

Selah Intermediate School

1401 W Fremont Avenue

Selah WA 98942

509-698-8300

2018-2019



Selah School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. The Selah School District specifically does not discriminate on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, gender expression or identity, genetic information, non-job related sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual.

This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may directed to district's Title IX compliance officer and Section 504 Coordinator, Betty Lopez, Special Education Director (509) 698-8016; ADA Coordinator and Affirmative Action Compliance Coordinator, Chad Quigley, Executive Director of Human Resources (509) 698-8004.

IMPORTANT PHONE NUMBERS

Selah Intermediate Office	698-8300
Attendance Office	698-8302
Counseling	698-8307 or 698-8308
Health Room	698-8321
Selah Intermediate Fax	698-8313

SCHOOL HOURS

Office hours	7:30 a.m. – 4:00 p.m.
Classes Begin	8:35 a.m.
Classes End	3:05 p.m.

FRONT OFFICE

We are so excited to have a newly redesigned front office to maximize the safety of our students and staff! Selah Intermediate loves having parent volunteers. If you would like to **volunteer or visit** SIS here are the steps, in order, that you will need to follow:

1. Fill out a volunteer application/background check form our front office. Once turned in, this process will take a couple days to complete the background check.
2. Contact the classroom teacher who you would like to visit. By contract, they need at least 24 hours notice and may approve or deny any request.
3. On the day of the visit, sign in and put on a name badge in the main office. Name badges must be worn while in our school.
4. Once your activity or the class is complete, sign out of the building.

Please note: If you have made arrangements with one teacher, once the activity or period is over, you will need to return to the main office and check out of the building.

If you plan on visiting your student during lunch you will just need to be cleared through the volunteer application/background check before visiting your student in the lunchroom.

If you have any questions or concerns please contact our main office at 698-8300.

Dear Parent/Guardian,

This year, Selah Intermediate is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact Dawn Holbrook at 509-698-8304. Please cut sign and return the bottom part of this letter with your student to their homeroom class.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. If you have questions or need assistance you may contact our school counselors at 698-8307 or 8308, school nurse at 698-8321, or attendance office at 698-8302. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from ages 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

Schools are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court.

At Selah Intermediate, we have established the following rules on attendance that will help you ensure your student is attending regularly. Please reference page 6 & 7 in this handbook for details on excused and unexcused absences.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

ATTENDANCE

Regular school attendance is necessary for mastery of the educational program provided for students. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent. Our goal is to ensure that every student who is absent from school is accounted for by the parent/guardian, primarily for their safety. Therefore, we ask that you to call, email or send a note with your student as soon as possible. Call 698-8302 at any time to report an absence. Notes are required upon a student's return **ONLY** if we have not had contact by phone or email, and they should be taken to the attendance office. **STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL DURING THE SCHOOL DAY UNLESS SIGNED OUT OF THE ATTENDANCE OFFICE BY A PARENT/GUARDIAN OR APPROVED EMERGENCY CONTACT.** Students who fail to check out will be considered truant.

EXCUSED ABSENCES

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up.

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court or judicial proceeding
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. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

UNEXCUSED ABSENCES

Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined previously.
2. Failing to submit any type of excuse statement approved by the parent, guardian or adult student.

The Becca Bill is our state's truancy law. The intent of this law is to stop truancy before it becomes a problem. Schools and families need to work together as a team to ensure school attendance and student safety. However, if a student has unexcused absences the law requires school districts to take the following actions:

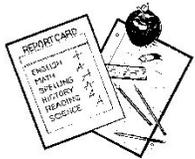
1. **One unexcused absence** = School will call the family on the number provided at the time of registration.
2. **Three unexcused absences in a month** = School will schedule a meeting with parent/guardian and student to discuss reasons behind the absences and agree to a plan to stop the absences.
3. **Seven unexcused absences in a month or 10 within a school year** = The school district will file a petition in juvenile court to order the student to attend school. Also, the school district may also refer the family to a Community Truancy Board if there is one in the community. A Truancy Board is a group of citizens who help resolve truancy cases away from the court.
4. **Eighteen absences** = Regardless if the absences are excused or unexcused the district may require the family to attend a Community Truancy Board.

