

Lind-Ritzville Middle School

2023-2024

Student Handbook



Lead by example, Relentlessly Motivated, which all leads to Success

**507 N E St
Lind, WA 99341
Office: 509-677-3408
FAX: 509-677-3420**

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Introduction

Personnel

Lind-Ritzville School District Board of Directors

Lind

Jani Melcher
Adam Labes
Jim Weidemann
Greg Schmunk
Kevin Starring

Ritzville

Reid Phillips
Greg Galbreath
Scott Carruth
Tia Kubik
Erin Repp

Staff

Administration

Mr. Don Vanderholm
Mr. Don Walker
Mrs. Karissa Labes

Role

Superintendent
Principal
Secretary

E-mail Address

dvanderholm@lrschools.org
dwalker@lrschools.org
klabes@lrschools.org

Phone

677-3481
677-3408
677-3408

Teaching Staff

Mr. Brendan Bermea
Mrs. Shannon Court
Mr. Alan Field
Mrs. Connie Field
Mr. Davis Hatch
Mrs. Christina Heater
Mrs. Ann-Marie Saetre
Ms. Lori Sanderson
Mr. Nick Weishaar
Mrs. Jennifer York

Subject

Social Studies
ELA
PE
Student Support
STEM
Math
SPED
CTE
Science
Band/Drama

E-mail Address

bbermea@lrschools.org
scourt@lrschools.org
afield@lrschools.org
cfield@lrschools.org
dhatch@lrschool.org
cheater@lrschools.org
amsaetre@lrschools.org
lsanderson@lrschools.org
nweishaar@lrschools.org
jyork@lrschools.org

Paraeducator Staff

Mrs. Kelsey Labes
Ms. Dawne Lillard

Custodial Staff

Mr. Tanner Marecz
Mr. Ron Miller
Mr. Brad O'Neil

Nurse

Mrs. Aimee Schell (aschell@lrschools.org)

Librarian/Learning Center

Mrs. Mary Hernandez

Counselor

Annie Trunkle-Smart (atrunklesmart@lrschools.org)

Food Services Staff

Ms. Tina Shields
Ms. Tina Conner

Office Hours

The office is open from 7:45 AM until 4:00 PM when school is in session. After hours, parents may leave voicemail messages for staff by using their extension numbers. Staff will respond back to your questions within one business day.

Bell Schedule

REGULAR SCHEDULE				OCCASIONAL SCHEDULES			
Monday - Thursday		Friday		Early Release		2 Hour Late Start	
8:30-9:21	1st	8:30-9:05	1st	8:30-8:57	1st	10:30-11:04	1st
9:24-10:15	2nd	9:08-9:43	2nd	9:00-9:27	2nd	11:07-11:41	2nd
10:18-11:09	3rd	9:46-10:21	3rd	9:30-10:00	3rd	11:44-12:18	3rd
11:12-12:03	4th	10:24 - 11:01	4th	10:03-10:30	4th	12:18-12:48	Lunch
12:03-12:33	Lunch	11:04 - 11:29	Bulldog Period	10:33-11:00	5th	12:51-1:24	4th
12:36-1:27	5th	11:29 - 11:59	Lunch	11:03-11:30	6th	1:27-2:01	5th
1:30 - 2:21	6th	12:02 -12:36	5th	11:33-12:00	7th	2:04-2:38	6th
2:24 - 3:15	7th	12:39-1:13	6th	12:00-12:30	Lunch	2:41-3:15	7th
		1:16-1:50	7th				

No School Days

Labor Day	September 1 & 4
All LRCS Staff In-Service	October 6
Fall Conferences	October 26 & 27
Veteran's Day	November 10
Thanksgiving Break - Early Release (12:30)	November 22
Thanksgiving Break	November 23-24
Winter Break - Early Release (12:30)	December 20
Winter Break	December 21-January 3
Martin Luther King, Jr. Day	January 15
Presidents Day	February 19
All LRCS Staff In-Service	February 20
Spring Conferences	March 28 & 29
Spring Break	April 1-5
Memorial Day	May 27
Last Day of School Early Release (12:30)	June 7

General Information

Accidents

The school nurse, secretary, principal, or other adults with first aid training, when determined necessary, will give emergency treatment at school. Parents may be contacted if their student is injured at school and needs further medical attention. Please note that parents are responsible for a child's medical attention. The Lind-Ritzville School Districts are not liable for a child's medical expenses or property damage that may occur in an accident while at school.

If parents cannot be contacted, the emergency number listed on Skyward will be called. Please notify the office if there are changes to this information.

