

2025-2026

Selkirk Middle/High School

STUDENT HANDBOOK

Welcome to Selkirk Middle School & Selkirk High School

The staff of Selkirk is committed to providing a safe, engaging, and productive learning environment for each student. To accomplish this, it is important to establish a collaborative partnership between students, their parents, and the school. This partnership guarantees the greatest opportunity for each student to be successful. As you review this handbook, please become familiar with the codes, policies, and procedures that are established to assist the school in performing its duties in this partnership. The Rights and Responsibilities section of this handbook outlines how the school, the student, and the parent may work together to accomplish their goals.

Mission Statement

Selkirk Middle & Selkirk High School

In a partnership among students, parents, staff and community members, we are committed to providing opportunities for all which will promote individual responsibility, academic success, learning as a lifelong process and respect for one another.

Four Day School Week

Bell Schedule

High School 67 Minute Periods	
1 st Period	8:00-9:07
1 st Breakfast	9:07-9:17
2 nd Period	9:17 – 10:24
3 rd Period	10:28 – 11:35
4 th Period	11:39 – 12:46
Lunch	12:46- 1:16
5 th Period	1:20 – 2:27
6 th Period	2:31 - 3:38

Middle School 67 Minute Periods	
Breakfast	8:00-8:10
1 st Period & Breakfast	8:10 -9:17
2 nd Period	9:21 – 10:28
3 rd Period	10:32 – 11:39
Lunch	11:39 – 12:09
4 th Period	12:13– 1:20
5 th Period	1:24 – 2:31
6 th Period (61 minutes)	2:35-2:36

There will be no school on Fridays.

For questions regarding bus transportation, please see the district website or contact Andy Anderson at the Transportation office. (509-446-2525).

Class Schedule

	1 st	2 nd	3 rd	4 th (HS)	4 th (MS)	5 th	6 th
	HS 8:00-9:07 MS 8:10-9:17	HS 9:17-10:24 MS 9:21-10:28	HS 10:28-11:35 MS 10:32-11:39	9-12 Class 11:39-12:46 HS Lunch 12:46-1:16	MS Lunch 11:39-12:09 MS Class 12:13-1:20	HS 1:20-2:27 MS 1:24-2:31	HS 2:31-3:38 MS 2:35-3:36
Bonaker J. Learning Center	Specially Designed Instruction	Specially Designed Instruction	Specially Designed Instruction	Specially Designed Instruction	Specially Designed Instruction	Specially Designed Instruction	Specially Designed Instruction
Cain, A. Room 11	Prep	12 Career Choices/ Independent Living	9 Health, Food and Fitness	11 Career Choices 10 Office Applications	Lunch	8 Tech 6-8 MS FASCE	Digital L&L
Cain, D. Room 6	9 Algebra	11 Algebra II	10 Geometry	Prep	Lunch	Water Rec	11/12 Math Bridges
Kinney, J. Room 4				12 Pre Cal			
Larson, T. Room 9	10 Biology	7 Science	6 Science	Lunch	8 Science	9 Gen Science	Prep
Link, L Room 1	LAP	LAP	LAP	LAP RS Jr Spanish	LAP	LAP	Digital L & L
Nutt, B Room 2	6 Math	HS PE	8 Math	Lunch	7 Math	11/12 Physics	Prep
Music						7-8 Sound Production/Music	HS Sound Production/Music
Lukens, M. Room 3	11-12 English Bridges	8 English	11-12 US History	9 English	Lunch	10 English	Prep
Poisel, V. Room 5	8 U.S. History	9 World History	11-12 AP US History	Lunch	6 World History/Geography	Prep	MS PE
Hedrick, B. Room 14	7 PNW History/Civics	Basic Voc	Prep	HS Wood Shop	Lunch	6-8 MS Woodshop	HS Metal Shop
Vandyke, C. Room 13	11-12 AP English	6 English	7 English	Lunch	Prep	6-8 MS Art	HS Art

2-Hour Late Start Procedure

As of 1/27/2020

In the event weather or mechanical failure necessitates a 2-hour school day delay, you will receive notification via your registered emergency contact number on file with the school district. The delay will allow time for road crews to address road conditions or for mechanical failures to be repaired and systems restored. Using a delay rather than school closure reduces the need for “make-up” days.

BUSES will run two hours later than regularly scheduled. Parents should simply add two hours to their normal morning bus stop schedule to determine the modified pick-up time.

START TIME school will begin at 10:00am.

No breakfast will be served on 2 hour delay days.

After the 2-hour delay announcement, if a decision must be made to implement an emergency closure because of extended mechanical failure or weather-related issues, parents will be notified by 8:30 a.m.