ATTENDANCE LETTERS

The Selah School District utilizes the following table when reviewing student absences. Please note that it does not matter if the absence is excused, unexcused, or even pre-arranged it is considered an absence. Every day a student is absent they miss out on 6.5 hours of instruction that cannot be replicated. The research indicates that missing 10% of a school year is considered Chronic attendance. We strive to work with students and families to educate and to problem solve barriers to attending school regularly. Furthermore, a monthly attendance letter is sent to students/families that fall into the At Risk and Chronic Attendance category pictured below. The letter is purely informational and is intended to open the lines of communication between home and the school to further support your student in their education.

Month	Good Attendance	At Risk Attendance	Chronic Attendance
August/September	1	2	3+
October	2	3	5+
November	3	4-5	6+
December	4	5-7	8+
January	5	6-9	10+
February	6	7-10	11+
March	7	8-12	13+
April	8	9-14	15+
May	9	10-16	17+
June	9	10-17	18+

HOMEWORK REQUESTS FOR STUDENT ABSENCES



If an absence is **excused**, the student shall be permitted to make up all missed assignments outside of class. He/she will have the number of days absent, plus one, to make up the work except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Students expecting homework for pre-approved absences and extended illness must submit a request to the teacher at least 24 hours in advance. Teachers will use their best professional judgment to determine what will be assigned and when it is due. The primary factors in this decision are the ability of the student, the learning style of the student and whether the learning unit is new information, review or practice.

EARLY DISMISSAL/ LATE ARRIVAL/ OFF GROUNDS

Students must present to the attendance office a written request from a parent **before school on or before the day they wish to be excused**. An early dismissal slip will then be issued, and the student should then make arrangements to make up class work missed.

Students are required to check out through the attendance office with a parent/guardian or approved emergency contact when leaving campus.—Parents: for liability reasons, we appreciate your cooperation in notifying the attendance office any time your child comes and goes during regular school hours.

Students cannot be picked up within 15 minutes of the end of the school day. Please allow 15 minutes to transition time when picking up your student for early dismissal.

TARDIES

Students are expected to be in class on time. The teacher may impose measures as needed to encourage timeliness. Checking your student out early at the end of the school day may also be considered a tardy. According to Washington State Law (RCW 28A.22.020), any student not in attendance for more than half of the school day will be considered absent for the entire day. In accordance with this; if your child is absent for more than 50% of the school day they will be considered absent for the entire day. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the assistant principal. Counseling, parent conferencing, and disciplinary action may be used to affect the student's behavior.

For further details regarding Selah School District attendance policy please refer to Policy No. 3122

MESSAGES TO STUDENTS

Messages to students must be called in no later than 2:45pm. Any message received after 2:45pm will not be guaranteed to get to the student before the end of the day.

VIKING PRIDE and PBIS

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Why is it so important to focus on teaching positive social behaviors?

Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Classroom Behavior Board

Refocus Y or N Needed an opportunity to refocus their thoughts and behavior by reflecting and filling out a refocus form	-1 Required redirection after verbal warning	 <i>Ready to Learn</i>	V Recognized for meeting or exceeding classroom expectations one time	I Recognized for meeting or exceeding classroom expectations two times	K Recognized for meeting or exceeding classroom expectations three times	S Recognized for meeting or exceeding classroom expectations more than three times
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Examples of positive behaviors teachers will look for and recognize students with a positive “move up” include but are not limited to:

- *hard work/effort
- *participation
- *following directions when others are not
- *working quietly
- *displaying P.R.I.D.E.
- *exhibiting positive character traits (word of the month)
- *being a role model for others

Due to the nature of a busy learning environment, teachers will do their best to move students up, but students may not be moved up for displaying these behaviors every single time.

Students will set weekly behavior goals and will reflect on their weekly progress. This information will be incorporated into our student led conferences.