Associated Student Body (ASB)

The A.S.B. officers and representatives are the elected legislative board that represents the Associated Student Body. The council provides a meeting place between faculty, administration, and the student body. Here, the students can assume the responsibility of planning most of their own activities.

The council is presided over by the A.S.B. President. Other executive officers are the Vice-President, Secretary, and Treasurer. The remainder of the council consists of A.S.B. representatives.

With the A.S.B. officers and council, the activities at Lind-Ritzville Middle School truly become our activities, planned by our students! There is a cost for an A.S.B. card payable at the school office.

ASB Social Events

Social Events are organized for 6-8th graders through the A.S.B. at various times during the school year. The conduct of students, to some extent, determines the number of events scheduled during the school year. All events and parties at our school are sponsored for the benefit of our student body. Middle school events and parties are for our middle school students only.

To avoid any confusion as to what is expected of students at middle school events, the following rules will be observed:

1. Regular school rules are enforced at school dances.
2. Outside guests, from other schools, will not be allowed to attend.
3. The Dress Code at any event matches that of the regularly enforced code. (SEE Dress Code)
4. When students enter an event, they are not allowed to leave until the event is over. In an emergency, students may telephone parents.
5. Any student with an illness or unexcused absence the day of the event will not be allowed to attend the event.
6. If students choose not to follow the event rules and expectations, they will be sent home.
7. Music for the event will be radio edited and pre-approved by the Principal or class advisor.

Athletics

The Athletics policy is provided to all athletes and is available at the LRMS office.

Interscholastic Sports

The interscholastic sports program is open to students in grades 7th, 8th, and sometimes 6th (dependent on numbers), offers a four-sport season that includes the following:

FALL	Football, Volleyball, and Cross Country
WINTER I	Girls Basketball and Wrestling

WINTER II	Boys Basketball
SPRING	Track, Baseball and Softball

Before a student is eligible to participate in the above activities he/she must have completed the "Final Form" online, turned in a completed physical and paid fees to the office.

UNDER NO CIRCUMSTANCE is a student athlete to be issued equipment or to participate in practice until the required materials are on file with the Athletic Director.

All rules and regulations shall be followed as listed in the Lind-Ritzville Middle School Student handbook under student conduct code and in the Washington Interscholastic Activities Association Handbook.

Bulldog Athletic Code

The Lind-Ritzville Athletic Combine which includes Lind-Ritzville, Sprague-Lamont,, Washtucna, Harrington 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 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
 - a. Parent Permission
 - b. Proof of Insurance
 - c. Code of Conduct
2. I must have a copy of a current physical on file at the High School office.
3. I must maintain academic eligibility according to the eligibility policy.
4. 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.
5. 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
6. 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.
7. 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.
8. 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.

9. Any 8th graders playing on the high school team will have to sign and abide by all parts of the high school athletic code.
10. 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 Academic Eligibility Requirements

In order for student-athletes to participate in extracurricular interscholastic athletics at Lind-Ritzville Middle 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.
 - Student-athletes may and are expected to practice while they are ineligible.
 - If they raise their grades so they do not have any Fs, they become eligible immediately.
 - Student-athletes are responsible for getting a note from their teacher indicating their grade has improved.
 - Teachers will make every effort to correct student work in a timely manner.
- End of 1st / 3rd Quarter grades
 - Eligibility starts over at the end of 1st and 3rd quarter with the following exception:
 - 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.
 - 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
 - Student-athletes may and are expected to practice during this 1 week period.
- End of Semester grades: For the purpose of this rule...

- Probation is defined as - a period of monitoring student academic progress, while still being eligible to compete.
- 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.
- 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
- 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).
- 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 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.

Building Safety

For student safety purposes, doors to the school building will be locked during the day. All students are to enter the building in the morning through the front doors. All visitors, including parents, must check into the office after being buzzed in at the front door, before visiting any part of the building please check in at the main office. Ring the bell at the main entrance door to notify the secretary to buzz you into the building.

Bus Information

Rider Expectations

- Students should observe all school rules. School/classroom conduct, expectations and rules will be enforced on the bus.
- It is unlawful (RCW 9A.49.020) to discharge a laser at a bus driver or on a school bus.
- Students must ride their regularly assigned bus unless arrangements are made through the school office by the parent, and the students must have a blue bus slip from the office.
- Keep the aisle clear of all personal belongings.
- Must ask for permission to put windows up/down and keep all hands, feet, arms and head in the bus.
- Be at the bus stop on time.
- When crossing in front of the bus, go around the crossing arm. Remember to look at the bus driver, look both ways and then cross.
- When crossing railroad tracks students should stop talking and remain quiet until the bus is completely across the tracks.
- Keep the bus clean.

