions 	<ul style="list-style-type: none"> • Previous infractions • Current grades are below standard 	Warning -ASD or LD	

Cell Phone Use In Class	Warning; teacher may confiscate phone for the period; referral to the office	<ul style="list-style-type: none"> • No Previous Infractions • Parent emergency 	<ul style="list-style-type: none"> • Previous infractions • Use was sly or devious • Disrupted the learning of others 	Warning – Cell phone not allowed on campus	
Truancy	ASD or LD . Conference with student, parent, administrator. Possible behavior contract. Possible Community Truancy Board contract.	<ul style="list-style-type: none"> • No Previous Infractions • Parent, not student, was responsible for reporting status to school in a timely manner 	<ul style="list-style-type: none"> • Previous infractions • Forged a note • Dishonest about whereabouts • Multiple attempts to clear absence were ignored 	ASD or LD –Alternative Placement	<p>Suspension from practice and/or competitive events during length of school suspension.</p> <p>No practice or competitive events on day of truancy or when administration is aware of truancy.</p>
Tardiness	Warning -ASD or LD	<ul style="list-style-type: none"> • No Previous Infractions 	<ul style="list-style-type: none"> • Previous infractions 	ASD or LD – Escort to Class Closed Campus	Suspension from practice and/or competitive events during length of school suspension.
Abusing or Insulting Staff (RCW 28A.635.010)	ASD or LD . Possible short- or long-term suspension. Possible referral to law enforcement	<ul style="list-style-type: none"> • No Previous Infractions • Subsequent remedial steps, including restitution to district or victim of misconduct 	<ul style="list-style-type: none"> • Previous infractions • Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim 	Warning -ASD or LD – Long-Term Suspension	Suspension from practice and/or competitive events during length of school suspension.
Other Illegal Acts Committed on School Grounds or at School Activities	ASD or LD , short- or long-term suspension Possible law enforcement notification	<ul style="list-style-type: none"> • No Previous Infractions 	<ul style="list-style-type: none"> • Previous infractions 	Warning -ASD or LD – Long-Term Suspension	Suspension from practice and/or competitive events during length of school suspension.
Failure to Return School Property	Payment of fine, restitution plan	<ul style="list-style-type: none"> • No Previous Infractions • Student or family can not financially pay the fine or provide restitution 	<ul style="list-style-type: none"> • Previous infractions • Item is no longer in the possession of the student 	Repayment - See Theft	No participation until property is returned and/or restitution is paid.
Motor Vehicle Infractions	Law enforcement notified. Possible ASD or LD , possible short-term suspension	<ul style="list-style-type: none"> • No Previous Infractions • Victim has some responsibility in the cause of the infraction 	<ul style="list-style-type: none"> • Previous infractions • Driver is reckless • Multiple people are impacted 	Warning -ASD or LD – Long-Term Suspension Driving / Parking Privileges Revoked	Suspension from practice and/or competitive events during length of school suspension.
Cheating / Academic Dishonesty	ASD or LD -- “0” on the assignment--ineligible for 5 days	No Previous Infractions	Previous infractions Dishonest about situation	ASD or LD -- “0” on the assignment	5 days of ineligibility

BRONCO ATHLETIC CODE

Lind-Ritzville HS/Sprague HS/Washtucna HS/Harrington HS

The Lind-Ritzville Athletic Combine which includes Lind-Ritzville High School, Sprague High School, Washtucna High School, Harrington High School and governed by the Washington Interscholastic Activities Association (WIAA), is completely voluntary on the part of the student. Involvement in this interscholastic athletic program is a privilege, not a right. All students participating in Bronco athletics shall abide by this athletic code. This includes athletes, cheerleaders, managers, statisticians, filmers and any other students that represent the Bronco Athletic Combine in athletics. Those who participate in interscholastic athletics are not only members of a team, but also are representatives of their student bodies, families and communities. Therefore, it is necessary and desirable that high standards be maintained in the area of academics, citizenship, sportsmanship, loyalty and student conduct both in and outside the athletic arena.

ELIGIBILITY

To be eligible for participation in interscholastic athletics, a student must meet all of the eligibility requirements of the WIAA as stated in Section 18 of the WIAA Handbook.

State Eligibility Requirements

To be eligible for participation in extracurricular interscholastic athletics at Lind-Ritzville High School, a student must meet all of the eligibility requirements of the WIAA as stated in Section 18 of the WIAA Handbook.

