Welcome to
Kettle Falls High School!

2019-2020 Handbook

KETTLE FALLS HIGH SCHOOL MISSION
“To create authentic opportunities, model character and empower students to become competent lifelong learners, skilled problem solvers, and positive contributors in an ever-changing world.”
Whether you are a new or returning student, we welcome you to a brand new school year! We hope you have come prepared and excited to have a productive and rewarding experience in each class and activity you are enrolled and involved in this year! Faculty and staff are ready and willing to help you succeed in your education here and life beyond. Come every day expecting and eager to learn!

Kettle Falls High School
Principal - Mr. Curtis Corvino
Counselor - Mr. Tracy Flugel
Phone (509) 738-6388
Fax (509) 738-6087

District Website: www.kfschools.org
Kettle Falls School District #212
P.O. Box 458
Kettle Falls, WA 99141

Parents, we encourage you to stay in close contact with your students’ teachers and classes by the use of phone, email, and our Skyward access on-line. With Skyward, you can check grades, attendance, missing assignments, etc. Good communication between staff and students’ families will help ensure the best learning experience possible. To access Skyward, go to the district website (above), click onto the high school link, scroll down to Family Access Request and follow the instructions.
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>Axtell, Marti</td>
<td>x 421</td>
<td><a href="mailto:maxtell@kfschools.org">maxtell@kfschools.org</a></td>
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<tr>
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<td><a href="mailto:gaxtell@kfschools.org">gaxtell@kfschools.org</a></td>
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<tr>
<td>Corvino, Curtis (Principal)</td>
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<td><a href="mailto:ccovrino@kfschools.org">ccovrino@kfschools.org</a></td>
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<td>Dupuis, Kathy-Library</td>
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<td><a href="mailto:kdupuis@kfschools.org">kdupuis@kfschools.org</a></td>
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<tr>
<td>Edwards, Naomi</td>
<td>x 416</td>
<td><a href="mailto:nedwards@kfschools.org">nedwards@kfschools.org</a></td>
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<tr>
<td>Finley, Loren</td>
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<td><a href="mailto:lfinley@kfschools.org">lfinley@kfschools.org</a></td>
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<tr>
<td>Flugel, Tracy</td>
<td>x 404</td>
<td><a href="mailto:tflugel@kfschools.org">tflugel@kfschools.org</a></td>
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<tr>
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<tr>
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<td>x 410</td>
<td><a href="mailto:dhouse@kfschools.org">dhouse@kfschools.org</a></td>
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<td>x 441</td>
<td><a href="mailto:cjohson@kfschools.org">cjohson@kfschools.org</a></td>
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<tr>
<td>Krzyzewski, Shannon</td>
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<td>Langrehr, Melinda</td>
<td>x 425</td>
<td><a href="mailto:mlangrehr@kfschools.org">mlangrehr@kfschools.org</a></td>
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<td>Lawrence, Yvonne</td>
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<td>Matthews, Krist-Custodial</td>
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<tr>
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<td>Office</td>
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<td>Gear Up- Brittney Middleton</td>
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<td>Potestio, Michael</td>
<td>x 422</td>
<td><a href="mailto:mpotestio@kfschools.org">mpotestio@kfschools.org</a></td>
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<tr>
<td>Rubin, Pippin</td>
<td>x 420</td>
<td><a href="mailto:prubin@kfschools.org">prubin@kfschools.org</a></td>
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<td>Russell, Mike-Maintenance</td>
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<tr>
<td>Scharbrough, Jacob</td>
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<td><a href="mailto:jscharbrough@kfschools.org">jscharbrough@kfschools.org</a></td>
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<td>Schoonover, Brittany</td>
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<td>Wacker, Jim</td>
<td>x 412</td>
<td><a href="mailto:jwacker@kfschools.org">jwacker@kfschools.org</a></td>
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<tr>
<td>Walker, Kim</td>
<td>x 418</td>
<td><a href="mailto:kwalker@kfschools.org">kwalker@kfschools.org</a></td>
</tr>
<tr>
<td>Burns, Tammy-Fish Hatchery</td>
<td>684-7424</td>
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</table>
PARENT’S RIGHT-TO-KNOW

Parents have the Right to Know Information about a Teacher’s Qualifications as Required by NCLB [Section 1111(6) (A) ESEA.] Guidance C-6. At Kettle Falls High School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in the Every Student Succeeds Act. These rules allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child’s assignment to a teacher or paraprofessional, please contact us at 738-6388.

COMMUNICATION WITH PARENTS

Teachers issue progress reports on student academic progress at about six-week intervals, with grade reports at the end of each Trimester. Reports will be mailed home to insure good communication about student progress. Parents may request additional reports when they are concerned about student progress. Teachers also call parents at times to inform them about academic progress.

Teachers may call home, and the principal may also send disciplinary referrals when students are not cooperating with school rules. Students are notified of detentions at least twenty-four hours prior to the assigned detention. It is the parents’ responsibility to provide transportation when notice is given. Written notice is mailed home, and the student is notified in person by the teacher and/or principal or principal designee. Parents are encouraged to call or e-mail teachers or the principal when they have concerns about their young adult’s progress in school. We want to work in cooperation with parents and guardians to help each student find success in our school. Open, frequent communication can make a positive difference for students. Teachers will return calls or e-mails during their planning time, before school, or after school. Teachers, the counselor, and the principal will make personal conferences with parents and students at parents’ request.
2019-2020 ASB Officers

President – Alana McDaneld  
Vice President – Easton Pomrankey  
Secretary – Samantha Dudley  
Treasurer – Olivia Miller  
School Board Reps – Malia Langrehr  
Public Relations Officer – Zarah Johnson

2018-2019 ASB CLUBS & ADVISORS

A.S.B. - Mrs. Pippin Rubin (Associated Student Body)  
Robotics - Mrs. Naomi Edwards  
F.F.A. - Mr. Gary Axtell, Mrs. Marti Axtell (National Future Farmers of America Organization)  
F.C.C.L.A. - Mrs. Stephanie Tetrick (Family, Career, & Community Leaders of America)  
Skills U.S.A. - Mrs. Naomi Edwards (Computer Science, Digital Electronics)  
N.H.S. - Mrs. Melinda Langrehr (National Honor Society)  
Knowledge Bowl- Mrs. Pippin Rubin  
Math is Cool- Mr. Michael Potestio  
Science Bowl- Mrs. Pippin Rubin

SCHOOL DANCES AND ACTIVITIES

Students are encouraged to have dances and other activities through their classes and other organizations. Organization and approval is important so activities do not overlap each other. Doing the paper work is essential for fairness in planning for all activities and advisors. Any student organization may sponsor an activity with the approval of appropriate faculty advisors, the principal and the ASB Committee. The ASB will have final approval.

Requests for all activities should be submitted with the advisors’ signatures at least ten (10) days before the event. Forms for approval are in the office. A minimum of two (2) certified high school teachers and four (4) chaperones who are parents/guardians of our students must be present at all times during school dances. Faculty advisors are in complete control of these events.