- The district is not responsible for items left on the bus.
- Eating or drinking is at the driver's discretion. Glass bottles are not allowed.
- Students must wait until the bus has come to a complete stop and the doors are opened before approaching to board the bus one at a time.
- While riding the bus, students are to remain in their seats. Students need to keep their hands to themselves and be courteous to other students.
- No animals are permitted on the school bus.
- Students are expected to follow each individual bus driver's rules and expectations. Students are to follow the bus driver's instructions in a timely manner.

Bus Conduct Report

When a student chooses to misbehave, the bus driver may fill out a BUS CONDUCT REPORT, explain it to the student, and send it to the principal/designee for consequences. Consequences for Bus Conduct Reports:

For the first (1) Bus Conduct Report: The student will see the principal and receive consequences for his/her behavior. Parents will be notified.

For the second (2) Bus Conduct Report: The student may lose his/her bus privileges for up to five (5) consecutive school days. Parents will be notified.

For the third (3) Bus Conduct Report: The student may lose his/her bus privileges for up to ten (10) consecutive school days. Parents will be notified.

For the fourth (4) Bus Conduct Report: The student may lose his/her bus privileges for the remainder of the year. Parents will be notified.

Depending upon the nature and severity of the infraction, the principal/designee may bypass any of the steps above, and students may be suspended from school.

Communication with Staff

In addition to the avenues for getting general information to patrons and parents, anyone with questions about curriculum or their child's progress is encouraged to contact the teacher who works with their child. Phone calling or emailing is a very effective way to stay in touch. Email addresses for all teachers and support staff can be found at the beginning of this handbook. Skyward allows parents immediate and up to date access to grades and attendance.

Conferences

Conferences are held on Thursday, October 26th/Friday, October 27th and Thursday, March 28th/Friday, March 29th. There will be NO SCHOOL for students on these dates. Conference times will be scheduled, but open times will be available for those who cannot commit.

Custody Concerns

In the absence of appropriate legal documentation, we must consider that all children are in joint custody with legal parents and guardians. If a restraining order or other documentation exists barring a parent, guardian, or other individual from contact with a student, it is the parent's responsibility to provide a copy of that order or appropriate documentation must be filed with the child's school. If there is no paperwork to verify your request it will be assumed that parents have joint custody and rights.

Special notations are made in the Skyward system so that restrictions are noted by all appropriate school staff. We request that a custodial parent or guardian sign all permission slips and school forms. Custodial

parents and guardians should make sure to specify to the school who is allowed to have contact with, or leave the school premises with a student. In the event that a child is to leave school before the end of the school day, it is requested that the custodial parent or guardian call the school in advance to specify who will be accompanying the child. All children who are leaving the school grounds during the school day must be signed out in the main office.

In the absence of any official documentation restricting access, both custodial and non-custodial parents or guardians may request joint or individual school conferences with teachers or other school staff members. If duplicate copies of school newsletters, announcements or other communications are requested, you must register with the office to receive such mailings.

With advance notice, the school is happy to provide additional supplies for students to make extra projects for Mother's Day, Father's Day, etc.

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.

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

Flowers and Gifts

There are times when parents or friends will send a student flowers or balloons for a special occasion. In the interest of sensitivity to the feelings of other children, and to avoid allergy incidents, if flowers or balloons are sent to school, they will be left in the office for the student to pick up at the end of the school day. Balloons and glass vases are not permitted on the bus, it is best to give these gifts at home.

Food Services

Breakfast/lunch program

The School District offers a breakfast program for students in grades Preschool-8. The breakfast program begins for students at 8:00 AM.

Procedures for a negative balance meal account:

1. A negative balance list is generated by Skyward each Friday and a generated notice is sent home to students with a balance of \$5.00 or less.
2. A phone call will be made by staff to parents of students with a negative balance over \$25.00.
3. Student records and diplomas will not be released and put on hold for students with a negative balance.

A calendar with monthly breakfast and lunch menus is available in the office, facebook and the school webpage.

Free or Reduced Breakfast/Lunch Program

Applications for free or reduced breakfast/lunch are sent home with each child the first day of school. Verification of income may be required to qualify for this program.

Health/Nurse

Nurse Services

The Lind-Ritzville School District has its own Nursing Services for the School District. **Aimee Schell** (aschell@lrschools.org) is our district's licensed Nurse who writes Emergency Care Plans for students,

Allergies/Other Health Conditions

Please notify the office and your child's teacher of any allergies, illnesses, or health conditions that may affect his or her performance at school. The office and school nurse should be notified of any possible life threatening health conditions.