Staff and Contact Information

Administrative Staff

Ms. Amanda Burnett	Principal
Mrs. Kim Lukens	College and Career
Mrs. Debby Krabbenhoft	Secretary
Mrs. Debbie Johnson	Secretary
Mrs. Lalee Link	Athletic Director
Mr. Alan Botzheim	Security and Safety Director
Mrs. Katie Hunt	School Psych

Teaching Staff

Mrs. Jennifer Bonaker	Special Education
Mrs. Angela Cain	CTE
Mr. Dominic Cain	HS Math/Water Rec
Mr. David King	Music
Mr. Josh Herder	Speech Language Pathologist
Mr. Kinney	Pre-calculus/Water Rec
Mrs. Tana Larson	Science
Mrs. LaLee Link	LAP
Mr. Matt Lukens	English, Social Studies
Mr. Ben Nutt	MS Math/HS PE
Miss Victoria Poisel	Social Studies/MS PE
Mr. Brian Hedrick	Metal Shop, Woodshop
Ms. Clarinda VanDyke	English, Art, Yearbook

Support Staff

Mrs. Kayla Anderson	LAP Para-Educator
Mr. Lou Bamonte	Custodian
Mrs. Erika Banda	Para-Educator
Mr. Cody Blasengame	Custodian
Mrs. Anna Brown	Head Cook
Mr. John Cain	Maintenance
Mrs. Brianne Davis	Para-Educator
Mr. AJ Dripps	Assistant Cook
Mrs. Krystal Hayzelden	Para-Educator
Mrs. Mariko King	Para-Educator
Mrs. Trisha Lyons	Para-Educator
Mr. Zack Parker	Network Administrator
Mrs. Misty Reed	Nurse
Ms. Mary Smith	Assistant Cook

Building Contact Information

<u>Mailing Address:</u>	Telephone: 509-446-3505
Selkirk Middle/High School 10372 Hwy. 31	Fax: 509-446-2408
Ione, WA 99139	Website: www.selkirkschools.org

Email: All staff may be reached by email: Use the person's first initial followed by full last name and then @selkirkschools.org example: aburnett@selkirkschools.org

Expectations

The principal is expected to:

- ❖ *Set high expectations for achievement, attitude, behavior, and attendance.*
- ❖ *Ensure a safe and productive learning environment.*
- ❖ *Be accessible and deal with the concerns of students, parents, and staff.*
- ❖ *Supervise all affairs regarding school management, operations, and activities.*
- ❖ *Provide educational leadership.*

Teachers are expected to:

- *Maintain and model high standards for attitude, attendance, behavior, and achievement.*
- *Be responsible for quality instruction.*
- *Provide a safe and productive learning environment.*
- *Build positive relationships and communicate with students, parents, and staff.*
- *Provide an atmosphere of mutual respect and concern where learning can take place.*

Students are expected to:

- *Attend all classes, daily and on time.*
- *Exhibit respect to others, the facility, and all equipment and materials.*
- *Follow rules and routines, including safety rules.*
- *Act responsibly and demonstrate appropriate behavior at all times.*
- *Come to school prepared and ready to learn.*

Parents are expected to:

- *Make sure your child attends class daily and is on time.*
- *Support the policies and procedures established by the school, including extracurricular events.*
- *Communicate with the school often regarding your child's education.*
- *Promptly report and explain absences and late arrivals.*
- *Encourage regular reading and homework.*

COVID-19 Best Practices and Expectations

Selkirk MS/HS will follow the latest state and county COVID-19 guidelines.

Childfind

Selkirk School District's Child-find program is designed to identify children, ages birth through 21, who may need Special Education Programs. The District is committed to early identification of these children to provide them the opportunity to reach their potential. If a parent/guardian or other concerned person would like more information about Selkirk School District's Child-find program, contact Selkirk Special Services Department, 509-446-4225.

McKinney/Vento Act

The McKinney-Vento Act is a federal law that makes sure children and youth who do not have permanent housing can go to school and preschool. It gives children and youth rights to enroll in school, stay in school, get transportation to school, and gives these same children access to school lunch programs. If you become aware of students who may qualify for services under the McKinney-Vento Act, or are in need of services for students in your family, please contact the principal of your school with this information.

Disclosure of Free & Reduced-Price Eligibility Information

The National School Lunch Act (NSLA) allows the disclosure of children's eligibility information to persons directly connected with the administration or enforcement of certain programs and activities. Specifically, Local Education Agencies (LEAs) may share a child's name and eligibility status for the purpose of federal and state education programs, such as Medicaid, other Federal Child Nutrition Programs, and Federal or state-means tested programs. Local Education Agencies must inform households that the information they provide on their application may be disclosed to other programs. Disclosure requirements also apply to student information obtained through other processes, including direct certification. Parental Consent Disclosure of eligibility information to other programs not outlined in the NSLA requires parental consent. These programs include local programs and activities, such as fees for band, athletics, field trips, or Associated Student Body (ASB). Parental consent will be obtained verbally prior to disclosure of any NSLA information outside of the LEAs.

Equal Opportunity Guaranteed

The Selkirk School District complies with all federal rules and regulations and does not discriminate on the basis of race, color, creed, national origin, sex or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and for all District employment opportunities. Inquiries regarding compliance procedures may be directed to Amanda Burnett (Title IX/RCW 28A640) at 446-3505.

Weapon-Free Environment

It is unlawful for a person to carry weapons on to public or private elementary or secondary school premises, school-provided transportation or areas of non-school facilities while being used exclusively by public or private schools (RCW9:42.250 and RCW 9:42.2880, Board Policy 3920.RCW28A.600.420) Students violating this policy will be subject to expulsion.