Dances start at 8:00 P.M. and end at 11:00 P.M. unless special arrangements are made with advisors and the principal. Students who leave the dance will not be allowed back into the dance. Students may be subject to random drug/alcohol testing. The door will be locked 30 minutes after the beginning of the dance. Bags brought to dances are subject to searching by chaperones and district personnel.

High school dances are only for students in grades 9-12. Students under 9th grade, or guests older than 20, are not allowed. Guest passes for dances are required for people who do not attend Kettle Falls High School. Guest passes are available in the office and must be turned into the event’s advisor at least three days (3 days) prior to
the event. Picture identification will be required to verify age of guest. Once students and their guests come to the dance, they need to stay. Students and their guests who leave the dance may not return.

**BELL AND CLASS SCHEDULE**

Breakfast and Intervention Period begins at 7:50 A.M. First Period begins at 8:10 A.M. and school is dismissed at 2:50 P.M. daily. A bell will ring at 8:06 A.M. to notify the students to report to their first period class.

### Regular Bell Schedule

<table>
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<tr>
<th>Time</th>
<th>Description</th>
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<tr>
<td>7:50 – 8:06</td>
<td>Breakfast</td>
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<tr>
<td>8:10 – 9:21</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>9:25 – 10:36</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>10:40 – 11:51</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>11:51 – 12:20</td>
<td>LUNCH</td>
</tr>
<tr>
<td>12:24 – 1:35</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>1:39 – 2:50</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
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### Wednesday Bell Schedule

<table>
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<tr>
<th>Time</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>8:50 – 9:06</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:10 – 10:02</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>10:06 – 10:58</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>11:02 – 11:54</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>11:54 – 12:24</td>
<td>LUNCH</td>
</tr>
<tr>
<td>12:24 – 1:20</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>1:24 – 1:54</td>
<td>ADVISORY</td>
</tr>
<tr>
<td>1:58 – 2:50</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
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**NOTE:** Final exams/projects may be given at the end of each trimester. The bell schedule may be altered to allow additional time for the assessments.
VISITORS

All visitors need to check in at the high school office and receive a visitor pass. Parents are always welcome to visit school. Specific classroom visits should be arranged at least one (1) day in advance, and parent conferences can be set up for various times during the day.

Students wanting to have a guest visit our school need to get permission from the principal at least one (1) day in advance. To qualify, visitors must be a member of the student’s immediate family or on official school business. Alumni are allowed on campus to visit teachers. Visitors need to follow our school rules at all times. We do not allow free access to anyone to visit at any time for student safety reasons.

OFFICE CHECK-IN

To insure the safety and security of the students at KFHS, all students arriving after school begins or departing campus before school ends are required to check in and out with the office. Failure to do so may result in discipline for truancy.

STUDENT CHECKOUT

(Leaving campus)

1. Students are required to have a note from their parent/guardian authorizing the school to allow them to check out. The parent/guardian may also notify the school by telephone. The office must be notified prior to the student leaving campus.
2. Students must sign the check-out sheet before leaving campus. Students may not check out during school hours without permission from their parent or guardian.
3. Students who leave campus without checking out are considered truant.

CLOSED CAMPUS

The official policy is that the campus is closed to walking and driving. The School Board may open campus for lunch as a reward to students for good behavior. The A.S.B. will work with the Board to waive this policy on a year-to-year basis allowing seniors and juniors a Lunch License privilege. This is a monthly incentive for students with a 95% Attendance Rate and 2 or fewer tardies in the previous month. Sophomores may earn this privilege beginning in January based on December Attendance/Tardy rates. Parent permission forms are required before students may leave. All students who are tardy after lunch will lose Lunch License Privileges for the month. Students who do not meet the requirements must have a parent come in and sign them out. Parents calling in at lunch to excuse a student without open campus privileges will not be allowed.
DUES & FEES

Associated Student Body (ASB) Fee: It is the means by which KFHS students fund student programs. This payment entitles the student to attend home games free of charge and pay reduced admission at away games. ASB cards must be purchased from the high school office.

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<tr>
<td>ASB Card</td>
<td>$25.00 per student</td>
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<td>Athletic Participation</td>
<td>$50.00 per sport</td>
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<td>Yearbook</td>
<td>To be determined annually</td>
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<td>School Hot Lunch</td>
<td>$2.75</td>
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<td>College in the High School Credits</td>
<td>To be determined annually</td>
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<td>School Insurance Policy/Plan</td>
<td>Please call for current prices &amp; coverage</td>
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<td>FFA Dues</td>
<td>$15</td>
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<td>FCCLA Dues</td>
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<td>NHS Dues</td>
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TEXTBOOKS

Because of high costs of textbooks, students are encouraged to cover their books to protect them. Covered textbooks outlast uncovered textbooks and can create a substantial savings to taxpayers. Fees for lost or damaged text books are as follows:

1st year book = full price of book
2nd year book = 80% of replacement cost
3rd year book = 60% of replacement cost
4th year book = 50% of replacement cost
5th year book = 30% of replacement cost
(and beyond)

LIBRARY POLICIES

Students are responsible for checking out library material at the circulation desk and for returning library material in a timely manner.

Library material is crucial to student research and literacy. Material removed from the library without being properly checked out will be considered stolen. The consequence for removing library material without checking it out will be dealt with like any other theft.

Library material not returned in a timely manner prevents other students from using that material. Payment for library material that is not returned or is damaged is expected. Transcripts, report cards, and diploma will be withheld until all fines are paid (see p. 21 for the RCW regarding library materials).
RELEASE OF DIRECTORY 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. Such information shall not be released for commercial reasons. Directory information is defined as the 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, and the most recent previous school attended. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers, (with authentication factors such as a secret password or personal identification number) or other personally identifiable information are not considered directory information.

STUDENT RIGHTS

The mission of the Kettle Falls School District is to ensure learning experiences to help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each pupil should clarify his or her basic values and develop a commitment to act upon these values within the framework of his or her rights and responsibilities as a participant in the democratic process. 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. A booklet entitled “Student Rights and the Appeals Process” is available from the principal to students, parents, and community members. Student rights are explained in detail as they appear in School Board policy with references to state law, and will not be infringed as they apply to the orderly operation of 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.

STUDENT RESPONSIBILITIES

EVERY DAY, STUDENTS ARE EXPECTED TO:

❖ Be alcohol, tobacco, and drug free
❖ Be on time for all classes
❖ Be prepared with appropriate books, pens, pencils, paper, calculators, required supplies, and assignments
❖ Be active, responsible, and contributing participants
❖ Come to school ready to learn with a positive attitude
❖ Dress in clothing appropriate for school
❖ Cooperate in a positive way with teachers, other students, the principal, and all other school personnel
❖ Help keep our facilities in excellent condition and litter free
❖ Conduct themselves in a manner that would be appropriate in any place of business or public facility
❖ Respect the rights of others and encourage healthy choices
❖ Students are expected to keep their belongings picked up and secured
❖ The School and its employees are not responsible for lost or stolen items

Handbook updated June 2019
SKYWARD PARENT ACCESS

The teachers and staff at Kettle Falls High School recognize that many parents would like to play a greater role in their child’s education. To make it easier for you to get involved, we are providing you with the ability to view student information anytime day or night.