Medication

If a student must take ANY (prescription or over the counter) medication during school hours, and this includes an inhaler, parents MUST provide the following:

- Properly labeled original container.
- Signed Medication Request Form from the doctor stating what the medication is.
- How much is to be taken, and when it is to be taken.
- Written authorization from a parent or guardian.
- For student safety, all medications (including over the counter medication) MUST be kept and taken in the office.

Medications must be transported to the school by a parent/guardian and not by the student.

Health Room, Illness or Injury

The school Health Room (located in the front office) is an important aspect of our school. Aimee Schell is the district nurse supervisor for our office/health room staff.

Various health screenings will be performed throughout the year for hearing and vision health. The health of your child is important to us because illness adversely affects one's ability to learn.

If your child becomes ill while at school or receives an injury that requires further medical attention, you will be notified immediately. If your child appears to be ill in the morning before school, please DO NOT send him/her to school.

The following guidelines are used across the district to assess a child's health to know when to send them home or when you should keep them home:

- Temperature of 100 degrees (F) or more
- Vomiting or diarrhea
- What appears to be pink eye, with or without drainage, until treated
- Lice (live) until treated
- Injury that needs medical attention
- Body rash, especially with a fever

If you need to make an appointment with the district nurse or have health questions or concerns, please contact Aimee Schell, RN @ 509-677-3408 or Fax @ 509-677-3420.

Leaving Campus

Leaving School Early

Students need to be signed out and picked up in the school office during the school day and will only be released to an authorized person on the child's Skyward Profile. Proper ID will be requested if the person picking up is not known by the office staff and must be on the child's emergency list or a phone call made to the office notifying the school of an alternate arrangement.

Off Campus Lunch

Students will stay on campus during lunch unless they have been given permission to leave campus by a parent or guardian for off campus lunch. This permission form will be kept on file in the office and students will be issued a badge to identify them as "having permission". Students who have permission to leave campus for lunch must have the off campus lunch badge with them at all times. They must sign in and out in the cafeteria and follow the expectations outlined in the permission letter, signed by their parents. Off-campus lunch may be revoked by the principal for violations of the student code of conduct.

After School Activities

Students that stay after school for after school activities and do not live in Lind, yet plan to ride the activities bus home, will be expected to stay on campus. Students are not allowed to leave campus. If a

student leaves campus they will not be allowed on the bus, parents will be contacted and they will need to come pick them up.

Library/Learning Center

Library

In order to provide a good atmosphere for learning, each student should make every effort to keep verbal communications at a minimum in the library. All material and equipment in the library must be checked out or be used with the permission of the librarian. The library will be open when available. Students who misuse the library will be referred to their supervising teachers. Students must have a pass to go to the library during class periods. In addition the library is used as our Learning Center.

Learning Center

As a 6-8 grade staff, we feel that students should be respectful to themselves, respectful to others, and responsible for their actions. We expect students to come to class prepared with the appropriate materials (district issued device, books, pencil, paper, completed assignment, etc.), allow teachers to teach, be respectful of peers, and be respectful of staff. As part of our plan for holding students accountable for their actions and behavior, we use The Learning Center as an intervention for students who disrupt the educational process. We are confident that our students can monitor and control their behavior, and we will continue to hold them accountable for their choices. Our goal is to improve teaching and learning for everyone in the classroom.

Students can be assigned time in the Learning Center for lunch, half or full days. Half and full day assignments will be made by an administrator. The following are the expectations set for students utilizing the Learning Center:

- You will be expected to stay in the **Learning Center** for the entire designated time.
- There will be time for a student to complete an LRMS Think Sheet, used to reflect on their behavior.
- Absolutely no talking! The student will obtain permission before speaking. The student shall not make noises, verbal or otherwise. There shall be no interaction between students. This includes, but is not limited to: talking, hand signals, note passing, and making distracting noises.
- Desks--The student shall not leave his/her seat unless he/she has obtained permission to do so. The student shall keep his/her chair flat on the floor. Desks, chairs, walls and floors shall not be marked or littered in any manner.
- Students will sit upright in the chair provided, and remain on task, and remain awake.
- Eating, drinking of any kind is not allowed in the detention room, except for lunch. Lunch will be a cafeteria lunch or sack lunch from home.
- Restroom: The student shall be allowed two restroom breaks during the day; one in the morning and one in the afternoon.- at the discretion of the adult in charge.
- You may not draw unless a teacher assigns it.
- Electronic devices are prohibited unless it is the district issued device for school related tasks.
- Assignments: The student shall complete his/her assignments. She/he shall give the completed assignments to the In-House Supervisor, who will deliver them to the appropriate teachers. The student may read an approved educationally appropriate book or magazine if all assignments are completed. The Principal may assign work to those who appear to not be prepared with assignments.
- *Violation of the above rules or disrespect toward the In-House Supervisor will result in consequences determined by the Principal*