	Hallways/Stairs	Cafeteria	Playground	Restrooms	Classroom	Bus Line/ Crosswalk
P ositive	*Show friendly behavior	*Include others at your table	*Include others *Take turns *Show good sportsmanship	*Use kind and appropriate words *Keep it clean	*Encourage others *Have a growth mindset *Learn from mistakes	*Use kind words
R espectful	*Voice level 2 *Be kind and pause for others	*Use your manners *Voice level 2	*Respect others playing space *Enter building quietly	*Respect other's privacy *Voice level 2	*Use kind words, actions, and body language *Respect the learning of others	*Maintain your personal space *Follow directions quickly *Stay on sidewalks
I n control	*Walk on the right side *Hands and feet to yourself *Take stairs one step at a time	*Keep hands and feet to yourself in line *Carry tray with two hands *Walk *Face forward in line	*Wait your turn *Use equipment appropriately *Play safely and fairly	*Wait your turn *Correct amount of towels, soap, toilet paper	*Keep hands and feet to yourself *Stay organized *Allow yourself and others think time	*Keep hands, feet, and property to yourself *Walking feet to you bus line or crosswalk *Stand in your correct line
D ependable	*Take a hall pass *Walk with a purpose	*Come prepared *Wait until dismissed *Clean up after yourself	*Come prepared *Follow directions quickly *Walk with purpose when the bell rings *Return playground equipment	*Flush toilet, put towels in garbage cans	*Arrive on time *Come prepared *Be where you're supposed to be *Practice best work and best self *Follow directions quickly	*Go directly to your bus line
E ngaged	*Pay attention to the world around you *Keep up with the group	*Fuel your body and mind	*Participate in physical activity *Stay in designated playground areas	*Wash hands with soap *Use time wisely	*Participate in your learning *Give your best effort *Take risks *Stay on task	*Listen for your bus to be called and be ready to go

Vikings will respect the learning, safety, and well-being of others!

What might occur if a student doesn't meet the behavioral expectations? Some examples include:

- Student meeting with school administration
- Parent/student meeting with school administration
- Communication home
- Loss of recess/lunch, before/after school privileges.
- Booster session (behavioral expectations are re-taught)
- Conflict resolution session
- For instances of exceptional misconduct review possible disciplinary actions listed on page 9.

These are just some examples. Each situation will be handled on a case-by-case basis.

DISCIPLINARY ACTION

Short Term Suspension

Exclusion from school for any portion of one day but no more than ten consecutive days. Suspended students will be provided the opportunity to make up assignments and tests. During their suspension, students may not be on school district property or attend any school functions.

Long Term Suspension

Exclusion from school that exceeds ten consecutive days.— For the duration of their suspension, students may not be on school district property or attend any school functions.

Expulsion

Exclusion from school until rescinded by the superintendent through appeal or hearing. Expelled students may not be on school district property or attend a school district function during the time of their expulsion. Local authorities will be notified.

Emergency Expulsion

Exclusion from school when it is believed that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or a substantial disruption of the educational process. The expulsion shall continue until rescinded by the superintendent. Local authorities MAY be notified.

APPEAL PROCESS FOR DISCIPLINARY ACTION

Any student and parent/guardian who is aggrieved by the imposition of discipline such as short/long-term suspensions or expulsions shall have the right to an informal conference with the building principal for the purpose of resolving the grievance. At such conference, the student shall be subject to questioning by the building principal and shall be entitled to question parent or principal involved in the matter being grieved.

The student and parent/guardian after exhausting this remedy shall 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 student and parent/guardian, upon two (2) school business days prior notice, shall have the right to present a written grievance to the Board of Directors during the Board's next regular meeting. An executive session of a special meeting of the Board may be held for the purpose of its response to the grievance within ten (10) school business days after the date of the regular meeting in which the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, Superintendent or Board elects to postpone such action.

For complete policies/procedures refer to Selah School District Policy 3241

<http://www.selah.k12.wa.us/ADM/Policies/web/3241.pdf>

<http://www.selah.k12.wa.us/ADM/Policies/web/3241-Procedure.pdf>

GENERAL EXPECTATIONS

1. **Visitors:** All parents, guardians, visitors, etc. must sign in and pick up an appropriate pass at the office before proceeding into student hallways, classroom, etc. At the end of the school day student pickup will be outside of the building.
2. **Appearance:** First and foremost, Selah Intermediate School is a high quality educational setting for 3rd, 4th, and 5th graders. The business of school is education and proper dress is an important responsibility. The aim is not conformity, but good taste and "Dressing for Success". Wearing neat, clean clothes is a reflection on your character and on the school. Student dress and personal appearance shall not disrupt or distract from the learning atmosphere, nor the general health and safety of the students.