Attendance

As we know, attendance is a key component in student success. Many activities, discussions, presentations and observations in the classroom are unique and, without daily attendance, there is no way for the student to benefit from these experiences. Dependable and punctual attendance is also critical in the world of work. With this in mind, we want to do all that we can to encourage regular attendance and have students and parents aligned

with the school on this issue. One reason the school district moved to a 4-day school week was to provide families with a day to take care of appointments, shopping, and other activities and improve student attendance. The outbreak of COVID-19 has also reduced student time in the classroom, which makes it all the more important for students to attend as much as they are able.

In addition, frequent absences can impede the progress of the entire class, when repetition and review are needed for those returning to class. Regular attendance will help each student be successful and develop desirable traits for future employment.

Absences require a phone call, email, or note from a parent/guardian as soon as possible. Whenever possible, parents should notify the school in advance of an absence. If the absence cannot be excused in advance, such as in the case of unexpected illness or family emergency, a phone call to the school the morning of the actual absence is preferred. If an absent student has not been excused, the office staff will make an attempt to contact the parent by phone, primarily as a safety concern for the student.

WAC 392-401-020 outlines the reasons student absences must be excused. This rule also clarifies that a school principal or designee has the authority to determine if an absence meets the criteria for an excused absence as outlined in this section of the WAC and their school district policy for excused absences.

Students with 3 unexcused absences within a 30 day period will result in a scheduled conference with parents/guardians for the purpose of identifying barriers to the student's regular attendance, identifying the necessary supports and resources that may be made available to the family, and discussing the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism. The district will enter into an agreement with the student and their parent/guardian, establishing attendance requirements. Students will also be reported to the Community Truancy Board if the agreement is not being fulfilled. (RCW 28A.225.020)

Students with twelve absences (regardless of whether they are excused or not) in a class during a semester may be denied additional excused absences. Absences for COVID-19 Quarantine and school activities are excluded from this total. School activities include athletics, field trips, assemblies and other school-sponsored activities. Students and parents will be informed with a letter after a student reaches seven absences in a semester and again at twelve absences. At twelve absences, the principal may require documentation to justify future excused absences. Should absences not be considered excused, an unexcused absence will be marked and the opportunity for the student to complete make-up course work on that day could be denied. The parent and student may reduce the number of counted absences by submitting documentation that justify days missed prior to twelve, and establishing a plan to prevent further attendance issues. In all cases, the school will work with the family to provide the student every opportunity for success.

Being punctual is a part of being present. Students will be given 3 warnings per period per semester before being assigned lunch detention for being tardy.

Student/Parent Rights and Responsibilities

Parents are encouraged to support students in meeting behavioral expectations. The student and parents/guardians are encouraged to participate in the resolution of behavioral violations. You have the right to appeal this action by contacting the school administrator.

Selkirk School District complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, 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, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district administration.

Allegations of discrimination should be reported to school personnel immediately! Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: Sex; Race/Color; Religion/Creed; National origin; Disability or the use of a trained dog guide or service animal; Sexual orientation, gender expression or identity; honorably discharged Veteran or military status.

Student's Rights

Students have rights to equal educational opportunity, freedom of expression, freedom of assembly, freedom to distribute materials, and freedom from unlawful interference in their pursuit of an education. As members of a public school, these rights have limitations in that the exercise of rights must be tempered with the overall rights of all individuals in the school system. Students who are eighteen years or older are required to follow all rules and regulations of this handbook while they are enrolled. This includes having permission from parents or guardians for attendance and other requirements consistent with school procedures.

Class of 2021 and Beyond Graduation Requirements

CLASSES	REQUIRED CREDITS	ADDITIONAL INFORMATION
English	4.0	4.0 credits can be satisfied with English 9, 10, 11, 12 and/or AP English Language/AP English Literature
Mathematics	3.0	1.0 Algebra I or Integrated Math 1 1.0 Geometry or Integrated Math 2 1.0 Algebra II or Integrated Math 3* <i>*Or a student may elect to pursue a third credit of math other than Algebra II if the elective choice is based on a career-oriented high school and beyond plan and the student, parent/guardian meet and sign a form</i>
Science	3.0	2.0 Must include 2 lab* classes <i>Includes Physical Science, Biology, Chemistry, Physics, or Water Reclamation Lab & Operations</i>
Social Studies	3.0	1.0 U.S. History 1.0 9th Grade World History* 1.0 Contemporary World History, Geography and Problems w/ .5 Civics imbedded <i>*A social studies elective may be substituted for 1.0 credit.</i>
Arts	2.0	1.0 Arts classes* <i>1.0 can be Personalized Pathway class</i>
Health and Fitness	2.0	1.5 Fitness .5 Health
Career and Technical Education	1.0	.5 Career or Occupational class .5 Must be Technology
World Language or Personalized Pathway	2.0	Spanish 1 and Spanish 2 will fulfill this requirement <i>2.0 Can be Personalized Pathway Requirements</i>
Additional District Requirements	1.0	.5 Senior Independent Living .5 Senior Careers Class
Electives	3.0	Electives can include extra math, science, vocational, or Fitness classes
TOTAL CREDITS REQUIRED	24	As required by the state of Washington

**Up to 2 credits can be waived locally based on a student's unusual circumstances.*

***All students will be enrolled in accelerated classes through 1:1 coaching sessions with a College and Career Readiness staff members and must opt out of such courses. All tuition for College in the High School classes are covered through OSPI.*

***No person shall be discriminated against or harassed in any educational program (including CTE classes), services, or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, marital status or sexual orientation. Admission is open to students with limited English proficiency.*

+ Graduation Pathway – In Washington State students must complete one of the following pathways in English Language Arts and Math in order to be awarded a diploma:

Minimum passing requirement on state or WA-AIM tests, complete a high school transition course, receive a C+ or higher grade in a dual credit class, meet the required score on the SAT or ACT, obtain an acceptance score on the ASVAB.