Lockers

Each LRMS student will be assigned a locker and offered a combination lock to store their school supplies, coats, books, backpacks, cell phones and other school items. The purpose of this lock is to keep

student possessions safe from theft. Students who choose not to use their locks are solely responsible for the items lost or stolen. It is imperative that students memorize their own combination and not share this information with others. Gym lockers will be available through the respective P.E. teachers. Students are warned not to leave money or valuables in their lockers.

Student lockers and desks remain the property of the Lind School District and are made available for the students' use. These lockers and desks will be subject to inspection for the purpose of school safety and cleanliness. Individual student lockers and desks may be searched at any time deemed necessary in the best interest of the school district and the student body. Whenever possible/practical, in such situations the student will be allowed to be present. Students will be charged a fine if they lose their locks.

Pets

Animals are not allowed on the school buses. If a student wants to bring an animal to school, prior arrangements must be made with your child's teacher and principal.

School Closure/Delays

During extreme weather conditions the school will alert you through our automated phone message service. School delay or closure announcements should be made by 6:15 a.m. Please do not call the Middle School office to ask about school delays or closures in order to keep the telephone lines open in case of an emergency.

Television Stations

KREM 2 News	Channel 2
KXLY News 4	Channel 4
KHQ Nightly	Channel 6

In the event that the county roads become closed or impassable for travel, and a child has to stay in town after school or if necessary overnight, the Middle School Office will use the information on the Student Demographic/Emergency Update form that is sent home at the beginning of the school year. If you have a change of address or phone, please contact the Middle School Office at 677-3408.

Skyward Family Access

The Lind-Ritzville School District uses a student records management system called Skyward. This system has a component that allows parents to view their students' grades, lunch account and personal information over the internet. Parents are able to set triggers to get alerts for grades and attendance. Each family will be assigned a username and password at the beginning of the year. Contact the Middle School Office for passwords (677-3408).

Student Registration

When a new student enrolls at school, they may be tested in order to determine the best placement for the child. Basic skills and competencies in Reading, Writing and Math are tested so that a student can be placed in the appropriate grade ability level. Students will not be allowed to attend classes until testing and background checks are complete. Students that are part-time, home-based, or off-campus are required to follow the guidelines outlined in Board Policy 3114.

Technology

The technology policy is available from the LRMS office. All students will receive a school issued chromebook, which will be the only device to be used during educational time.

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 lists, 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.

Telephone Use - Student

Due to regular school business use, it is necessary to limit student use of the office telephone. Teachers may allow students to use the phone in their room, if it's appropriate and at the teacher's discretion. Students will not be allowed to use the phone if it is determined to be disruptive to the educational

process. See also; Cell Phone/Electronic Devices section. With permission from the teacher the student can come to the office to make a phone call to parents.

Textbooks, Chromebooks, and School Materials

Textbooks, chromebooks, and other school materials are issued to students as their personal responsibility for the school year. Students are liable for all damage beyond what would be considered normal one-year wear. If a textbook is lost or badly damaged, the full replacement cost is charged. If assurance is not bought for the student's chromebook, full cost of materials to fix a broken chromebook will be applied. Please keep in mind that the student's school materials cost a lot. If a student loses a textbook or chromebook, another textbook or chromebook will not be issued until the student has paid the full price to replace the missing one. If the student finds the textbook or chromebook at a later date, the student will receive a refund. Students are reminded that they are responsible for their textbooks and chromebooks.

We issue student textbooks, chromebooks, and other school materials during the year. Students are responsible for these items that are lent to them. Students who have textbooks and chromebooks with excessive wear will be fined at the end of the school year. Students will be assessed fines and fees for lost or damaged items during the last week of the school year.

If a fine is assessed and goes unpaid, grades and files for a student will be withheld. If the fine/fee is not paid before the beginning of the new school year, the student will not be assigned a classroom or class schedule until the fine is cleared in the office.

If a parent feels that there are classroom materials, chromebook, textbooks, or library books that are not appropriate for their child, they need to contact the principal

Assurance for chromebooks is available, for a fee, to help offset any potential accidental damage that might come to a student's chromebook.

Visitors - Adult

Any parents or visitors **must sign in and out at the office** when coming into the Middle School. Parents and visitors will be given identification badges while in the school. When you visit the building, please ring the doorbell at the main entrance and enter through the front doors when buzzed into the building and sign in at the office.