Parents of high school students can view their student’s Schedule, Assignments, Grades, Missing Assignments, Attendance, and Student Information – address, phone numbers, emergency contacts, and health alerts. The teachers’ names listed on the schedule are links to their individual e-mail addresses. Food Service information is now also available.

The software that makes this possible is Skyward’s Family Access™. Family Access is available through our website, www.kfschools.org scroll down to School Links and For Parents section select Skyward link. To receive your user name and password, use the online application form available on the high school. Your user name and password will work for all children living in your household and attending the high school, so you only need to fill out one application. Your application should be processed within 3 to 5 days and a letter with your login, password, and Family Access URL will be mailed to your home or P.O. Box.

Your user name and password should work flawlessly. In the event you should have a problem, you can e-mail the Family Access Desk at familyaccess@kfsd.org. We’ll reply to your request as soon as possible.

CHOICE

Students may choose to attend school in a district other than his/her resident district provided there is space available in the programs in the non-resident district. The paperwork for CHOICE must be completed by both the receiving and releasing districts. Student behavioral record/history will be a factor in accepting/maintaining choice status. Choice forms are available at out District Office.
Courses Offered at KFHS

| English 9 | Family Health |
| English 10 | Physical Education |
| English 11/12 Choices (below) | Fitness |
| EWU Composition* | Weights/ Conditioning |
| EWU Literature* | |
| Creative Writing | |
| Speech/Debate | |
| Lit and Language | |
| Career English | |
| Film Literacy English | |

| Algebra 1 | Textiles/Art |
| Geometry | Commercial Art |
| Algebra II | Digital Design/Publications |
| Applied Math | Yearbook |
| CWU Pre-Calculus* | Foods |
| CWU Calculus* | Independent Living/Careers |
| Physical Science | Interior Design |
| Biology | |
| Human Biology | |
| Horticulture | |
| Wildlife Science | |
| Astronomy | |
| Chemistry | |
| Physics | |

| U.S. History | Leadership |
| EWU U.S. History* | Office Aid |
| Current World Affairs (CWA) | Peer Tutor |
| EWU Current World Affairs* | |
| World History | |
| Civics | |

| Spanish I | |
| Spanish II | |

*College Credit Available
HONOR ROLL/ACADEMIC LETTER

3.5--4.0   High Honor Roll  
3.0--3.49 Honor Roll  
Academic Letter is awarded at the end of the school year at the Academic Achievement Night to students with a cumulative G.P.A of 3.85 or higher.

HONOR CORDS

Seniors with a cumulative grade point average (G.P.A.) of 3.50 or higher are eligible to wear Gold Honor Cords at graduation.

Seniors with a cumulative grade point average (G.P.A.) of 3.0 to 3.49 are eligible to wear Silver Honor Cords at graduation.

RUNNING START

Juniors and seniors are eligible for Running Start coursework. Students must pass the COMPASS test to qualify or have a cumulative GPA of 3.5. The test will be scheduled and taken at the college. Grades will be posted to the student’s transcript at the rate of 1.0 high school credit per 5 credit college course. GPA will be an accumulation of high school and college credit. Running Start students are eligible for graduation with honors. Students whose cumulative GPA falls below a 2.0 will be required to meet with the high school counselor to review their educational program and may be scheduled into another program. Running Start students are not allowed to be at the high school if not registered for a class at the time as they become a distraction to other students.

DROP/ADD PROCESS

Request for drop/add must be directed to the counselor within one week of the beginning of the course.

GRADE APPEALS PROCESS

All grade appeals must be made within one (1) year of completing the course. The following steps are required during the appeal process:

Step 1: The student must discuss the grade with the instructor  
Step 2: The student must meet with the principal regarding the grade.  
Step 3: The student and/or parent/guardian must request a hearing with the Superintendent.  
Step 4: The student and/or parent/guardian must request a hearing with the Board of Directors if he/she does not agree with the decision of the Superintendent. The Board decision is final.
ACADEMIC INTEGRITY

Students are expected to do their own work. Cheating and/or Plagiarism will not be tolerated in any form. Merriam-Webster defines plagiarizing as: “to steal and pass off (the ideas or words of another) as one’s own” or “use (another’s production) without crediting the source.” Consequences may include loss of credit and/or discipline.

GRADING PROCEDURE

Final grades are issued at the end of each trimester. Teachers will identify in their individual policies the criteria used for determining grades. Tardiness, attendance, and participation can be used to determine grades in part, or in whole, for each course. Grading policies for each course will be discussed and posted in the classroom. A mid-term progress grade will be issued at the six-week point of each trimester to inform students and parent/guardian of academic progress. Teachers will evaluate student progress in their classes reflecting skill mastery, comprehension and application of material covered, where applicable, and class participation. Final computation of student grades shall include, but not be limited to: homework, test scores, laboratory work, quizzes, projects, reports, term papers, and where appropriate, classroom participation. Final grades shall not reflect student’s attempts at success without actual success. Teachers will notify parents prior to giving an “F”.

A    =   4.0  
A-    =  3.7  
B+    =  3.3  
B     =  3.0  
B-    =  2.7  
C+    =  2.3  
C     =  2.0  
C-    =  1.7  
D+    =  1.3  
D     =  1.0

The minimum passing mark will be a “D”. Grade point averages and Honor Roll will be based on a point range from 4.0 (A) to 1.0 (D).

PERMANENT RECORDS

All students who attend school have permanent records. The records consist of identifying information, attendance records and documents pertinent to the school situation. All information maintained in student files will be reviewed periodically to assure relevancy and appropriateness. All dissemination, inspection, and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

Student records may be withheld until all fines, restitution, damages paid from lost or damaged school equipment, supplies, books, and/or facilities are paid for by students who willfully cause damage or who accidentally lose books, etc. Parents and guardians are responsible for the fines, damages, debts of their young adults. Detailed information about School Board policies, laws, and the appeals process in regard to disciplinary action is available in the pamphlet, “Students Rights and the Appeals Process.”
WITHDRAWAL FROM SCHOOL

Anyone who will be transferring schools during the year must bring a written request from a parent or guardian before withdrawing. The request must include the date of withdrawal, the student’s new address, and, if possible, the name of the new school. The student must report to the office on the morning of the last day of attendance to be given a check-out slip and to be informed as to proper check-out procedures. All books and materials loaned by the school must be returned and all fines and bills settled before withdrawal can be made. Any questions pertaining to withdrawal from school need to be directed to the counselor in the counseling office.