Lind-Ritzville High School Eligibility Requirements

In addition to the requirements of the WIAA, students participating in athletics must also meet the following requirements:

1. I will meet all eligibility requirements as defined in the WIAA Handbook.
2. I will complete and sign all necessary paperwork for each sport, including:
 - a. Athletic Code
 - b. Parent Permission
 - c. Proof of Insurance
 - d. Code of Conduct
3. I must have a copy of a current physical on file at the High School office.
4. I must maintain academic eligibility according to the eligibility policy.
5. I must purchase an ASB card and pay all required sport fees. Students with a current free or reduced lunch form do not pay ASB card fees.
6. I must be in attendance the full day in order to be eligible to practice or participate in a contest on that day unless my absence is excused and/or pre-arranged
7. In all of the athletic contests conducted away from school, I will ride to and from the contest in school transportation unless otherwise arranged with the Athletic Office.
8. I will be personally responsible for all school equipment checked out to me and will return the same in good condition and in a timely manner.
9. Since I am a student-athlete leader, I should be an example of good character, behavior and citizenship in and out of school. In athletic contests I should compete as a true sportsman.
10. Any 8th graders playing on the high school team will have to sign and abide by all parts of the high school athletic code.
11. I agree to and will abide by the rules set forth by my High School, Athletics and each sport.

CURFEW

Athletes shall abide by the following minimum curfews:

- 10:00 PM on weeknights (Be at your house by 10:00 pm)
- 10:00 PM on night before a game (Be at your house by 10:00 pm)
- 12:00 AM (midnight) on weekends (Be at your house by midnight)
(Any exceptions must have the prior approval of the head coach.)

Hopefully, parents will assist the coaching staff in reinforcing the curfew and making sure players are getting proper sleep.

PERSONAL APPEARANCE

We represent the communities of Lind, Ritzville, Sprague, Washtucna, and Harrington. Players should not dress in a manner that is embarrassing to the communities and athletic program. Coaches shall determine proper game day attire as well as guidelines for grooming including beards and hair length for boys.

SPORTSMANSHIP

Student-athletes participating in Lind-Ritzville-Sprague athletics shall exemplify the highest standards of good sportsmanship on and off the field. Sportsmanship is defined as those qualities of courteousness, fairness and respectfulness to officials, teammates, opponents, coaches, spectators and all others associated with the sport or an athletic contest.

Bronco athletes shall refrain from:

- profanity
- arguing calls with the referee
- "talking trash" to visiting players, coaches, fans, etc
- excessive celebration
- outbursts of frustration ie. slamming helmet on ground

ATTENDANCE

Student-athletes shall be in attendance at school for at least the **last** 4 complete periods of the school day in order to be eligible for **practice** on that day.

Missing three periods...

- at the beginning of the day, due to illness, must be excused **by the parent** before the student-athlete will be released to practice

Missing three periods or more...

- due to an appointment must have an official note from the provider
- due to family emergencies must be approved by the building secretary or athletic director. Please email or phone.
- due to other circumstances must be approved by the athletic director or building principal.

The rules above do not apply to **athletic contest days**. Read below.

Student-athletes shall be in attendance at school for the entire school day on the day of an **athletic contest**, unless their absence has had prior approval. Students who are absent due to appointments must provide the building secretary an appointment note from the business, clinic, or healthcare provider. Please contact the athletic director if there are extenuating circumstances.

Examples of absences that will not be excused for game days:

- Non-school-related contests (AAU, Club Team, and other programs)

- Illness (if you arrive to school late or leave early due to illness you will not participate in the competition)
- Working (paid and unpaid)
- Truancy or unexcused absences
- Family trips/vacations
- Child care (extenuating circumstances will be considered)
- Appointments with no official note from provider

Examples of absences that will be excused on games days:

- Appointment with a note from provider
- Funerals
- Religious observances
- Extenuating family emergency (must be approved by athletic director prior to the competition)

An unexcused tardy in which a player misses over half of first period will result in that player not being eligible to play in the game that day. If you arrive at school late or leave school early due to illness, you will not participate in a game.

Student-athletes shall inform their coaches if they cannot make a practice prior to missing the practice. Missing practice without notifying a coach will likely result in loss of playing time.