+ High School & Beyond Plan – Students shall have an education plan for their high school experience, including what they expect to do the year following graduation. Students work with school staff and their family to create their own personalized plan that begins no later than 8th grade, is revised throughout high school, and results in a plan for next steps following high school graduation.

Established in RCW 29A.230.090, the HSBP must include the following components, at a minimum:

1. Identification of career goals, aided by a skills and interest assessment.
2. Identification of educational goals.
3. A course taking plan that:
 - a. Fulfills state and local graduation requirements.
 - b. Aligns with the student's career and educational goals
4. A resume or activity log.
5. Evidence that the student has received information on state and federal financial aid (FAFSA) programs that help pay for college.

+ Washington State History – Washington State History (WSH) is a non-credit requirement usually fulfilled in Middle School. Beginning the junior year parents may elect (in writing) for Washington State History to appear on the high school transcript. Once WSH is placed on the transcript it cannot be removed.

+ 40 hours of Community Service – 10 hours per year while freshman and sophomores, than 10 hours per year as juniors and seniors or 20 hours as a junior.

Additional Local District Graduation Requirement

Each senior shall complete a senior presentation project in the spring of 12th grade.

Educator Standards and Qualifications

In accordance with the *No Child Left Behind* legislation, parents may request information regarding the professional qualifications of their child's teacher(s). Such information would relate to the type of Washington State Certificate held, areas of endorsements, college major and advanced degrees. Requests should be addressed to: Nancy Lotze, Superintendent, Selkirk School District.

Recognition of Superior Academic Achievement

Aims and Objectives

The aims and objectives for the granting of honors and awards to students are to stimulate a desire for excellence in school work in the minds of the individuals and to motivate the largest number of Selkirk students as possible to a high academic achievement.

Advanced Placement (AP) Requirements – Revised December 2019

Student must maintain a C or above within the AP class in order to stay in the class for the duration of the school year. Placement is also at the discretion of the teacher to determine if the student's ability level matches the AP requirements.

National Honor Society (NHS)

All students with a cumulative GPA of 3.5 or better are invited to apply for NHS membership. Members will be deemed in good standing as long as they maintain a 3.2 GPA, and attend NHS meetings. Members in good standing will be recognized at graduation.

Highly Capable

The Selkirk School District uses the SBA as a universal screening tool. Referrals by parents for more formalized evaluation will be considered by a multi-disciplinary team. The

Selkirk School District holds that access to accelerated learning and enhanced instruction for highly capable students is a crucial aspect of our educational program and in an effort to meet the needs of all students, Advanced Placement options, College in the High School, differentiated instruction, and accelerated learning will be integrated into the basic education program as options for all students without the burden of additional formalized assessment or gifted designation.

Academic Acceleration for High School Students

In accordance with RCW 28A.320.195, students who have met or exceeded the state standard shall be enrolled in the next most rigorous level of advanced courses that aligns with the student's high school and beyond plan. The opportunity to opt out of accelerated courses will be made through 1:1 course enrollment planning conversations with students and parent/guardians, by the College & Career Readiness staff member. Academic Acceleration is available through AP and Dual Credit Classes.

Valedictorian & Salutatorian

Selkirk School District recognizes the academic accomplishments of students in many ways including the selection of a Valedictorian and Salutatorian for each graduating class. In order to be named Valedictorian or Salutatorian a student must have met the following criterion:

1. To be eligible to be Selkirk High School's Valedictorian or Salutatorian at least half of the credits earned must be earned at Selkirk High School.
2. Be a full-time student in the Selkirk School District for at least the entire senior year. Full-time status entails enrollment in a complete class schedule (for example, six periods in a six period day) or comparable enrollment in Running Start.
3. To be eligible a student must also take challenging courses. A student must have taken at least 6 classes out of the following list: physics, chemistry, world language, second year world language, pre-calculus, college level English, college level US History, college level Government

Ranking for Valedictorian and Salutatorian will be determined by the highest cumulative GPA at the end of the seventh high school semester. Students selected as Valedictorian or Salutatorian may be invited to speak at graduation.

Student Assistance Program

A student assistance program is available in Selkirk School District for students. Counseling with a substance abuse intervention specialist is highly encouraged for students involved in non-disciplinary referrals for substance use. A state accredited chemical dependency assessment may recommend the student receive counseling with the building substance abuse intervention specialist. This will be in conjunction and may be concurrent with any treatment that a student is involved with through a chemical dependency treatment agency outside of the school setting.

Withholding Diploma and/or Transcript (RCW 28A.635.060)

A student's grades, diploma, and/or transcript may be withheld until the student pays any fees or fines for school property that has been lost or willfully damaged (equipment, books, uniforms, etc.). Upon the payment of the fees or fines, or the equivalency through volunteer work, the grades, diploma, and/or transcript will be released. The student or

his/her parents shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted.