If a parent would like to observe a specific teacher or classroom, they must make arrangements, prior to the visit, with the principal. As a parent, if you would like to meet individually with a teacher, please call or email in advance and schedule a time to meet with the teacher.

Withdrawal or Moving from the District

Parents are asked to give written notice to the school office prior to moving from the district. Each student will be given a student checkout sheet to be completed before moving. Copies of immunizations records can be sent with students when requested by parents, but permanent records must be mailed to the new district. All school materials should be returned to the school prior to withdrawal including textbooks, library books, athletic equipment, and technology devices.

Academic Information

Course Offerings

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

Grading

Lind-Ritzville Middle School's staff has developed the following grading policy for students in grades 6-8. That grading handbook can be found online. To generalize, standards based grades will be used based upon rubrics developed for projects, assessments, and assignments. Scores for assignments, projects, and assessments will be entered each week and graded within 5 school days. Athletic eligibility lists will be generated on Thursday's for the following week of eligibility.

Grades will be labeled using a 4, 3, 2, 1 scoring system based upon the learning standards for each subject.

- Level 4: Exceeds Standard
- Level 3: Meets Standard
- Level 2: Approaching Standard
- Level 1: Below Standard

Semester grades will be determined by averaging a student's work on this basis.

100%-93.50%	A	
93.49%-89.50%	A-	(4)
89.49%-86.50%	B+	
86.49%-83.50%	B	
83.49%-79.50%	B-	(3)
79.49%-76.50%	C+	
76.49%-73.50%	C	
73.49%-68.00%	C-	(2)
67.99% < F		(1)

Students at Lind-Ritzville Middle School will be on the Honor Roll for having grades that range from 3.25 to 3.74 grade point average for the trimester. A 3.75 grade point average and above constitutes high honors.

Make Up Work Policy

When a student is excused from school, missed assignments should be made up. After returning to school, they will have one day per missed day to turn in make-up work. Most often make-up work will include the need for receiving instructional help from the teacher. Upon returning to school it is the students responsibility to contact the teacher, and arrange a time to receive the make-up assignments and other instruction they may need in order to complete the assignment. Students who have been working on projects that have due dates and deadlines in the days following their return may not always have deadlines extended.

When a student is absent for two days or more, the parent may call the office (677-3408) to request make-up work. Please call early enough in the day so that teachers have ample time to fill out homework request sheets. The make-up work can be picked up at the end of the day between 3:10 p.m. and 4:00 p.m. in the office or sent with a sibling.

Please understand that missed work includes lab experiences, videos, teacher lecture, etc., therefore, make-up textbook/workbook type assignments may be minimal.

Positive Behavior Interventions and Supports (PBIS)

The purpose of Positive Behavioral Interventions and Supports (PBIS) at Lind-Ritzville Middle School is to cultivate a safe, inclusive, and supportive learning environment that promotes the social, emotional, and academic development of all students. PBIS is a proactive approach that emphasizes teaching and reinforcing positive behaviors, while also addressing any challenging behaviors through targeted interventions. By implementing PBIS strategies, Lind-Ritzville Middle School aims to create a school culture where students are empowered to make responsible choices, treat one another with respect, and contribute positively to their community. PBIS not only sets clear expectations for behavior, but also provides a framework for consistent enforcement and recognition of those behaviors, fostering a cohesive and harmonious atmosphere that fosters both personal growth and academic achievement.

Promotion - 8th Grade

Promotion will be planned by the 8th grade students and staff sponsor.

- Dress for promotion will follow school dress code policy. Girls' dresses must follow the outlined information and boys are encouraged to wear slacks and a collared shirt.
- Student speeches will be given by the ASB President, National Junior Honor Society representative, and other speakers as selected by the 8th grade students.
- Students must pass their second semester classes to participate in promotion, this means no failing marks on their second semester grades.
- ASB will be asked to provide funds for the decorations and cake/punch reception following promotion for families and staff.
- The after promotion event will be planned and chaperoned by 8th grade parents with approval from the principal.

Code of Conduct

Lind-Ritzville Cooperative Schools Code of Conduct

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.

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 lunch detention.
- 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.

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 9A.44.030, 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 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 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.

Academic Dishonesty

Academic dishonesty is claiming work that is not the student's own creation. Examples of academic dishonesty include: plagiarism (copy/paste without citing the source), copying an AI's response to "write" the assignment for you, using the internet, classmate, or another person to complete the assessment when it is not allowed, etc.. Students who engage in academic dishonesty will have their parents contacted and receive a zero for the assignment. Teachers can decide, based on the violations, whether to allow another "at-bat." Repeated violations of scholastic dishonesty could lead to disciplinary action including but not limited to exclusion from extracurricular activities, removal from the class, and suspension.