The following items are prohibited:

- Hats, hoods, sunglasses, and sun visors may not be worn in the building and must be secured in your cubby or backpack during the school day.
- Bare midriff tops, halter tops, spaghetti straps, tube tops or mesh shirts
- Short skirts or shorts must be **below** fingertip length when arms are fully extended
- Tank tops shall not have extremely large arm holes which will expose undergarments or bare skin. Shirt straps must be at least 2 inches /three adult fingers wide with no undergarments showing.
- Clothing with writing and/or graphics that are obscene, profane, racist, or suggestive.
- Chains, spiked jewelry or other potentially dangerous items.
- Clothing that encourages or advertises the use of violence, alcohol, drugs, tobacco products, or sexual innuendos.
- Pajama pants, shirts, shorts, and slippers.
- Gang-like clothing or attire that promotes or advertises gang affiliation
- Wallet chains, dog chains, chain belts or other like chains are prohibited.
- Potentially dangerous jewelry that could cause injury to self or others and accessories with spikes are not allowed.
- Hair designs must be pre-approved by a school administrator.
- Masks or facial coverings are not allowed at any time.
- Flip flop type sandals. Students also must wear appropriate shoes to PE ex. (no crocs, sandals, boots, etc.)

Any further restriction is the responsibility of the school administrators who have the duty of interpreting this policy. If students violate policy parents will be notified.

3. Drug Free School Policy

Unlawful possession and use of illicit drugs is illegal and harmful. As stated in our District Policy Handbook, "A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal

chemical substance, opiate, (or look a like), prescription medicine or tobacco product on the school grounds at any time when the school is being used by any school group or off the school grounds at a school activity, function or event also, a student shall not be in possession of drug paraphernalia, or look alike drug paraphernalia.” Counseling options will be made available for students with known addictive behaviors. Students who knowingly participate in these illegal activities are violating the expected standard of conduct and will be immediately emergency expelled and law enforcement will be notified at the building administration’s discretion.

Possession/using tobacco products

Possession or use of tobacco products and/or matches and lighters, while on school district property, attending school sponsored events, or school sponsored activities is strictly prohibited.

3. Possessing Dangerous Weapons on School Facilities – Penalty-Exceptions

It is unlawful for a person to carry onto, or to possess, on public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- Any firearm;
- Any other dangerous weapon as defined in RCW 9.41.250;
- Knife or sharpened blade
- Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas. **Mandatory one year expulsion, Subject to appeal, Notification to parents, notification to law enforcement.**

4. Fighting

Being involved a fight including: the planning and promotion of a fight at school whether the actual fight takes place on or off school grounds will be subject to school discipline. Students, who are instrumental in the promotion of fights, obstruct staff in dealing with fights, or serve in any way to encourage fighting (including filming or watching a fight) are subject to suspension from school and a report to law enforcement may be initiated.

5. Search and Seizure

Selah School District Policy 3230 establishes an expectation where all students shall be free from unreasonable searches of their persons, clothing and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The school is public domain and desks, cubbies, backpacks, and student possessions may be searched if reasonable suspicion is evident that the student possesses a dangerous weapon, illegal drugs, drug paraphernalia, possible stolen property or improper materials such as pornography, etc.

6. Bicycles, skateboards, roller blades, scooters: Bicycles shall not be ridden from 6:00 a.m. to 6:00 p.m. on School District property.

Bicycles will be walked into the bike racks, and bikes should be locked up. The school will not store bikes without locks in the building. Students are not to ride any bike not belonging to him/her. The school is not responsible for damaged or stolen bikes. In accordance with school district policy, there is to be no roller-blading, skateboarding, or scooter riding on any Selah School District property at any time.

7. Back packs: If back packs are used to carry materials to and from school, they should be stored in the student’s homeroom class

at the beginning of school each day.

8. Guests: Due to lack of space, teachers’ requests, and concerns regarding visitors’ liability, **STUDENTS MAY NOT BRING GUESTS TO SCHOOL** unless they are part of a school-sponsored student exchange with another school.