SUMMER SCHOOL

Summer School offers courses allowing students to remediate a half credit or full credit. Students may enroll in this program if they completed the course with at least 40% of the possible points in the class or have teacher permission. There is no cost for regularly enrolled KFHS students. Guidelines for this program are constantly changing and you should check with the counselor if you are considering enrolling in this program as it may not be offered as an option. Not all courses are offered during summer school. Emphasis will be given to core classes, not electives.

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, willfully damaged, or unpaid for (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.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian honors are determined by generating an “Academic Index Number” identical to the academic index number system in use by public four-year colleges and universities in Washington State. The number is based upon the student’s cumulative GPA at the end of their 2nd Trimester of their senior year rounded to the nearest hundredths and the student’s composite SAT or ACT entrance exam score. The student with the highest academic index number would be the Valedictorian and the second highest academic index number would be the Salutatorian.

In the event of identical academic numbers, Co-Valedictorian and/or Co-Salutatorian honors would be given. To be eligible for selection, the student must be enrolled at Kettle Falls High School their entire senior year prior to graduation. Running Start students are considered enrolled in Kettle Falls High School and are, therefore, eligible, but must have taken the SAT or ACT.
Eligibility for Participation in Commencement

The eligibility for participation in Commencement will be determined at the end of the school day on FRIDAY during the week preceding commencement practice. Graduation Requirements: (see following chart)

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English*</td>
<td>4.0</td>
</tr>
<tr>
<td>Math *</td>
<td>3.0</td>
</tr>
<tr>
<td>Science**</td>
<td>3.0</td>
</tr>
<tr>
<td>Washington State History</td>
<td>0.5</td>
</tr>
<tr>
<td>World History</td>
<td>0.5</td>
</tr>
<tr>
<td>U.S. History</td>
<td>1.0</td>
</tr>
<tr>
<td>CWA / Civics</td>
<td>1.0</td>
</tr>
<tr>
<td>Career Technical Education CTE</td>
<td>1.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>Fine Arts or PPR</td>
<td>2.0</td>
</tr>
<tr>
<td>World Language or PPR</td>
<td>2.0</td>
</tr>
<tr>
<td>PPR/Elective</td>
<td>4.0</td>
</tr>
<tr>
<td>Total Credits Needed</td>
<td>24.0</td>
</tr>
</tbody>
</table>

See Mr. Flugel for your class’s requirements

- The PPR is short for Personal Pathway Requirement KFHS offers Pathway’s in Health/Sciences, Manufacturing, Technology/Engineering, and Liberal Arts.
- Successful Completion of High School & Beyond Plan and Washington State History is required for diploma.

* Students must pass all required state assessments including the Math SBAC, and the ELA SBAC to earn a High School Diploma. See counselor for approved alternatives to assessments.

** Must include at least one year of laboratory science (Biology, Human Biology, Robotics, Computer Science, Physics and Chemistry).
The PSAT is Wonderful Practice

Taking the PSAT is probably the best preparation for taking the SAT. Taking the PSAT feels like taking the SAT in a way that no practice test can simulate. You have to take it on a specified morning, it’s proctored and, most important, you’re probably going to be a little nervous because something is actually at stake. The other great thing about the PSAT is that while doing very well can help you, doing poorly can’t work against you. Colleges don’t look closely at your PSAT scores. They are much more interested in whether you received a Merit Scholarship than in what your score was. So if you don’t do as well as you would have liked, it’s not the end of the world. In summary, taking the PSAT will give you a good idea of how you will do on the real SAT and will make you more comfortable in the test-taking environment. You may not enjoy it while you’re doing it, but preparing for and taking the PSAT will pay off in the very near future.

SAT or ACT? What's the Difference?

Admissions officers and educators often describe the difference between SAT and ACT in these terms: the ACT is a content-based test, whereas the SAT tests critical thinking and problem solving. This perception is one reason many educators (off the record) express a preference for the ACT--because they believe that the ACT is closer to testing the "core curriculum" taught in most school classrooms. In fact, this contrast isn't exactly watertight. Many questions on the ACT test critical thinking, and there is a predictable range of material that's tested on the SAT. But the SAT/ACT reward different attributes, so performing well on each test can boil down to what kind of test taker you are. The new SAT as of March of 2016 offers the opportunity to take the 1600 point test without essay or the 2400 point test with essay. Both the SAT and ACT are important parts of your college application, but they're only one of several factors--from your courses and grades to recommendations and your personal statement--that colleges consider.

Please refer to www.act.org for ACT test dates and www.collegeboard.org for SAT test dates

Applying to College

1. Apply early!
   Admission is offered to qualified applicants on a first-come, first-served basis. Many colleges and universities use priority application dates. All materials must be postmarked by the priority application date to be considered for priority admission. Those students applying for priority admission will be admitted first.

1. Provide your transcripts and test scores
   Usually you will need to have the high school send your official transcripts and have your SAT or ACT scores sent directly from the testing agency to the college or university’s Office of Admissions.

3. To apply to a university (four year program) you must complete the following high school courses. All are prerequisites for admission:
   - English—four years, including at least three of composition and Literature
   - Mathematics—one year each of Algebra II, Geometry, and Advanced Algebra; an additional senior year of a Computational math/science is required
   - Science—two years, including one year of lab science (Biology, Chemistry, Physics, Robotics, Computer Science, or Horticulture)
- **World Language**—2 years of a single foreign language or American Sign Language
- **Social Science**—three years, including at least one year of history
- **Arts**—one year in fine, visual, or performing arts or an additional year of the courses listed above

* These requirements are higher than what is required for high school graduation. As an example, world language is not required to graduate from high school or to attend a two-year college such as Spokane Community College. For questions on college admissions please see the counseling office.

**What’s in the CAREER CENTER for me?**

See the GEAR UP Coordinator 738-6388, ext. 433

- High School & Beyond Plan – Graduation requirement for all seniors
- Resumes and Employment Skills
- Community Service – 5 hours per year for all high school students (total of 20 hours for High School and Beyond Plan during Senior year)
- College and Scholarship Information
- FAFSA – Free Application for Federal Student Aid
- GEARUP – Information and Activities
- Three (3) computers available for student use – college and career searches on the internet as well as typing homework assignments

**Sources of College Aid**

More than 95 percent of student financial aid comes from three sources: the federal government, the state, and colleges and universities. The rest comes from private sources, such as local organizations, foundations, and corporations.

**Types of College Aid**

Financial aid includes grants, loans, work study and scholarships. In general, it is either need-based or merit-based. *Need-based aid* is awarded to students who cannot pay for college without assistance and includes grants, loans and work study. *Merit-based aid*, generally in the form of scholarships, is awarded to students based on academic or athletic achievement or other criteria. Most students receive a combination of these types of financial aid in what is called a financial aid package.

<table>
<thead>
<tr>
<th>A QUICK LOOK AT FINANCIAL AID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEED-BASED AID</strong></td>
</tr>
<tr>
<td>Grants</td>
</tr>
<tr>
<td>Loans</td>
</tr>
<tr>
<td>Work Study</td>
</tr>
</tbody>
</table>

**MERIT-BASED AID**
### Scholarships

Money for college - generally based on a skill, talent, or special interest - that you do not have to repay.