Site Council

The Selkirk Junior/Senior High School Site Council meets quarterly beginning in September. Site council members representing students, parents, local businesses, certificated staff, classified staff and administrators make up this team. Improving the educational setting is the overriding goal of this council. It is not uncommon to discuss a variety of topics, such as textbook adoption, instructional strategies, athletics, music and facilities in a single meeting.

Administrators are not limited to these forms of discipline and will issue the consequences as they deem appropriate in accordance with the student's actions.

Security and Safety Services

The purpose of the safety and security services program is to foster school safety as well as a positive educational climate at Selkirk schools. The School Safety & Security Director, is non-commissioned officer integrated into the school community through participation in faculty training, student meetings, and student activities. He will support school climate in each of the Selkirk School District buildings by developing positive relationships with students, parents, and staff, and by promoting a safe, inclusive, and positive learning environment by supporting staff and students. The School Safety & Security Director is also an integral part of the School Based Threat Assessment Teams, which are preventative in purpose.

In-District Field Trips

As part of a school-day class students may visit sites off our campus within our district. By returning the signature page at the end of this handbook, parents permit students to attend in-district field trips without the requirement of an additional permission slip. Prior to any in-district trip, parents will be notified of the activity.

Discipline Code

Self-Discipline

Students are to become familiar with the school's rules, regulations, and policies; every student will make every effort to abide by them. Always be courteous to those who teach you, as well as to each other. It may become necessary at times for a student to be sent to the administration offices because of habitual discipline offenses or because of a major offense. In such cases, the administration will use whatever corrective measures are necessary within the federal and state guidelines and according to Selkirk School Board policy. Individual teacher rules and expectations will be provided at the beginning of each semester.

The goal of Selkirk Middle/High School's Discipline Procedure is to reinforce positive behavior in our learning community, so that effective and meaningful learning can take place. We want Selkirk students to feel safe, encouraged, and connected at school. Given that we want everyone to respect our learning environment, the discipline procedures outlined

below will help remind students of their responsibility to make Selkirk a positive place to learn.

Administrators, teachers, and staff members will manage discipline procedures with the philosophy of “Restorative Justice.” Administrators reserve the right to find creative solutions and choices in all discipline matters. In other words, administrators or teachers may ask the student to find ways to help correct any behavior or action that is inappropriate or contrary to the school rules and expectations. Students will be guided to help them understand the consequences of their actions. The procedures below will act as a guideline to help reinforce positive student behaviors.

If You Hear or See Something Say Something

Keeping schools safe is everyone’s responsibility. If you hear a student talk about committing violence at school you must report it. Be smart when you hear a student talking about violence. Notice those around you so you can report the names of other witnesses. Write down details like the time, place and what the student was wearing.

Threats to students and/or school

Making threats against the safety of another individual/people will result in a criminal investigation through the Pend Oreille County Sheriff’s department. The Sheriff’s office takes statements like these very seriously.

Selkirk School District has instituted a multidisciplinary and multiagency threat assessment team in order to effectively identify and assess the behavior of students that is potentially threatening to self and/or others. (Policy 3225)

False Report Is a Crime

Telling a teacher or principal that someone said something they didn’t say is also a crime. Everyone is taking these reports seriously. If a student is falsely accused the accuser will be reported to the Pend Oreille County Sheriff. The Sheriff’s office takes false reports seriously.

Self-Discipline Expectations

Closed Campus

Selkirk Middle School and Selkirk High School are a closed Campus, students shall remain on school grounds from time of arrival until close of school unless officially excused. Students shall also remain under supervision during the school day when outside of the school building and must obtain permission to go into the student parking lot to access vehicles.

Student Vehicles

Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless consent has been granted by the students’ parents.

A student may use the school’s parking lots subject to the following conditions:

A. A student must register their car(s) in the school office and be assigned a parking space. The student must possess and show evidence of a valid Washington Driver License and

provide the name of the insurance company which covers the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property;

B. Students may not occupy a vehicle (without permission) during the school day; and the vehicle is subject to search following school procedures.

Student drivers will be permitted to travel in-district to appropriate scheduled activities (ie. sports practice, extra-curricular bus pick-up location). Student drivers cannot transport other students during this time.

Healthy Hydration

We encourage all students to carry a tight closing water bottle with them throughout the day. Water is an essential part of staying healthy. Please do not share water bottles. Open containers often become a nuisance because they are easily spilled and generally contain liquid that stains or is unhealthy, such as energy drinks.

Signage

Signs displayed on the school's physical property require the approval of the principal.

Field Trips

In order to be eligible for a planned field trip attendees must be passing all of their classes on the Monday of the week of the field trip, and attend school the day prior to the field trip.

Code of Conduct

While attending school, participating in school activities on and off campus and during transportation related to school, it is the school's responsibility to keep students safe.

Students who are in violation of school rules, may be excluded from participating in extracurricular activities, field trips and other school sponsored activities or events.

Students in grades 6-8 who attend non-school day related activities as spectators need to have an adult-chaperone accompany them.

Discretionary Offenses:

The rules of conduct in this section are deemed discretionary discipline offenses. Prior to imposing discipline or classroom exclusion, when a student engages in such an offense, a school administrator should consider:

- ☐ Restorative practices – A form of restitution often involving community service
- ☐ Alternative actions and settings – Change in task and/or seating within the classroom.
- ☐ In-school intervention – Conference with administration and/or school counseling as a means of understanding the student's actions, and helping them to make improvements.