Assemblies

Assemblies provide one of the few opportunities to learn formal audience behavior. Regardless of the type of program, courtesy demands that each student is respectful. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, "cat calls," stomping of feet, and booing are discourteous and unacceptable. Do not take books or coats to the assembly unless instructed otherwise. Proceed to the assembly area quietly and promptly. Find your seat quickly and sit in your assigned area. Be attentive. Be courteous to the performers and to your neighbor. Applaud in keeping with the occasion. Applause should be genuine and courteous. Do not leave the assembly until dismissed. Cell phones should be turned off for all assemblies. If a cell phone is seen or heard it will be immediately collected by staff and can be picked up at the end of the day from the principal.

Attendance

Regular attendance is extremely important in order for a student to be successful at school. Our attendance policies meet the compulsory education requirements for the State of Washington.

If a student is absent, a parent may call the school office at 509-677-3408, send an email to Klabes@lrschools.org or the student must bring a written note from his/her parent or guardian explaining the absence, with a parent/guardian signature. This note must be brought to the office before a student reports to class. You have 2 school days to excuse an absence. Our school secretary will make calls home daily when a child is absent from school. Students arriving late to school will also need to bring a note or have their parents call and "sign-in" at the office. Students "checking out" of school early will need to bring a note or have their parents call and "sign-out" in the office before leaving. Parents must stop by the office before checking your child out of school early.

Attendance will be taken and recorded each period 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 for 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.

The following are valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program.

- Students will not be excused from morning classes the following day unless the activity/program trip returned to campus after 1:00 a.m.
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry for the student or person for whom the student is legally responsible).
 3. Family emergency, including but not limited to, a death or illness in the family.
 - After three family emergencies in the same year, documentation will be required by the school.
 4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction. This type of absence must be pre-approved by the Principal.
 - Five days per school year.
 5. Court, judicial proceeding, or serving on a jury
 6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview
 7. State-recognized search and rescue activities consistent with RCW 28A.225.055
 8. Absence directly related to the student's homeless status
 9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010.
 10. Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion).
 11. Principal (or designee) and parent, guardian or emancipated youth mutually agreed upon activity.
 12. School program participants, including athletics, must be present all day to participate unless a doctor's note is presented for a partial absence.
 13. Absences due to the student's lack of necessary instructional tools (including internet access or connectivity)

*The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. Lind-Ritzville Middle School considers three (3) individually missed periods to equal one (1) school day.

Unexcused Tardy- When a student exceeds 2 unexcused tardies, in a class period, per quarter, a student appropriate consequence will be given. Each tardy in addition may result in further consequences. A teacher has the right to excuse a tardy for various reasons such as kids leaving their class late, students finishing cleaning up materials, etc.

Attendance Discipline Procedures:

When	Action/Response
Beginning of school year	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	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	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	<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) iv
Not later than 7 unexcused absences in a month	<p>District shall do one of the following:</p> <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
After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year	<p>File truancy petition with Juvenile Court. Court must stay the petition. 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>

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 student's 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.

A copy of the entire Bully, Harassment and Intimidation policy is located at the LRMS office and online.

Cell Phones/Electronic Devices

Students who choose to bring their cell phone to school must take responsibility for them, make sure that they are in a secure, non-visible location, and in silent mode during the school day. Operation of cell phones, by students, during the school day is only allowed before school, in between class periods, during lunch, and after school. Staff will confiscate cell phones, if seen during educational time, and

brought to the office. If the cell phone is confiscated and brought to the principal, the following policy will be followed:

- The first time a phone is confiscated and brought to the office, the phone will be held in the principal's office. The student is responsible for picking up the phone at the end of the school day.
- The second time a phone is confiscated and brought to the office, the parent/guardian will be informed of the incident by the principal. The student is responsible for picking up the phone at the end of the school day.
- The third time a phone is confiscated and brought to the office, the parents/guardians will have to come to the school to pick up the phone. A meeting will be scheduled with the student, parents/guardians, and the principal to discuss an action plan to address the concern.
- After the fourth offense, students will have to check their phone into the principal at the beginning of each day and can pick it up at the end of the day. The right to a cell phone will be returned after two weeks of good behavior.