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**Determining Your Eligibility for Need-Based Aid**

Your financial need is the difference between the amount it will cost you to go to school (cost of attendance) and the amount of money that you and your family are judged able to pay (expected family contribution).

Your **expected family contribution** will not vary much from school to school. However, each school has a different **cost of attendance**. Therefore, your financial need, or the amount of aid for which you qualify, may vary from school to school.

To determine your expected family contribution and your financial need, colleges and universities use the [Free Application for Federal Student Aid](http://www.fafsa.ed.gov) (FAFSA). The FAFSA considers your family income and assets, family size, and number of family members in college. The FAFSA application process starts in October.

The calculation, which determines eligibility for aid, is complicated. There is no income cutoff. **The only way to learn if you are eligible for any financial aid is to apply.** The application process is not difficult and help is available throughout the process. If you have questions about the FAFSA, contact the high school or call toll-free 1-800-433-3243 (1-800-4FEDAID).

* This information was taken from the HECB web page at: [http://www.hecb.wa.gov/paying/applying/applyingindex.asp](http://www.hecb.wa.gov/paying/applying/applyingindex.asp)
Positive Behavioral Interventions & Supports (PBIS)

In our efforts to establish Kettle Falls High School as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At KFHS the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of Grit, Respect, Integrity, and Presence (GRIP). Students who demonstrate GRIP, act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what GRIP means and looks like in all areas of our school through activities, lessons, demonstrations. In addition to learning the GRIP teachers and staff will recognize students for better-than-expected behavior with positive reinforcement.

PBIS Schools
PBIS Schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Unlike how schools have typically responded in the past – discipline in response to student misbehavior – PBIS teaches behavioral expectations and positively reinforces students for following them. The goal is to establish a climate in which appropriate behavior is the norm.

Classroom Management
The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Routines will be taught to students at the beginning of the school year and revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed include getting the teacher’s attention, using the restroom, sharpening a pencil, turning in work, and any other routine that takes place on a daily basis. These procedures should be in writing so they may be utilized in the event that a guest teacher is needed in the classroom.

The techniques used by educators for addressing when a student fails to abide by classroom expectations are unique to each teacher. Although it is impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. This will be the first line of defense in dealing with inappropriate behaviors that are considered to be minor. Note: students who persistently disrupt learning with minor offenses will require administrator involvement.

What if the routines and procedures are not effective?
Routines and procedures are implemented to address behavior in a proactive manner. At times this is not enough or not effective. When all attempts to deal with a behavior using the staff member’s classroom management plan have been ineffective and the behavior is still of a minor nature, staff members will refer the student to the office. Consistently repeating minor offenses may be escalated to a major offense.

Major Incidents
Some behaviors and incidents require more immediate solutions and/or the attention of an administrator. To determine if a major incident report was required please refer to the list of majors in this handbook. Referral Forms will be completed and submitted to the principal. The administrator will speak with the student and contact the parent if needed, and determine an appropriate consequence. When a student returns to class, they will be welcomed. A variety of factors are taken into account while processing a major report, therefore, the consequences that arise will vary from student to student.
**Important**
In order to create an environment conducive to learning we must remember that discipline procedures are not the answer to problematic behavior – it is the positive relationships we have built as a learning community between students, families, and staff. Punitive measures have little affect on student behavior and are more likely to increase instances of inappropriate behavior; however, discipline measures are still in place to ensure student safety. Kettle Falls Middle School staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year. They detail why it is important and encourage all students to be respectful, responsible, and show pride. By teaching students the necessary social skills for future success we set students on a course to be lifelong learners and successful citizens. It is our job to ensure that students learn the skills needed to survive and thrive in society. This means developing students that excel in reading, math, writing, and being good citizens.

<table>
<thead>
<tr>
<th>Minor Offenses: Classroom Managed</th>
<th>Major Offenses: Office/Administrator Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Language</td>
<td>- Weapons</td>
</tr>
<tr>
<td>- Lateness</td>
<td>- Fighting or aggressive physical contact</td>
</tr>
<tr>
<td>- Calling Out</td>
<td>- Chronic minor infractions</td>
</tr>
<tr>
<td>- Put Down</td>
<td>- Aggressive language</td>
</tr>
<tr>
<td>- Throwing Objects</td>
<td>- Threats</td>
</tr>
<tr>
<td>- Refusing to work</td>
<td>- Harassment of student/teacher</td>
</tr>
<tr>
<td>- Minor dishonesty</td>
<td>- Truancy</td>
</tr>
<tr>
<td>- Tone/Attitude</td>
<td>- Nicotine/Tobacco Use</td>
</tr>
<tr>
<td>- Inappropriate comments</td>
<td>- Vandalism</td>
</tr>
<tr>
<td>- Electronic devices</td>
<td>- Alcohol</td>
</tr>
<tr>
<td>- Food or drink</td>
<td>- Controlled substances/Drugs</td>
</tr>
<tr>
<td>- PDA – public displays of affection</td>
<td>- Theft</td>
</tr>
<tr>
<td>- Running in hall</td>
<td>- Lewd notes</td>
</tr>
<tr>
<td>- Not coming to class prepared</td>
<td>- Repeated backtalk</td>
</tr>
<tr>
<td>- Defiance/disrespect/insubordination</td>
<td>- Multiple minors for same offense, from same teacher</td>
</tr>
</tbody>
</table>

**Notes:**
*The classroom teacher handles minor offenses.*
*Minor offenses are dealt with quickly and efficiently.*
*Minor offenses are documented.*
*Multiple offenses lead to a major.*
*Minor offenses can be followed up with parent contact.*

**Notes:**
The Administrator determines consequences
Possible administrator consequences:
- Lunch Lesson
- Detention (after school)
- Suspension (in or out of school)
- Loss of privilege
- Expulsion

**Incident Report:**
- Incident is recorded on **Classroom Behavior Tracking Form** when student does not respond to pre-correction, re-direction, or verbal warning. Multiple minor infractions will lead to office referral.
- Phone call, email, or letter may notify parent.
### Kettle Falls High School – Get A GRIP

What does GRIT – RESPECT – INTEGRITY – PRESENCE look like and sound like at KFHS?