9. Gum: In order to help preserve the building and carpet, gum is not allowed on campus.

10. Hall Pass: Students are required to have hall passes anytime they are **out of class** other than passing time.

11. Privately Owned Electronic Devices: Students may have electronic devices including cell phones on campus, but they may not be visible, audible, or used in the building during the school day (8:10 – 3:10). Students who violate this policy will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may

confiscate the device, which will be returned to the student's parent/guardian. Students are responsible for devices they bring to school. **THE DISTRICT IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PRIVATELY OWNED EQUIPMENT BROUGHT TO SCHOOL.**

12. **School Property checked Out:** Students are responsible for school property checked out to them such as books, athletic equipment, and lunch recess equipment. Students will be accountable for loss or damage.
13. **Telephone:** The office phones are for approved student use. There is an additional student phone located across from the office, which may only be used before and after school, at no cost.
14. **Student Accident & Health Insurance:** As a service to parents, we make available to you a number of student accident and health insurance options for voluntary purchase. Enrollment brochures are distributed at the beginning of each year. Insurance options available to you include a Student Health Care plan which covers sickness as well as injuries.
15. **Morning Drop-off:** Between 8:05 a.m. and 8:30 a.m. students will be allowed in the cafeteria or on the west playground with school supervision provided.
16. **Surveillance Cameras:** Surveillance cameras are utilized at Selah Intermediate School and any infractions recorded or observed on these cameras may result in disciplinary actions.

Student Conduct Expectations

The following procedure sets forth rights and conduct expectations for students. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction. For procedures governing imposition and contesting of corrective actions (e.g., suspensions and expulsions), see Policy 3241 and Procedure 3241P.

I. Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on District provided transportation or otherwise under school authority.

II. Student Rights

In addition to individual rights established by law and District policies students served by or on behalf of the District will have the right to:

- High educational standards in a safe and sanitary building;
 - Education consistent with stated District goals;
 - Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorable discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability;
 - Access to their own education records at reasonable school times upon request; · Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
 - Freedom from unlawful interference in their pursuit of an education while in the custody of the District;
 - Security against unreasonable searches and seizures;
 - The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to freedom of speech and press; to peaceably assemble; petition the government and its representatives for a redress of grievances; the free exercise of religion and to have their schools free from sectarian control or influence;
 - Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
 - Establish appropriate channels to voice their opinions in the development of curriculum;
 - Representation on advisory committees affecting students and student rights;
 - Present petitions, complaints, or grievances to school authorities and the right to prompt replies; SELAH SCHOOL DISTRICT
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- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
 - Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
 - Free election of their peers in student government and the right to hold office;
 - Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;

- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the District's rules and regulations regarding students, discipline and rights.

III. Compliance with Rules

All students will obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions and directives of District personnel. For purposes of Policy 3240 and this procedure, the term "District personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for corrective action. All students will submit to reasonable corrective action by the District and its representatives for violations of policies, regulations and rules. Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the District; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affect or interfere with the educational process;
- or
- In school-provided transportation, or any other place while under the authority of school personnel.

IV. Guidelines for Corrective Action

School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success. Administrators may designate prescribed penalties for certain types of misconduct. Disciplinarians will review the nature and circumstances of each case separately and may make exceptions in cases involving exceptional circumstances. The frequency of SELAH SCHOOL DISTRICT Procedure 3240P Page 3 of 10 student's misconduct may determine the form of corrective action imposed, including suspension and/or expulsion. Except in cases of exceptional misconduct, District administrators shall impose alternative forms of corrective action for incidents of misbehavior prior to imposing a suspension or expulsion for that same type of behavior. Where an incident of misconduct also appears to be a violation of the law, administrators may contact law enforcement.

V. Prohibited Misconduct

A student will not intentionally engage in conduct causing disruption to school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on District-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel;
- Disobedience of reasonable requests, instruction and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to District personnel (including law enforcement officers) while under the supervision of the school;
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion;
- Theft;
- Forgery;
- Fighting;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;
- Harassment, intimidation, and bullying of others;
- Inappropriate dress or appearance;
- Lewd, obscene, or profane language, gestures, or materials;
- Tardiness/unexcused absences;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;

- Preventing students from attending class or school activities;
- Use or possession of tobacco or nicotine products; SELAH SCHOOL DISTRICT Procedure 3240P Page 4 of 10
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

VI. Exceptional Misconduct

The District has determined, following consultation with an ad hoc citizens committee, that the following misconduct is either (1) of such frequent occurrence, notwithstanding past attempts of District staff to control such misconduct through the use of other forms of corrective action, or (2) so serious in nature or in terms of the disruptive effect upon the operation of the District to warrant immediate resort to short-term or long-term suspension for a first-time offense. Such misconduct may also result in an expulsion or emergency expulsion. See Procedure 3241P.