As a student-athlete playing for Lind-Ritzville-Sprague, I pledge to:

- Abide by the Athletic Transportation Policy
- Follow all rules established by my Head Coach.
- Abide by the curfew set forth.
- Abide by the team dress code and present myself in a well-groomed manner.
- Exemplify the highest standard of good sportsmanship.
- Refrain from the use of tobacco, alcohol and illegal substances per athletic code.
- Refrain from participating in illegal activities.
- Remain eligible under the high school academic policy.
- Not miss school for unexcused reasons.

Lind-Ritzville High School Academic Eligibility Requirements

In order for student-athletes to participate in extracurricular interscholastic athletics at Lind-Ritzville High School, a student must maintain academic eligibility during the season.

- The office will run a grade check each Thursday at noon.
- Students with 1 F or more will become ineligible to participate in events beginning the following Monday if they have not raised their grades.
 - o Student-athletes may and are expected to practice while they are ineligible.
 - o If they raise their grades so they do not have any Fs, they become eligible immediately.
 - o Student-athletes are responsible for getting a note from their teacher indicating their grade has improved.
 - o Teachers will make every effort to correct student work in a timely manner.
- End of 1st / 3rd Quarter grades
 - o Eligibility starts over at the end of 1st and 3rd quarter with the following exception:
 - o If a student has 1 or more F's for a 1st or 3rd quarter grade, they become ineligible for a period of 1 week.
 - o If, at the end of the 1 school week period, the student is passing all classes from the previous quarter, the student may then be reinstated for interscholastic competition
 - o Student-athletes may and are expected to practice during this 1 week period.
- End of Semester grades: For the purpose of this rule...

- o Probation is defined as - a period of monitoring student academic progress, while still being eligible to compete.
- o Suspension is defined as - the determined period of time that a student is making academic progress, while not being eligible to compete but may participate in practice.
- o FALL - A student will be placed on academic probation at the start of the fall sport season if they failed to meet the grade requirements of 18.8.4 in the second semester or the third trimester of the previous school year.
 - The probation period for high school students shall be from the end of the previous semester through the fourth (4th) Saturday in September.
 - If, at the end of the probation period, the student is passing in the minimum number of classes required above, the student may then be removed from probation. If the student fails to meet the academic standards of rule 18.8.4 at the end of the probation period, the student will be placed on academic suspension for three (3) weeks and will be ineligible for contests.
 - If a student meets the academic standards of 18.8.4 at the end of the three (3) week suspension, the athlete will no longer be on academic suspension and will be eligible for contests as long as they remain in compliance with a school's regular monitoring of academic progress.
 - In the fall, an incoming ninth grade student is not required to meet the previous semester scholarship rule in 18.8.4 provided they have met all other eligibility requirements. The student's grades will be monitored during the first designated monitoring period established by the school and every three (3) to six (6) weeks thereafter.
 - In the Fall sports season, students that do not meet the regular attendance standard of rule 18.7.2 and 18.10.0 are not eligible for a probationary period at the beginning of the fall and must be placed on a five (5) week academic suspension. Their eligibility can be reinstated after the fourth Saturday in September if at that time they are meeting the academic standard of rule
- o WINTER / SPRING - A student who failed to meet the grade requirements of this rule shall be placed on suspension because the grading period ended during the same school year (i.e. second semester for a winter or spring athlete).
- o Suspension is the first five (5) weeks of the succeeding semester/trimester. If the suspension period falls during a non-school week and the athlete is missing scheduled competition, the week may count toward the five (5) week suspension.

TRANSPORTATION POLICY

The Lind-Ritzville-Sprague Athletic Combine provides safe, free transportation to practices and athletic events designated by the Athletic Director and Transportation Supervisor. All student-athletes are encouraged to use school transportation. Student-athletes should abide by the following athletic transportation policies:

AWAY ATHLETIC EVENTS

1. All team members are to ride the bus to away athletic events except in extenuating circumstances in which case a "Request for Alternate Transportation" form must be completed.
2. Team members are highly encouraged to ride the bus following the athletic event as well. Not only is this safer, but coaches prefer that their teams are together before and after an event.
3. Each coach will supervise the behavior of his/her own team members or cheerleaders on the bus.
4. A student who has permission to drive to an athletic event shall not provide transportation for a friend or another team member unless that team member is a sibling.
5. If a parent wishes to take their son/daughter home from the athletic event, the parent must sign the "Release from School Transportation" form that the coach will have at the event.
6. Parents may not sign out another student without written permission of the other student's parent and a "Request for Alternate Transportation" form completed no later than one day prior to the event.