<table>
<thead>
<tr>
<th>AREA</th>
<th>GRIT</th>
<th>RESPECT</th>
<th>INTEGRITY</th>
<th>PRESENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom</strong></td>
<td><strong>RESIST</strong> giving minimum, giving up, and making excuses.</td>
<td><strong>ALLOW</strong> others to learn; <strong>ACTIVELY</strong> listen to learn; <strong>PARTICIPATE</strong> to learn; <strong>BE</strong> positive; <strong>BE</strong> polite; <strong>BE</strong> supportive; <strong>RESIST</strong> using foul language</td>
<td><strong>DO</strong> the right thing; <strong>ACCEPT</strong> that mistakes are part of learning process. <strong>RESIST</strong> lying, cheating, and plagiarizing.</td>
<td><strong>ALWAYS BE</strong> on time, materially prepared, mentally prepared, ready to learn, and safe. <strong>AVOID</strong> distractions.</td>
</tr>
<tr>
<td><strong>Hallway</strong></td>
<td><strong>KNOW</strong> and <strong>USE</strong> locker combination.</td>
<td><strong>PROTECT</strong> school property, school cleanliness, personal property, personal space, and <strong>RESIST</strong> using foul language.</td>
<td><strong>BE</strong> an upstander, <strong>NOT</strong> a bystander. <strong>USE</strong> passing time to prepare for class.</td>
<td><strong>ALWAYS BE</strong> purposeful, efficient, helpful, and courteous.</td>
</tr>
<tr>
<td><strong>Commons</strong></td>
<td><strong>RESIST</strong> lounging, misbehaving, creating messes, leaving messes, stirring up drama.</td>
<td><strong>HELP</strong> custodians keep common areas clear, clean, safe, and functional. <strong>BE</strong> attentive, <strong>BE</strong> courteous, and <strong>RESIST</strong> using foul language.</td>
<td><strong>CLEAN UP</strong> after yourself. <strong>DEMONSTRATE</strong>, <strong>PROMOTE</strong> and <strong>DEFEND</strong> good behavior and fairness.</td>
<td><strong>ALWAYS BE</strong> aware of surroundings, space use, conditions, time, and behavior. <strong>PRACTICE</strong> COURTSEY.</td>
</tr>
<tr>
<td><strong>Library &amp; Computer Lab</strong></td>
<td><strong>RESIST</strong> getting off task, online distractions, and abusing privileges through inappropriate use.</td>
<td><strong>HELP</strong> keep school technology clear, clean, safe, and functional.</td>
<td><strong>USE</strong> school technology only for research and tasks specified by teachers and aides.</td>
<td><strong>ALWAYS BE</strong> quiet, courteous, and working with a purpose so others can work in peace.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA</th>
<th>GRIT</th>
<th>RESPECT</th>
<th>INTEGRITY</th>
<th>PRESENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parking Lot &amp; Sidewalks</strong></td>
<td><strong>RESIST</strong> double-parking, crowding parking spaces, parking on grass, and obstructing vehicle and foot traffic.</td>
<td><strong>HELP</strong> custodians keep parking lot and sidewalks clear, clean, safe, and functional. <strong>BE</strong> attentive and courteous.</td>
<td><strong>FOLLOW</strong> the traffic laws of WASHINGTON STATE, the board policies of KFSD, and the building policies of KFHS.</td>
<td><strong>BE AWARE</strong> of your driving, other traffic, and pedestrians. <strong>BE AWARE</strong> parking lot privileges are conditional.</td>
</tr>
<tr>
<td><strong>Assemblies</strong></td>
<td><strong>RESIST</strong> zoning off, getting distracted and being a distraction.</td>
<td><strong>HELP</strong> guest speakers deliver their messages effectively and without interruption or frustration. <strong>BE</strong> attentive and courteous.</td>
<td><strong>BE</strong> an upstander, <strong>NOT</strong> a bystander; <strong>DO</strong> the right thing. <strong>SET ASIDE</strong> cell phones, headphones, and other distractions.</td>
<td><strong>ALWAYS BE</strong> on time, prepared to listen and ready to learn. <strong>BE AWARE</strong> that your presence matters to the speaker.</td>
</tr>
<tr>
<td><strong>Gymnasium &amp; Locker Rooms</strong></td>
<td><strong>RESIST</strong> giving minimum, giving up, and making excuses.</td>
<td><strong>ALLOW</strong> ALL others to learn, grow, and have fun.</td>
<td><strong>PLAY</strong> fairly and by the established rules of games. <strong>RESIST</strong> cheating, bullying, and taking what is not yours.</td>
<td><strong>ALWAYS BE</strong> suited down on time, prepared to listen, and ready to actively participate in the day's activity.</td>
</tr>
<tr>
<td><strong>All Other School Settings</strong></td>
<td><strong>RESIST</strong> negative influences attitudes, and behaviors.</td>
<td><strong>HELP</strong> make school events clean, safe, and enjoyable for ALL our guests.</td>
<td><strong>BE</strong> an upstander, <strong>NOT</strong> a bystander; <strong>DO</strong> the right thing. <strong>PROTECT</strong> your and your school's integrity.</td>
<td><strong>BE</strong> attentive, courteous, and helpful to the guests of KFHS. <strong>PROTECT</strong> your and your school's positive presence.</td>
</tr>
</tbody>
</table>
KETTLE FALLS HIGH SCHOOL IS AN ALCOHOL, TOBACCO, AND DRUG-FREE CAMPUS

Possession/use/or distribution of over the counter/prescription/illegal drugs, alcohol, or tobacco is strictly forbidden.

USE OF TOBACCO ON SCHOOL PROPERTY
(RCW 28A.210.310: RCW 70.155.080)

Any use of tobacco products by staff, students, visitors and community members is prohibited on school property. Possession or distribution of tobacco products between minors is prohibited. This includes 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.

GUNS AND WEAPON-FREE ZONE
(RCW9.41.280, RCW28A.600.420)

State law prohibits dangerous weapons and look-alikes on school premises, on school-provided transportation, or at school sponsored events. Students may not have knives at school. Exceptions include historical firearm displays and weapon-safety instruction. The possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.
ATTENDANCE/ABSENCES

- KFHS encourages consistent student attendance
- Absences require a call from parent/guardian by 9:00 A.M. (10:00 A.M. on Wednesdays) the morning of absence (738-6388, ext. 440)
- When returning to school, student must have a note from parent/guardian within 2 days of absence to have their absence excused
- Students who are unexcused may or may not be allowed to make up work at the teacher's discretion
- Students are responsible for make-up work due to absences/tardies
- It is the responsibility of the student to find out what work is missing
- Attendance officer will call home to safeguard students
- All other absences, other than reasons listed in this handbook, will be considered unexcused

Due to the mandatory Becca Bill (state law), we ask that you take special notice of our Attendance Policy, which will be closely followed. (RCW 28A.225.010)

There are three (3) categories of absences:

Category I: **Excused Absences**
1. Illness
2. Medical/dental appointments
3. Family emergencies
4. School approved activities
5. Required court appearances
6. Parental Excuse

Category II: **Expulsions and Suspensions** (WAC180-40-205)
1. Exclusion from class
2. Short-term suspension
3. Long-term suspension

Category III: **Unexcused Absences**
1. Any absence not covered in Category I and II
2. Any absence the principal does not deem as excused
3. Excessive absences when students are not passing all of their classes

The principal is the final determiner of excused and unexcused absences. Unexcused absences may be counted as truancies. If so, truancies may result in disciplinary action. The school reserves the right to require a doctor’s note for excessive absences.