Exceptional misconduct includes the following:

- Arson;
- Assault;
- Commission of any crime on school grounds or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations (including chronic disruption of the educational process);
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Disruptive Conduct: Conduct that materially and substantially interferes with the educational process;
- Extortion;
- Failure to Cooperate: Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes but is not limited to non-compliance, defiance and disrespect;
- Falsifying documents;
- Fighting: Fighting and instigating, promoting (including promotion by presence as a spectator), or escalating a fight, as well as failure to disperse at the scene of a fight;
- Harassment/intimidation/bullying of others; · Knowingly possessing stolen property;
- Possession use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Possession or use of tobacco or nicotine products;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation; SELAH SCHOOL DISTRICT Procedure 3240P Page 5 of 10
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210;
- Displaying any gang sign, symbol, writing or clothing items.

VII. Discretionary Discipline

In addition to other restrictions on imposing long-term suspensions and expulsions, long-term suspensions and expulsions may not be imposed as a form of discretionary discipline. Discretionary discipline refers to any form of corrective action taken by the District in response to student behavior that violates the rules, policies, or procedures, other than the behavior listed below (See Procedure 3241P):

- A. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
- B. Any of the following offenses listed in RCW 13.04.155, including:
 1. any violent offense as defined in RCW 9.94A.030, including:
 - a. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
 - b. manslaughter;
 - c. indecent liberties committed by forcible compulsion;
 - d. kidnapping;
 - e. arson;
 - f. assault in the second degree;

- g. assault of a child in the second degree;
- h. robbery;
- i. drive-by shooting; and
- j. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;

2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to registered 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; SELAH SCHOOL DISTRICT Procedure 3240P Page 6 of 10

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. Except as provided in RCW 28A.600.420, the District is not required to impose a long-term suspension or expulsion for behavior that constitutes a violation or offense listed in this section and should first consider alternative actions.

VIII. Definitions of Misconduct and Offense-Specific Provisions

Arson: Any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct.

Assault: Actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

Defacing or Destruction of School Property (Vandalism): The unauthorized, intentional damage to District property or the property of others (other than arson, above). Restitution may be required.

Note: Under RCW 28A.635.060(1), the District may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the District, a contractor of the District, an SELAH SCHOOL DISTRICT Procedure 3240P Page 7 of 10 employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the Superintendent directs otherwise. If the property damaged is a school bus owned and operated by the District, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the Superintendent.

When the pupil and parent/guardian are unable to pay for the damages, the District will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

Defiance of School Authority: Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of District policy that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of District policy. Defiance of school authority can also include intentional disruptive behavior.

Drug, Alcohol and Prohibited Controlled Substance Possession, Consumption, Use, or Storage: Possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on District-provided transportation.

“Drugs” includes any controlled substance, medication, stimulant, depressant, mood altering compound, marijuana or substances containing marijuana, and legally prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on District-provided transportation. This prohibition includes:

- Entering school grounds, school activities, or District-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- Possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on District-provided transportation a substance prohibited under this section that is also a violation of the law a report will be made by school officials to law enforcement.

Fighting: Fighting and instigating, promoting (including promotion by presence as a spectator) or escalating a fight, as well as failure to disperse at the scene of a fight. SELAH SCHOOL DISTRICT Procedure 3240P Page 8 of 10 Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another. Any actual or attempted hitting or wrongful contact may be punished as assault, defined above.

Gang Conduct:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture. Gang imagery and symbols include, but are not limited to:
 - o Apparel (including shoelaces, bandanas, belts or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation.
 - o Displays of gang affiliation on personal belongings, including clothing, school assignments, notebooks, body, etc.
- The promotion of gang culture and/or gang violence, or
- The solicitation or recruitment of gang members.

5. **Harassment, Intimidation, or Bullying:** Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of District policy, which defines “harassment, intimidation or bullying” as any intentionally written message or image (including those that are transmitted electronically), verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages a student’s property;
- Has the effect of substantially interfering with the student’s education;
- 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.

Lewd, Obscene, or Profane Language, Gestures, or Materials: This includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

Theft/Stealing: Possession of another person’s or District property, regardless of value, without the person’s permission with the intent to deprive the owner of such property:

Note: Under RCW 28A.635.060(1), the District may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the District, a contractor of the District, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the Superintendent directs otherwise. If the property damaged is a school bus owned and SELAH SCHOOL DISTRICT Procedure 3240P Page 9 of 10 operated by the District a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the Superintendent.