HOME ATHLETIC EVENTS

1. Athletic events at Ritzville or Lind are considered home events.
2. A transportation bus will be provided to home events. The leave time for buses will be communicated to the athletes by their coach.
3. Student-athletes may drive their own vehicles to and from home athletic events.

4. Coaches will communicate to the student-athletes when they should arrive at the site of the athletic event.
5. The bus driver will wait an appropriate amount of time following the conclusion of an event to depart. Should a student-athlete miss the return bus, it will be the student-athlete's responsibility to arrange transportation home and it relieves Lind and Ritzville School District of all liability.

PRACTICES

1. When practice is in Sprague, Harrington, or Washtucna, students shall ride the bus to and from practice except in extenuating circumstances in which case they will need prior administrator's consent.
2. During the spring sports season, student-athletes may drive their own vehicles to and from practice. Students shall not transport team members other than a sibling to or from practice.

Note: Our districts are committed to regular supervision of student-athletes during games and practices and on the bus. However, when not under the direct supervision of a coach or other school personnel, it is impossible for our districts to be responsible for students from the time school ends until the end of the athletic event. It will be up to parents and guardians to communicate with and know where their students are and what they are doing.

Student-athletes not complying with the transportation policy will be subject to discipline.

Lind-Ritzville-Sprague-Harrington Athletics (Pick Up Copy in High School Office)

Request for Alternate Transportation to/from an Away Event

Student-Athlete's Name: _____ Sport: _____

My child, named above, will not be riding the team bus/van to/from _____ on
(site)

_____ because my child will be:
(Date)

_____ 1. Driving themselves
Reason: _____

_____ 2. Riding with his/her parent/guardian.

_____ 3. Riding with a designated adult other than his/her parent guardian. Name: _____

Parent/Guardian Signature

Date

Principal/Designee Signature

Date

This form must be signed by the Principal **NO LATER THAN 1 DAY** prior to the event. If no notification is received, the athlete is in violation of the transportation policy and subject to disciplinary action.

THE FOLLOWING RULES ARE SET FORTH BY THE LIND-RITZVILLE SCHOOL DISTRICT AS IT PERTAINS TO ALCOHOLIC BEVERAGES, MARIJUANA, LEGEND DRUGS, ANABOLIC STEROIDS, AND TOBACCO PRODUCTS

The following rules of the athletic code shall apply to a student/athlete participating in athletics from the start of the season for which they sign the athletic code and continue for 180 school days.

1. I will not use, possess, or sell alcoholic beverages, marijuana, legend drugs, anabolic steroids, or tobacco products (including vape pens, e-cigarettes, etc.) or in any form.
2. I will not knowingly be in the presence of alcoholic beverages, marijuana, legend drugs, anabolic steroids, or tobacco products (including vape pens, e-cigarettes, etc.) in any form that are being introduced or used illegally.
3. I understand that the athletic code is in effect for 180 school days after I have signed it not including the summer.
4. Summer exceptions:
 - a. I realize that the athletic code is also in effect while I represent our team at summer camps.
 - b. I realize that if I am convicted of an illegal act at anytime during the calendar year, even if it occurs outside the 180 day athletic code window and/or during the summer, I will be considered to be in violation of the athletic code.

DEFINITIONS

1. **Actual Possession:** The act of having a substance in one's custody or control. Actual possession occurs when the item is in physical custody of the person charged with possession.
2. **Proximity Possession:** In the absence of physical possession, if a student-athlete covered by this code is inadvertently at an event and becomes aware of the illegal use or availability of alcoholic beverages, marijuana, legend drugs, anabolic steroids, or tobacco products at that event, they are required to remove themselves from that event immediately and self-refer (Refer to letter f below). Student athletes who fail to self-refer OR make a willful choice to remain at the event are in violation of the rule.
3. **Use:** Physical consumption of any illegal substance by any means.
4. **Sale:** The act of distributing an illegal substance by means of exchanging substances for an agreed sum of money or other valuable consideration.
5. **Discovery by Investigation:** The process by which an administrator/coach/advisor arrives at a conclusion regarding a student's involvement in an activities code infraction without the student's full/honest cooperation. The decision will be based on verbal, written and/or visual evidence.
6. **Discovery by Self-Referral:** Participants who self-refer must do so within 2 school days after the event. Discipline for self-referral will be reviewed on a case by case basis. This option is not available for violations that involve the legal authorities.