If a student has excessive absences and is at risk of academically failing and/or being in violation of the Becca Bill, the District requires a detailed doctor note for any absences due to illness. The District form used for this purpose “Authorization to Disclose Health Information” may be obtained from the Kettle Falls High School Truancy Officer.

TARDIES

Students who are tardy to class receive consequences from the teacher. Following the third tardy, students are referred to the principal for disciplinary action. Additional tardiness will result in more serious consequences. Over ten minutes late to a class is counted as an absence for that class period and can be marked as truant. After lunch tardies result in one-hour detentions per ASB/School Board agreement to gain Open Campus.

Students must attend a full day of school, attending all of each class, to participate that day in extra-curricular activities, including practices. Pre-arranged excused absences must be cleared with the attendance office the
day before the student is to participate in the activity. The principal may clear unique situations on an individual basis.

**COOPERATIVE ACTIONS AND ATTITUDES**

Teachers have classroom rules in addition to Handbook rules. Students are required to follow these rules also. Students are expected to participate actively, pay attention, and contribute positively to class discussion and group work as directed by the teacher. Students need to display cooperation to the teacher and other students.

Students are not allowed to “do nothing as long as they are quiet”. KFHS teachers take their roles as educators seriously. It is an injustice to students to allow them to choose to do nothing when we have made a commitment to provide learning opportunities.

**CELL PHONES/ELECTRONIC DEVICES**

Students are expected to comply with KFHS and district board policy in regard to the use of both cellular and electronic devices during school hours. These devices can create a major distraction to the educational process and affect student’s engagement in classes. In response to this issue student’s at Kettle Falls High School will be asked to keep cell phones/devices turned off and put away during class time. Student’s will be given a warning upon first offense, next the teacher will hold the phone until the end of class, if behavior continues the student phone/device will be sent to the office and parent/guardian will be contacted to pick up the device. Student non-compliance will result in further discipline action.

**WILLFUL MISCONDUCT/HALL PASS**

Students must comply with reasonable teacher requests. Failure to do so will place a student in the disciplinary system. Students will be expected to remain in class the entire period. Class time will not be spent at lockers, cars, restrooms or in the halls. When the student is appropriately out of class, he or she must have a teacher hall pass and present it to staff when requested to do so.

**ASSEMBLY BEHAVIOR**

Appropriate behavior at assemblies makes it possible to continue having assemblies. We expect students to be courteous and attentive at the assembly presentations. Students are required to enter and leave the gym along the edges of the floor in order to protect the gym floor. This is essential to the safety of students who use the gym floor for athletic activities. Students are not allowed to drive to assemblies at the Middle School, please walk.

**STUDENT SAFETY**

- Random drug and alcohol checks may be conducted, including “breathalyzer” testing
- Drug dogs may be used for searching for illegal substances in the school building and on the campus grounds including vehicles in our parking lot
PROHIBITED VEHICLES

ATV’s, lawnmowers, and unlicensed vehicles are not to be operated on school grounds without the permission of the principal or athletic director. Four wheelers are not approved for use in district parking lots. Operating an ATV on school property without the explicit approval by the principal or AD is a violation of school district policy.

EXCESSIVE DISPLAYS OF AFFECTION

Exercise mature judgement by not publicly displaying your romantic feelings for another student. Anything more than a light kiss and quick hug is unacceptable and prohibited at school or during school functions. Prolonged kissing and hugging in the school building or on school grounds is against the rules and may result in discipline.

APPROPRIATE DRESS

1. **Minimum Safe Attire:** Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
   a. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
   b. Shirts and dresses must have fabric in the front, back and on the sides (under the arms).
   c. Clothing must cover undergarments whether sitting or standing.
   d. Bellybutton, midriff, cleavage or private parts must be covered by clothing that is not see through.
   e. Hats/headwear and sunglasses must allow the face and eyes to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff. Teachers may have a hat policy for their classrooms.
   f. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
   g. Religious attire is excluded from these rules
   h. No sharp items, spikes, or items that can be used as a weapon.
   i. No excessively baggy or tight clothing.
   j. No trench coats or “dusters”.

2. **District Dress Code:** Board Policy 3224 states- “Prohibited conduct includes use of lewd, sexual, drug, tobacco or alcohol-related messages, gang related apparel.”
   All students are expected to comply with the requirements of this policy.
   Specifically:
   a. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
   b. Clothing may not depict pornography, nudity, or sexual acts.
   c. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.

3. **Enforcement:** When a school staff member discusses dress or grooming violation with a student, it is recommended that another staff member be present and at least one of the two staff members should be the same sex as the student.
   a. In no circumstances should a student be spoken to about dress code violation in front of other students.
   b. Staff member discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing.
c. The student may be sent home to change, will be asked to cover up, or may be provided with appropriate attire for the day by school staff
d. The student may be placed in ISS (In-School Suspension)
e. Offenders will receive a discipline write-up and the progressive consequences as outlined in “CONSEQUENCES FOR RULE VIOLATION” described in this handbook

RESPECT THE FACILITIES

1. Students are expected to help keep our school litter-free.
2. Students will not vandalize, deface, or damage school property, including: desks, lockers, walls, restrooms, equipment, books, etc.
3. Lockers are school property which students may use. Administration may search lockers when there is reasonable suspicion of health or safety risk, missing books or school equipment, or suspicion of law violations.
4. Students are not allowed in restricted areas, including, but not limited to: utility/electrical and boiler rooms, roof, faculty room, kitchen, elevator, etc.
5. Students need to park correctly and in the student parking lot only. Driving safely is important to maintain Open Campus. The speed limit in our lot is 10 m.p.h. Students are not allowed to ride in the back of pickups.
6. Commercial advertising, or signs not directly related to school activities and approved by teacher advisors, are not allowed in the school without permission from the principal.
7. Students need to keep passageways clear of bags, books, and supplies. Use lockers to store items.
8. Laser pointers pose a safety risk to students and are not allowed. Possession of a laser pointer may result in suspension.
9. Skateboards are not to be used on school property at any time.
10. Students should enter the building using the doors by the office. Use of the east door by students to gain entry into the building promotes an unsafe environment and is not allowed.
11. Kettle Falls School District is not responsible for lost, damaged, or stolen items.
12. No food/beverages in classrooms, upstairs, or in gym unless approved by a teacher (Exception – water in clear, see-through containers).

RESPECT THE RIGHTS OF OTHERS

Washington law requires the Pledge of Allegiance each morning. Students need to show proper respect.

Discriminating actions or words anywhere on school grounds will not be tolerated. All students, regardless of race, religion, creed, ethnic origin, or gender, have the right to attend school and not be harassed or intimidated. Students who are gifted, who have unique handicaps, who are different in some way have the right to attend school and not be harassed or intimidated by others.