When the pupil and parent/guardian are unable to pay for the damages, the School District will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

Tobacco/Nicotine Products – Use or Possession: Smoking, use of tobacco products, or products containing nicotine or possession of such products on the school premises a school-sponsored function.

Weapons: District Policy 4210 prohibits possession or use of weapons, including firearms and dangerous weapons. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The District Superintendent or the Superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

Harassment, Intimidation, or Bullying:

Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy, which defines "harassment, intimidation or bullying" as any intentionally written message or image (including those that are transmitted electronically), verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages a student's property;
- Has the effect of substantially interfering with the student's education;
- 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.

Selah School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying.

In accordance with District Policy 3207 and Procedure 3207, all reports of bullying, harassment, and/or intimidation will be taken seriously and investigated.

If a student feels that they have been subjected to harassment, intimidation, or bullying, the student should report the incident immediately to a staff member.

At any time, a student or their parent/guardian may submit a formal complaint regarding harassment, intimidation, or bullying using District Form 3207 (see page 9). Formal complaints are submitted to the building principal.

The **District Compliance Officer** for District Policy 3207 is:

Chad Quigley

Executive Director for Human Resources
316 W. Naches Ave.
Selah, WA 98942
T. 509-698-8004

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

District Policy 3207 is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

The District's prohibition of harassment, intimidation, and bullying shall apply:

- On school District property at any time;
- Off school District property at any school activity, function, or event;
- Off school District property if the actions of the student materially or substantially effect the education process and/or student attendance at school.

Also refer to the OSPI website.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Internet access is available to students and staff members in the Selah School District. The District's goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

Students and staff can have access to:

- limited electronic mail communication with people all over the world;
- information and news from government agencies, research institutions, libraries, and other external sources; and,
- resources stored on the District intranet.

With access to computers and people all over the world also comes the availability of material that may not be considered to be appropriate in the context of a school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Selah School District firmly believes that the valuable information and interaction available on this worldwide network outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

Selah School District has chosen to make Internet resources available to students, with the consequence that they will have access to far more information than is available in their school's library. If a Selah School District student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequences will include disciplinary action, suspension or termination of access privileges.

Computer and Internet Terms and Conditions

- 1) **Acceptable Use** - The use of school computers must support education and research that is consistent with the educational goals of Selah School District. Use of school computers or District Internet access merely for entertainment or another purpose unrelated to school work is not acceptable. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Any use of the network for commercial or for-profit purposes is prohibited. Any use of the network for political lobbying is prohibited. Transmission of any material in violation of U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- 2) **Computer and Internet Rules** - Users must abide by the generally accepted rules of etiquette. These include (but are not limited to) the following:
 - A) Use appropriate language. Do not swear, use vulgarities, profanity, obscene comments, or any other inappropriate items such as sexually explicit material, dirty jokes, or expressions of bigotry, hate, harassment, or discrimination in your messages or documents.
 - B) Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of Selah School District, including yourself.
 - C) Illegal activities are strictly forbidden.
 - D) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - E) All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
 - F) Do not seek or attempt to access sexually explicit, pornographic, obscene, or other restricted items on the Internet, including unapproved games or information about hacking.
 - G) Never download or install unauthorized software, music, or games onto any Selah School District computer without the explicit approval by District technology staff.
- 3) **Accuracy of Information** - Use of any information obtained via the Internet is at your own risk. Selah School District specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports must be cited much like references to printed materials.