III. PROCEDURES

The investigation of incidents, disciplinary actions and procedural due process shall be the primary responsibility of the Principal of the school in which the student/athlete attends and the Athletic Director(s).

DETERMINATION OF MISCONDUCT

1. Student/athletes determined to be in violation of this Athletic Code and his/her parents shall be notified by the Principal or Athletic Director of the specific violation as well as the consequences.
2. If the student-athlete and/or parents are not in agreement with the decision of the Principal and/or Athletic Director, they may appeal to the Superintendent within three (3) business days of the decision. After hearing the appeal, the final disposition of violations and level of discipline rests with the superintendent. The disciplinary action will remain in effect while the Superintendent studies the appeal.
3. Following violations, the student shall be eligible for reinstatement only after the terms of his/her suspension have been fulfilled. The school principal or athletic director shall have the final authority as to the student's reinstatement of eligibility.

DISCIPLINARY ACTIONS

CONTRACT CONTINUES ON BACK OF PAGE --- SIGNATURES REQUIRED

Violations Concerning Behavior/Alcohol/Tobacco/Illegal Drugs			
Prohibited Conduct	First Offense	Second Offense	Third Offense
Actual Possession/Use of: Tobacco/E-Cigs/Vaping Products	Investigative: 25% of Season* Self-refer: 10% of Season *	Investigative: 100% of Season*** Self-refer: possible reduction with certain criteria met. ie. substance abuse counseling Loss of letter, awards, or records	Investigative: 1 Calendar Year*** Loss of letter, awards, or records earned
Proximity Possession for: Tobacco/E-Cigs/Vaping Products	Investigative: 25% of Season* Self-refer: 10% of Season *	Investigative: 100% of Season*** Self-refer: possible reduction with certain criteria met. ie. substance abuse counseling Loss of letter, awards, or records	Investigative: 1 Calendar Year*** Loss of letter, awards, or records earned
Actual Possession/Use of: Alcohol/Illegal drugs or marijuana	Investigative: Remainder of season*** Self-refer: possible reduction with certain criteria met. ie. substance abuse counseling	Investigative: One calendar year from date of violation Possible reduction with certain criteria met. ie. substance abuse counseling	Investigative: Permanently ineligible for interscholastic competition
Illegal Acts Including hazing or conduct unrepresentative of LRHS at anytime during calendar year	Reviewed case by case by AD/Administrator; Possible removal from team.	Reviewed case by case by AD/Administrator; Progressive discipline; Possible removal from team	Reviewed case by case by AD/Administrator; Progressive discipline; Possible removal from team

* % of season will be determined by multiplying the number of regular season contests by % and rounding to the nearest whole number.

*** Carry Over Language – if the % is not fulfilled during the present sports season, it will carry over to the next sports season that the athlete completes in good standing. If less than twenty (20) game days remain in the season, the remainder of the sanction shall carryover into my next season of participation; e.g., five (5) game carryover if only 15 games are left in the season.

DEFERMENT OF SUSPENSION

For certain violations, a student/athlete found to be in violation of this athletic code shall have the option of entering into a Deferment Agreement which may reduce the level of suspension. The level of discipline will be reduced if:

1. The student agrees to meet with, be evaluated by and follow the recommendations of an approved Substance Abuse Counselor/Agency. The scheduling and cost of this evaluation shall be the responsibility of the student-athlete and/or parents.
2. If an approved counselor/agency is not available, the student-athlete may be allowed to meet with another counselor agreed upon by the Principal of the school in which the student/athlete attends and Athletic Director.
3. A reduction of suspension will not be considered until proof of a scheduled appointment and timeline for future appointments are provided. This must be done within fourteen (14) days of the initial meeting declaring the student ineligible.
4. The level of Suspension Deferment will be at the discretion of the Principal of the school in which the student/athlete attends.
5. A student may choose the Deferment process only one time during their high school career unless otherwise determined by the Principal.

I have read and agree to comply with the Bronco Athletic Code.

Student/Athlete's Signature _____ DATE _____

Parent's Signature _____ DATE _____

Revised: May, 2019
Adopted: June, 2019

STATEMENT OF UNDERSTANDING AND AGREEMENT

- I understand that once signed, this Code of Conduct will be in effect for 180 school days and when I am representing our school during summer camps.
- I understand violations are cumulative for grades 6-8 and grades 9-12 with progressive discipline.
- I understand that if I falsify any signature on any required forms, I will lose eligibility for that activity.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____