- Consequences will vary according to the level of severity as well as the frequency of the violation.

Possible consequences to a disruption in education and/or violation of school rules may be:

- Reassigned placement within the classroom
- Lunch detention
 - a. Students assigned lunch detention will report to the designated area with their lunch. Should a student receive more than one lunch detention parent contact will be made. After four lunch detentions additional discipline may be assigned. If a student reaches eight lunch detentions in one year, in-school intervention will be assigned and the student may be excluded from extra-curricular activities including athletics, field trips and other school sponsored activities and events.
- After school detention/Work Service
- In School Suspension/Out of School Suspension

Class Time

In an effort to preserve class time, interruptions and time out of class will be limited. Students will need to receive permission to leave class and obtain a hall pass. While visiting the restroom during class time occupancy will be limited to one person at a time.

Students will be given 3 warnings per period per semester before being assigned lunch detention for being tardy.

Dress Code

Just as in any place of employment, at Selkirk, it is important to maintain a level of professionalism in manner as well as in dress. This dress code was updated and developed by the student council April 2019 and revised by the ASB and site counsel Spring 2024.

1. Skirts, shorts and dresses must have a minimum of 4 inches where the in-seam would be (rule for measure: at or longer than the student's fingertips when arms are at sides and fully extended).
2. Holes in pants/shorts must be below the start of the in-seam. Buttocks, private parts and underwear may not be visible.
3. Shirts/tops must cover the breasts (rule for measure: neckline not below the armpit line) and not show undergarments. No more than one palms width of midriff, side, back or abdomen may be visible while sitting or standing. Straps must be a minimum of 1 1/2 inches (rule for measure: 2 fingers) wide.
4. Students may be required to remove any hat, hood or head covering to comply with classroom rules.
5. Sunglasses must be removed when indoors, unless students bring a doctor's note, or students are in the south hallway.
6. Clothing or accessories with statements, messages or pictures referring to alcohol, tobacco, drugs, sexual activity, violent behavior, weapons or other offensive or targeting material are strictly prohibited.
7. Other clothing or accessories which substantially distract from, or disrupt, the educational environment may be addressed with the student.

The dress code is applicable to all genders. Dress code violations which are sensitive in nature, should not be discussed in front of other students. Staff members discussing a dress

violation with a student may present options for obtaining appropriate clothing (the student may call home to get a change of clothes, cover up, or be provided with appropriate attire for the day). An uncooperative student may be placed in school-suspension and given progressive discipline consequences.

Public Display of Affection

Flagrant display of affection is not professional. Handholding or an arm around the waist (side to side) is acceptable for school. Any display of affection beyond handholding or side to side is prohibited.

Cell Phone Usage

With the intention of keeping daily distractions at a minimum, cell phones are not permitted during high school classes. Middle school students are not permitted to use cell phones at any point on campus during the school day.

Tobacco, Nicotine, or Vaping

The Selkirk School District is a drug and tobacco free environment. No employees, students, or other persons may use any kind of alcohol, drug, tobacco or vape products in or on district property. This shall include all district buildings, grounds and district-owned vehicles.

Tobacco products and delivery devices includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substance and any other smoking equipment, device, material or innovation. (*Board Policies 3240, 4215, RCW 28A210310, RCW 69.50.435*).

****Within our building Selkirk Middle/High School uses multi-sensor detention devices to identify unsafe actions.**

Nondiscretionary Offenses

For more serious nondiscretionary offenses, school administrators may, in certain circumstances, impose a suspension or expulsion regardless of whether prior corrective action was imposed for a similar offense.

Drug and Alcohol Abuse – Sanctions and Procedures

Drugs and Alcohol - Under RCW 69.50 including unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any alcohol, marijuana, or illicit drugs.

The following action will be taken regarding student drug and alcohol use:

- Appropriate law enforcement notified
- Parent/Guardian notification and reunification conference to discuss the following
 - Safety plan
 - Formal dependency assessment
- School suspension

Weapons and Firearms – Sanctions and Procedures

Weapons and Firearms – Carrying a firearm or any weapon (including any knife, zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.

- a. any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device.
- b. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- c. any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

(RCW9:42.250 and RCW 9:42.2880, Board Policy 3920.RCW28A.600.420)

The following action will be taken regarding weapons and firearms:

- Appropriate law enforcement notified
- Parent/Guardian notification and conference
- School discipline up to and including expulsion

Other

1. Vandalism – Any act of intentional destruction of property.
2. Other Behavior
 - a. Any offense in RCW 13.04.155 not otherwise listed.
 - b. Behavior that causes an adverse impact on the health and safety of other students or staff. – HB 1541 (Section 105(6) (d)); RCW 28A.600.015. This includes, but is not limited to:
 - i. Extortion/Coercion -- Obtaining or attempting to obtain money or property by violence or threat of violence, or forcing or attempting to force a person to do something against his/her will by force or threat of force.
 - ii. Threat -- Any communication or action which creates a reasonable fear of bodily harm.
 - c. Willfully disobeying school administrative personnel or refusing to leave public property
3. Violence – Any action with the intent or potential to do bodily harm.