Sexual Harassment will not be tolerated. Unacceptable touching, comments, gossip, actions, innuendoes, written comments on school property or displays are not allowed. Even if the students who are objects of the harassment or discriminatory treatment are not offended, this will not be tolerated. Students are in the learning process, and the fact that a student does not know he or she is being offended, discriminated against, or harassed, does not lessen the responsibility of the student performing the discriminatory act or the harassment to face consequences for his or her actions. Students are urged to report sexual harassment and/or discrimination to the principal, counselor, or a staff member immediately. Electronic, written or verbal harassment will not be tolerated.
Theft, vandalism, or defacing property of other students will not be tolerated. Police will be notified and school consequences will also be assigned.

**HARASSMENT -- INTIMIDATION -- BULLYING (HIB)**

( RCW 28A.600.480 )

To maintain a safe, positive, and quality educational environment, the Kettle Falls School District requires courteous and respectful interactions between and among students, staff, and others. Harassment, Intimidation, and/or Bullying by any person or group will not be tolerated, in accordance with RCW 28A.300.285. Harassment, Intimidation, and/or Bullying means any intentional, electronic, written, verbal, or physical act which physically harms a student, substantially interferes with a student’s education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Any complaints of Harassment, Intimidation, and/or Bullying will be promptly investigated. Any student being Harassed, Intimidated and/or Bullied is encouraged to report the incident to a school employee. Any student who is found to have Harassed, Intimidated, and or Bullied another student will be disciplined.

No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of Harassment, Intimidation and/or Bullying in accordance with (RCW 28A.600.480).

**ILLEGAL DRUG AND ALCOHOL VIOLATIONS**

*First Offense:* If a student is under the influence or in possession of alcohol or other drugs, the student will be suspended for up to ten school days, and a police report will be filed. Suspension time may be reduced if the student will agree to complete an alcohol and drug intervention program.

*Multiple Offenses:* If a student has a continued offenses the school will suspend the student for up to ten days, and a police report filed. The student will be referred to have a Chemical Dependency Evaluation and complete an alcohol and drug intervention program.

Students guilty of bringing or dispensing drugs or alcohol at school or a school event will not have a reduction in their suspension without principal approval. Items inappropriate for school will be confiscated and returned to the parent or guardian.
EXCLUSION FROM CLASS
(WAC 392-400-330)

For misconduct, a student may be excluded for the balance of the class period by a teacher or administrator. Such a student will have no more right to make up work than if he/she chose not to participate in class.

IN-SCHOOL SUSPENSION
WAC 392-400-435

Students receiving in-school suspension (ISS) are isolated in an ISS room. They are required to get their assignments before 8:10 A.M. on the day of the suspension. Students must remain productive and working on assignments for the duration of the day. ISS students are not allowed to sleep, bring any electronic entertainment devices, or mix with the general student body during any breaks. Failure to comply with the above conditions may move a student to the next appropriate discipline step. In chronic, minor discipline violations, ISS is intended to modify student behavior before resorting to short-term suspension.

SHORT-TERM SUSPENSION
WAC 392-400-430

Students receiving short-term suspension shall be out of school for ten (10) school days or less. Student will have the right to make up work for credit, except for participation grades. Getting make-up work from the teacher is the responsibility of the student.

LONG-TERM SUSPENSION
WAC 392-400-430

Students receiving long-term suspension will be out of school for more than ten (10) school days. Students will have the opportunity to make up work/tests for credit for up to twenty days; however, teachers will not be expected to provide additional assignments/homework until previously assigned work is submitted. Courses which are activity based may require attendance as part of the grade. It may not be possible for students to earn credit for missed days in these classes.

EMERGENCY REMOVAL
WAC 180-40-290

A student who poses a threat of disruption of the education process in a class or activity, or who poses an immediate or continuing danger to students or school personnel, will be sent to the principal. The principal will isolate the student, contact parents, and deal with the situation according to Student Handbook and Board Policy guidelines.
EMERGENCY EXPULSION
WAC 392-400-445

A student may be expelled by the principal or superintendent when the student imposes an immediate, continuing danger to a student or students, school personnel, or for substantial disruption of the educational process.

APPEALS PROCESS

The appeals process is detailed in a booklet entitled, “Student Rights and the Appeals Process,” and is available from the principal. 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 or ASB disciplinary council, the following steps apply:

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.

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.

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, either in writing or in person or both. The complete appeals process information packet entitled, “Student Rights and the Appeals Process,” is available from the principal or the superintendent.

Specific School Board policies related to the Appeals Process and to specific topics related to Appeals Process are as follows: (Policy number may be different due to policy updates that are occurring.)

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STUDENTS AND TELECOMMUNICATION DEVICES
(District Policy #3245)

Students in possession of telecommunications including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

A. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student’s lunch break, unless an emergency situation exists that involves imminent physical danger or a school official authorizes the student to use the device.
B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.

C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the district.

D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device and send it to the office where the device will be stored in a locked area. The student may pick up their phone after school on the first offense. The phone will be RETURNED TO THE STUDENT’S PARENT OR LEGAL GUARDIAN for any additional offenses. Arguing with the school official or failure by the student to surrender the device to the school official may lead to an out of school suspension.

E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device, when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.

F. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.

G. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion

**ELECTRONIC RESOURCES**

Expectations for student and staff behavior online are no different than face-to-face interactions.

**Network**

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

**Acceptable network use by district students and staff includes:**

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the district network after checking with district IT personnel to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.
Unacceptable network use by district students and staff includes but is not limited to:
- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the district IT personnel;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;

Unacceptable network use by district students and staff includes but is not limited to:
- Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district’s computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:
- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- All parents will be given a form or be advised that a form is available to sign that prohibits their child from being named or photographed, in any school/class publication, school or district web site.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:
- Change passwords according to district policy;
- Do not use another user’s account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
Do not use the “remember password” feature of Internet browsers; and
• Lock the screen, or log off, if leaving the computer.

SEXUAL HARASSMENT – Definition

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:
A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.
Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.
It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:
A. Demands for sexual favors in exchange for preferential treatment or something of value;
B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
C. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
D. Making unwelcome, offensive or inappropriate sexually suggestive remarks, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
E. Using derogatory sexual terms for a person;
F. Standing too close, inappropriately touching, cornering or stalking a person; or
G. Displaying offensive or inappropriate sexual illustrations on school property.
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.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

(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

* State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

NOTE: In addition, an institution may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.
Pesticide Notification, Posting and Recording Keeping

Requirements – Policy 6895P
The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

Listed below are pesticides, herbicides, etc, currently used on a regular basis, which are applied by KFSD employees:

- Round Up or Generic Brand: to be sprayed on fence lines around buildings, cracks in sidewalks, etc. on and as needed basis.
- Weedar 64 Broadleaf Herbicide – 24D: used on all lawns to be sprayed once or twice a year.
- Marathon: Insecticide for aphids and other insects used in the high school greenhouse.
- Peter’s fertilizer for use in the high school greenhouse.
- Bleach for sanitizing floors and equipment in the high school greenhouse.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, “Notice: Pesticide Application.” This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application. Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, “Notice: Pesticide Application,” and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.