Earbuds, headphones and other electronic devices are only allowed before school, in between class periods, during lunch, and after school. Headphone use is only allowed in class for learning related tasks, with teacher permission. If teacher's allow headphones for music. Music must be played through the student's assigned chromebook. Earbuds and headphones can be confiscated and sent to the office, if a student chooses not to follow the policy.

Disruptive Items

All items that are disruptive to the educational process, including electronic equipment (examples: food and drink, toys, iPod players, laser pen lights, and others deemed disruptive by the school administration) will not be allowed in class. This would also include any device, other than the student's school assigned chromebook, that would require a student to wear earbuds or headphones to listen to something other than the teacher during class. Earbuds or headphones may be needed for assignments and district testing for use with their district issued device. For school related reasons earbud or headphone use is considered acceptable use with teacher direction. Any disruptive items can be confiscated by staff in the event a student chooses to not follow the policy. Confiscated items will be brought to the office.

The school is not responsible for lost or stolen items.

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 like 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 reasons of similar dress concerns will be grounds for disciplinary action.

Students may not wear:

- Pants with holes above the mid thigh
- Shorts that are shorter than the mid thigh
- Shoes with soft sole bottoms
- See through clothes
- Clothes that expose the undergarments or excessive skin
- Any items deemed by an administrator as disruptive to the education process such as: gang attire, items with drugs or alcohol, items deemed unsafe, etc..

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.

General Expectations of Behavior

The major role of the discipline code is to create a safe and pleasant place to learn. Thus the human community at Lind-Ritzville Middle School will utilize the discipline code in making responsible decisions that lead to:

1. Exercising self-control and management.
2. Showing self-respect as well as respect for others and for our school.
3. Following established school rules, adult requests, and expectations.

Student Responsibilities: All students have the responsibility to comply with the expectations, pursue the required course of study, and comply with the authority of the school staff. Students have the following general responsibilities:

- Come to class prepared and ready to study.
- Make a personal best effort with each task.
- Follow the directions of adults.
- Remain in seats/classroom until dismissed by the teacher.
- Show Respect to others and self.
- Listen attentively.
- Raise hands to ask a question or comment.
- Students will respect the building (including materials and equipment) and recognize the necessary boundaries and off-limit areas.
- Hands, feet, and objects to oneself.
- Appropriate language and kind words towards others.

General Misbehavior

In a sixth through eighth grade school setting, the types of misbehavior which occur and the consequences for dealing with those behaviors varies. In general, a student's misbehavior, which causes physical or emotional harm to another, is disrespectful to adults or other students, or causes unsafe learning conditions will be reprimanded and have a consequence.

Parents will be contacted either through a phone call, email or written correspondence when their child is involved in a formal disciplinary action.

Administration will do everything possible to treat discipline among students consistently, yet always taking into account each student's own individual circumstances they may be unique.

Any unlawful act taking place on school grounds, on school buses, or at any school-sponsored event makes the student subject to penalties, which the courts may prescribe and may result in suspension or expulsion from school. The rules in this handbook are in effect at all times while a student is on the school grounds or at a school-sponsored event, at home or away.

Harassment

Discrimination

Nondiscrimination Statement

Lind Ritzville Cooperative School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, 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 Walker, Lind School District #158, P.O. Box 340, Lind, WA 99341
dwalker@lrschools.org, 509-677-3408

Title IX Coordinator, Don Walker, Lind School District #158, P.O. Box 340, Lind, WA 99341
dwalker@lrschool.org, 509-677-3408

Section 504 Coordinator, Don Walker, Lind School District #158, P.O. Box 340, Lind, WA 99341
dwalker@lrschools.org, 509-677-3408

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 below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online.

Sexual Harassment

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

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 their 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](#)

Public Display of Affection (PDA)

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.

Weapons Policy

Possession of firearms, exploding devices or other weapons is strictly prohibited on the school grounds. There is a one year mandatory expulsion for a firearm at school, on school grounds, school provided transportation or at a school event. The parents or guardian of any student who violates the weapons policy will be notified. The superintendent may modify expulsion on a case-by-case basis. Law enforcement will be notified of any weapons violation.

This policy is applied to toy like weapons as well, however, the suspension will be modified depending on the intent for bringing the weapon, the degree of danger that the weapon holds and the age of the student.

Student Name: _____

STATEMENT OF UNDERSTANDING AND AGREEMENT

I acknowledge that I have read, understand and agree to comply with the 2023-2024 Lind-Ritzville Middle School Handbook.

Must be turned in and kept on file in the office. Our Lind-Ritzville Middle School Handbook can be found at lrschools.org, under the middle school information tab.

Student Grade: _____

Student Signature: _____

Parent Signature: _____

Parent Name Printed: _____

Date: _____