- 4) **Security** - Security on any computer system is a high priority. If you feel you can identify a security problem on the network, you must notify a teacher or principal. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. System log-ins or accounts are to be used only by the authorized owner of the account. Users may not share their account or password with another person. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers. The District also reserves the right to review e-mail sent or received on the District system to improve safety and system integrity. Page 6 of 14 Page 2 2022 F1A
- 5) **Vandalism** - Vandalism will result in cancellation of privileges as well as other sanctions cited in the Student Handbook. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, software, documents of another user, the Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the intentional uploading or creation of computer viruses.
- 6) **Inappropriate Use** - Selah School District teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Selah School District Board of Directors. The administration, faculty, and staff of Selah School District may request the suspension or termination of Internet access and/or computer use of any user who violates these acceptable use practices.
- 7) **Notice to Parents** - An approved in service is required of any District employee who will be supervising students in accessing the District Network and/or Internet. Your child's work or photograph may be published on the Internet as part of a class project, unless you specifically deny permission in writing. Staff members may electronically publish student work only on the Selah School District Web pages or the K-20 Network.
- 8) **Protection Measures** – Selah School District uses Internet filtering software on all computers to protect students and others from online experiences deemed harmful to minors, especially pornography and obscene visual depictions. Other blocked categories include gambling, illegal drugs, hate sites, chat rooms, “instant messaging,” hacking, and others. In addition, all school use of the Internet is continually monitored and electronically logged to help enforce this Acceptable Use Policy. A “firewall” protects the internal network from external hacking and other unauthorized access to personal information. E-mail access within the District is limited to monitored accounts hosted on a Selah School District server. Users cannot access external e-mail accounts (such as AOL or Hotmail) due to safety and security issues.
-

User Responsibilities (Staff or Student)

All students and staff must abide by the **District's Policy and Procedures for Electronic Information Systems**. Any violation of the regulations above is unethical and may constitute a criminal offense. Should a user commit any violation, access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be instituted.

In consideration for the privilege of using the network and having access to the public networks, users must release Selah School District, the K-20 Network and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from use, or inability to use, the District Network including, without limitation, the type of damages identified in the Selah School District's Acceptable Use Policy. The work, photograph, and name of any student or staff member may be published electronically as part of a class, school, or district project, unless a child's parent/guardian specifically denies permission in writing. All students and staff waive any copyright they may have on material posted through the Internet or the K-20 Network.

NUTRITION SERVICES

Selah Nutrition Unpaid Meal Policy

Students are notified of a low account balance starting at two remaining lunches at the cashier line. An automated phone message is activated at that time on all school days informing families of the low balance amount.

Students in grades PK-12 who carry a negative balance will continue to receive a regular meal while parents work to pay the balance in full. Extra entrees and snacks are not allowed for purchase unless the account has money available to cover the cost.

In addition to school reminders and automated phone calls, personal calls will be made from Nutrition Services office once the negative balance is above \$3.00. A letter will be sent to households who reach a \$20 negative balance along with free/reduced meal application. Accounts that reach a \$40 negative balance and are not paid in full will be turned over to collections. **For questions please contact Nutrition Services at 509-698-8196.**

PARKING LOT

Safety is our paramount concern during morning drop off and afternoon pick up. Please follow the map below and our parking lot personnel's directions while on our campus. Failure to comply with any lawful order or direction of any duly authorized flagger is a misdemeanor. Please reference RCW 46.61.015. Thank you for helping to keep all safe while on campus.



Additional Information

FERPA – See Selah School District Webpage at <https://www.selahschools.org/Page/1197>

Medication at school – See Selah School District Webpage at <https://www.selahschools.org/Page/112>

Title 1 – See Selah School District Webpage at <https://www.selahschools.org/Page/115>

Title 9/OCR – See Selah School District Webpage at <https://www.selahschools.org/Page/1060>



RELEASE OF STUDENT INFORMATION

The District publishes student names and photographs when reporting on student activities, to recognize student achievement, and for public information purposes.

If you do **not** want your child's photo and/or name published please contact your child's school within two weeks after registering your child in the Selah School District, or by September 15th of each school year. There is a **non-publish form** that must be filled out annually, a copy of which will be on file at your child's school with the original forwarded to the Administration Office. If no form is on file it will be assumed that permission for release of photos, names and/or directory information has been granted.

Parent or Guardian Denial of Permission for Internet Access

As the parent or guardian of this student, I hereby deny permission for my child to access the Internet at school.

Student Name

Grade

Homeroom Teacher

Parent/Guardian name (print)

Parent/Guardian signature

Date

Parent or Guardian Denial of Permission for Electronic Publication

As the parent or guardian of this student, I hereby deny permission for my child's work, photograph, and name to be published electronically as part of a class, school, or district project.

Student Name

Grade

Homeroom Teacher

Parent/Guardian name (print)

Parent/Guardian signature

Date

Additional Information

For additional information about Selah School District technology programs, or to seek answers to specific questions regarding this Acceptable Use Policy, please contact any Building Principal.