The Discipline Appeals Process

The appeals process has been derived from School Board policy. When parents or guardians, and in some cases, students, want to appeal a decision of the principal, the following steps apply:

Step 1 An in-office conference will be held and will include parents or guardians, the student, and the principal. If a resolution cannot be reached, proceed to Step 2.

Step 2 A conference with the parents or guardians and superintendent will be held. Short-term suspensions and lesser disciplinary action will be served when assigned by the principal, and the appeals process may continue according to requirements of legal procedures.

Step 3 - Parents may appeal to the School Board when long-term out-of-school suspensions are assigned by the principal and upheld by the superintendent. This must be done in a timely manner, in writing. The complete appeals process information may be obtained from the principal or the superintendent.

HARASSMENT, INTIMIDATION, AND BULLYING

Selkirk School District is committed to a safe and civil education environment for all students and visitors that is free from harassment, intimidation, and bullying. Please see district policies #3205, # 3207, and #5011 on the website for more information. If you need a hard copy of the policy please ask the principal or secretary. If your child feels he or she has been harassed or bullied, the incident should be reported immediately to a teacher, counselor, or principal, Title IX Officer Amanda Burnett (aburnett@selkirkschools.org) or Civil Rights Officer Nancy Lotze (nlotze@selkirkschools.org). OSPI model school handbook language is included in the back of this handbook following the signature page.

Food Service

SPECIAL DIETARY NEEDS

Selkirk School District adheres to the National School Lunch Program guidelines regarding accommodations for special dietary needs. If your child has a medical condition that affects their diet, they can submit a Special Dietary Needs Request Form. All students with dietary disabilities will receive school meals appropriate for their needs. The Americans with Disabilities Act (ADA) defines a disability as “a physical or mental impairment that substantially limits one or more major life activities” such as allergies, or an impairment that affects a major bodily function such as digestion. All students with these types of disabilities will be accommodated, however student personal diet or religious preferences cannot be accommodated at this time. All students have the right to refuse certain food items on the lunch menu. Each day for lunch, students are offered 5 meal components including protein, whole grain, fruit, vegetables, and milk. Of these 5 components, students must choose 3, including at least ½ cup of fruit or vegetable. For nonmedical dietary preferences, students may refuse any two meal components they do not wish to eat. However, when a medical condition is present, parents are strongly encouraged to submit a Special Dietary Needs Request Form so that their student can be given alternate meals when necessary. Page 8 To request a special dietary accommodation please contact our school nurse, Misty Reed, RN (mreed@selkirkschools.org) or call the office.

FOOD SERVICE NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: Program.Intake@usda.gov

Emergency Care Plan Law

If a student has a life-threatening condition, an emergency care plan, doctor's orders, and medication instructions must be signed and in the school records by the first day of school. If your student already has a health care plan on file, the school nurse will contact you for an annual review. Life-threatening conditions may include asthma, diabetes, severe food allergies, bee sting allergies, heart conditions, and seizure disorders among other conditions. Contact our school nurse for assistance with this procedure. It is the responsibility of parents to notify the school if a student has a life-threatening condition.

Any prescription or non-prescription medication may be given at school ONLY with specific written directions from the health care provider with prescriptive authority and with parents' signed

consent. Medication Request Forms are available in every school office. Parents are urged to adjust the timing, if possible, of a child's medication so that it can be given other than during school hours. Medication must be supplied to the school in the original labeled container and should be carried to and from school by an adult.

Selkirk School District Network, Internet and Email Policy

Selkirk School District is pleased to offer students access to a computer network that provides access to curriculum based applications, the Internet, and e-mail. To gain access to the Internet and e-mail, all students must obtain parental permission as verified by the signatures on the form, which is available in each school building. *Parental Internet permission remains in effect, unless revoked by parents or administration.*

What is possible? Access to the network, Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange educationally relevant personal communication with other Internet users around the world. Even though Selkirk will be using an Internet filter, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of using Internet resources is for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected? Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. *The use of the network is a privilege, not a right, and may be revoked if abused.*

What are the rules?

Privacy -- Network storage areas may be treated like school lockers. Network administrators may review files to maintain system integrity and to insure that students are using the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space.

Illegal copying -- Students should never download or install any software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

These are guidelines to follow to prevent the loss of network privileges at Selkirk School District:

1. Do not use a computer to harm other people or their work.

2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing any software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or **printing resources**.
8. Do not trespass in any other person's folders, work, or files.
9. Do notify an adult immediately, if you encounter materials that violate the rules of appropriate use.
10. Do not use e-mail for personal use (*except at established appropriate times*).
11. Do not play games without instructor approval.
12. Be prepared to be held accountable for your actions and for the loss of privileges if the rules of appropriate use are violated. *Internet, email or network rights may be lost, and you could be subject to the discipline code.*

Guidelines for Technology Use

Selkirk Middle/High School, recognizing the rapid evolution of an array of technology devices and the corresponding changes in how students learn and obtain information, is committed to using technology to support teaching and learning. Personal technology devices (PTD) refers to any of the array of instruments a student may possess primarily for personal use. Such devices include tablets, smart phones, and iPod touch and are not limited to those capable of going online. It is assumed parents know their child has a PTD and, if it is at school, it is with parent's permission. All users are held responsible for their actions while using personal devices at school or at school activities or events.

1. Staff has the discretion to allow, restrict or otherwise regulate the use of technology including personal devices in accordance with District and classroom guidelines.
2. Personal devices are to be turned off and put away (or on silent and put away) during class time unless directed or permitted by the supervising staff member.
3. During non-class time, **high school** students may use personal devices provided all guidelines are followed.

Devices are not to be used in the following areas/situations:

- a. Locker Rooms
 - b. Bathrooms
 - c. During emergency drills
 - d. Any other areas identified by the administration
4. Devices are not to be used at any time to cheat on assignments or tests or otherwise misrepresent other work as your own.
 5. The District is not responsible for the loss, theft or damage to personal devices or for charges incurred for this device. Students are strongly encouraged not to leave their property unattended or unsecured.
 6. A device may not be used at any time for bullying, harassment or intimidation or other forms of cyber bullying. This includes posting to external sites, photos or videos.

Students who violate the technology agreement will lose technological privileges as deemed appropriate by the school administrator.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

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. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school 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 school official 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 is inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 school 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 school 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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
400 Maryland Avenue, SW
Washington, DC 20202-5901

OSPI Model School Handbook Language on HIB

As of SY 2024-25 all Washington K12 public schools must include this language in handbooks.

Please contact OSPI if you have questions about the language in this section: 360-725-6000.

However, you may also contact school personnel listed below.

Schools Protect Students from Harassment, Intimidation, & Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

○ [What is HIB?](#)

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

○ [How can I make a report or complaint about HIB?](#)

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has HIB Compliance Officers that support prevention and response to HIB. Amanda Burnett and Nancy Lotze serve as HIB Compliance Officers.

○ [What happens after I make a report about HIB?](#)

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

- What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

- What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's website (www.selkirkschools.org) for *HIB Policy 3207*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

- What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy, visit www.selkirkschools.org.

- [What is sexual harassment?](#)

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy, visit www.selkirkschools.org].

- [What should my school do about discriminatory and sexual harassment?](#)

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

- [What can I do if I'm concerned about discrimination or harassment?](#)

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Nancy Lotze, Superintendent,
nlotze@selkirkschools.org, 509-446-2951, P.O. Box 129, Metaline Falls, WA 99153

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Amanda Burnett, Principal, aburnett@selkirkschools.org, 509-446-3505, 10372 Hwy 31, Ione, WA 99139

Concerns about disability discrimination:

Section 504 Coordinator: Katie Hunt, School Psychologist,
khunt@selkirkschools.org, P.O. Box 129, Metaline Falls, WA 99153

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Nancy Lotze, Superintendent,
nlotze@selkirkschools.org, 509-446-2951, P.O. Box 129, Metaline Falls, WA
99153

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

○ [What happens after I file a discrimination complaint?](#)

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

○ [What are the next steps if I disagree with the outcome?](#)

If you do not agree with the outcome of your complaint, you may appeal the decision to the Superintendent or to the School Board if the Superintendent issued the outcome, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Policy (3210) and Sexual Harassment Policy (3205) or outlined in the student handbook.

○ [I already submitted an HIB complaint – what will my school do?](#)

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Policy (#3210) and the HIB Procedure to **fully resolve your complaint**.

[Who else can help with HIB or Discrimination Concerns?](#)

[Office of Superintendent of Public Instruction \(OSPI\)](#)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about

state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age.

OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school is required by state law to:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender

- Protect students from teasing, bullying, or harassment based on their gender or gender identity

The District's Gender-Inclusive Schools policy language is incorporated in the Non-Discrimination Policy #3210, visit www.selkirkschools.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Nancy Lotze, Superintendent at nlotze@selkirkschools.org or 509-446-2951.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the Discrimination section above.

Release of Student Information

Directory information may be released publicly without consent upon the condition that the parent or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent.

This form allows students and parents to file a request with the Selkirk office that the release of student information **WILL NOT** be made without their written permission. Unless such request is received within two weeks of the first day of school or enrollment, the information listed below will be ***considered*** public information and can be disclosed by designated staff members concerning individual students whether the requests are made in person, in writing, or over the telephone.

DO NOT DISCLOSE student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, to the entities checked below without my prior permission:

_____ Military Branches
_____ Institutions of High Learning

ALSO:

By registering a student in the Selkirk School District, the parent/guardian agrees to release student information and/or photographs in the media or district publications. Publications may come in the form of, but not limited to the following; ***printed information*** such as brochures, bond and levy information; ***photographs, voice or image*** in video presentations, television, radio, internet web page, or ***print media*** such as newspaper stories.

_____ I hereby **DECLINE** permission to the Selkirk School District to use my child's name and/or likeness in district publications (Selkirk Success, website, yearbook, etc.) media releases or news stories.

Student Name

Parent/Guardian Signature

Date



Selkirk Middle/High School

Amanda Burnett, Principal
10372 Hwy 31
Ione, Washington 99139
Phone: (509) 446-3505

Selkirk Handbook Agreement

Students – By signing this form, you acknowledge that you have read and understand the rules and expectations, and agree to abide by them while attending Selkirk Middle/High School.

Student's Name: _____ Date: _____
Student Signature: _____

Parents – By signing this form, you acknowledge that you have read and understand the rules and expectations as outlined in the handbook, and agree to support the school in promoting a positive successful learning environment.

Parent's Signature: _____ Date: _____