

CURLEW SCHOOL DISTRICT



2019-2020

STUDENT HANDBOOK

CURLEW SCHOOL DISTRICT MISSION

Students achieving their highest potential

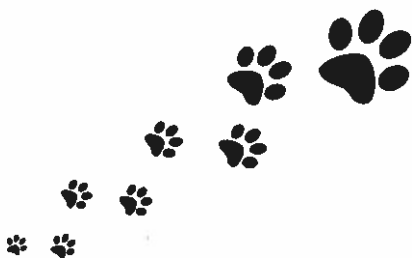
Curlew School Expectations

The goal of Curlew School is to ensure students' safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, practiced, modeled, and reinforced consistently throughout the school by all staff and students.

Our school-wide plan involves four major expectations-



Pactice Safety
Act Responsibly
Work Hard
Show Respect



SCHOOL INFORMATION

AFFIRMATIVE ACTION STATEMENT / NONDISCRIMINATION STATEMENT

The Curlew School District affirms that no person, on the basis of sex, national origin, sexual orientation, race or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. Curlew School District #50 complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, marital status or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and /or extracurricular school activities. Inquiries regarding compliance and /or grievance procedures may be directed to the school district's Title IX/RCW 28A.604 officer and/or Section 504/ADA coordinator.

ASSOCIATED STUDENT BODY (ASB)

All members of the Student Council must meet the code of conduct requirements for extra-curricular activities in order to remain on the Student Council.

The purpose of Curlew ASB is to provide the opportunity for active involvement of students in the organization and management of student affairs, to promote interest and enthusiasm in school activities, to teach and develop leadership within the student body, and to provide opportunities to help our school reflect spirit, pride, and unity.

Meetings are held on a regular basis and student representatives make up the voting delegation at the meetings.

Through the sale of ASB cards (\$35), students are able to attend all school-sponsored activities for a discounted price and the money raised through the card sales helps to finance activities and provide services and equipment for student needs.

ATTENDANCE

Regular attendance is important to every student's success at Curlew School. A parent/guardian needs to report the absence to the office each day of the absence by note, email, or phone call.

Excused absences consist of illness, injury, medical or legal appointments, family emergency, religious activity, and pre-arranged.

Absences must be excused within 3 school days of return or they will automatically become unexcused. It is the student's responsibility to complete all work missed due to an excused absence. After an enrolled student has accumulated 5 unexcused days in a calendar month, or ten unexcused days in a school year, the school must file a Petition for Court Order requiring the student to attend school (RCW 28A.225.030).

When a student will be absent from school for 2 days he/she should request the homework from their teachers. If a student is to be absent for 3 or more days, homework may be requested through the office. Please provide the office with as much advance notice as possible.

FAMILY TRIPS

We realize family times are important and some events come up which cannot be planned when school is not in session. However, we would appreciate you supporting the importance of education by planning family vacations during regularly scheduled school breaks. The principal or his designee may authorize an excused absence for pre-arranged family trips.

ILLNESS AT SCHOOL

When becoming ill at school, a student must report to class first (if possible) and then to the office. Appropriate arrangements will then be made to take care of the student.

CLOSED CAMPUS

Curlew School is a closed campus. Those students whose parents wish to have them eat lunch off campus must file a permission slip (phone calls not accepted) with administration before the school day begins on each day the student is requesting to leave. Students may not travel to lunch with other students unless they are family members and it is approved by the parent/guardian. All students must check out from the main office. In addition, 7-12 students are not to be in the baseball or softball field, dugouts, storage shed, or elementary playgrounds during school hours.

COUNSELING

A counselor is available to assist you with your academic and personal needs. The counseling office is located in the main office. Please go through the front office to talk with the counselor.

DRESS CODE

Curlew School District recognizes that the dress and appearance of students significantly affects students' attitudes toward learning and the educational environment. Students shall be neat, clean, and within the bounds of decency, health, and safety. Dress and appearance is the responsibility of the parent and the student; however, dress and appearance shall not be disruptive to the educational process or learning objectives. A student who wears clothing that disrupts the educational process and does not comply with staff directions to correct the situation will be referred to the administration (see policy #3224).

- ❖ Student headwear needs to be worn in a manner that is not disruptive and that allows staff to see the student's eyes. Teachers have the right to require hats to be removed when entering their classrooms or for specific classroom activities.
- ❖ Shorts and skirts need to extend down to the fingertips when the arm is resting by your side.
- ❖ Pajamas are NOT allowed.
- ❖ Excessively saggy, skimpy, or baggy pants that show the underwear or bare skin may not be worn.
- ❖ Holes, tears, mesh, or other see-through material in garments may not expose inappropriate areas.
- ❖ Clothing or jewelry that has any references to drugs, sexual activity, alcoholic beverages, tobacco products, inappropriate language, gang related themes and/or writing, violence or double meanings (innuendo) is not appropriate.
- ❖ Footwear appropriate to the activity must be worn at all times. Footwear without a firm sole (slippers, dance shoes, etc.) and shoes with wheels are not permitted.

Students who do not follow these guidelines will be asked to change their clothing, cover up, or be sent to the office if necessary. Further disciplinary action may follow for repeated offenses.

DRIVING (LOCATION)

Students may not transport another student during the school day unless it is a family member and consent has been granted by the students' parent/guardians.

ELECTRONIC DEVICES

Cell phones may only be used before and after school, during the student's lunch period, **passing periods**, or at times specifically allowed by a staff member. At all other times, the cell phone must be turned off. Any cell phones being used outside the appropriate times or used for activities not specifically allowed by a staff member will be confiscated and turned into the office to be picked up after school.

Students may use school-provided electronic devices in the classroom for academic purposes only. Students may NOT use electronic music devices, with or without headphones, during class unless for a specific learning activity that requires the listening as part of the lesson plan. Only with teacher's permission and for academic purposes shall students use Curlew School's internet services.

Students who violate this policy are subject to disciplinary action, including losing the privilege of bringing the device on school grounds, and/or the device being confiscated and returned to the student's parent/guardian (See policy #3245). All electronic items are the responsibility of the student who brings them to school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This act allows parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- Inspect and review educational records
- Seek to amend educational records
- Consent to the disclosure of personally identifiable information from education records except as specified by law

If you have any questions concerning FERPA, please contact the Curlew School District.

FEES

Students will not be permitted to charge admittance to any activities.

FINES (BOOK, LIBRARY AND SCHOOL)

Books are to be collected at the conclusion of each year. At that time the teacher is to inspect each book, and levy fines for damage above and beyond normal wear and tear on books. Each student is to be notified of his/her fine, and a list of all students owing fines, along with the amount of the fine is to be given to the office. It is the student's responsibility to report any book damage to the teacher when first receiving the new books.

FOOD AND BEVERAGES

Students are not to have food or beverages in classrooms (except for special occasions specified by your teacher), the library, or the gym. Water bottles are allowed in the classroom at the teacher's discretion.

HALL PASSES

To be out of class during class time, a student must have the permission of the teacher. Students must have a signed note or the teacher's pass in their possession when they are out of their scheduled class. These passes are NOT to be given out during the first and last 10 minutes of any class period.

HARASSMENT, INTIMIDATION OR BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the effected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

Any complaint of harassment will be promptly investigated. Retaliation against any person who makes or who is a witness in a harassment complaint will result in disciplinary action. Also, knowingly reporting or corroborating false allegations of harassment will also be subject to disciplinary action. (Policy 3207)

HOME EVENTS/ACTIVITIES

Students (6-12) may be signed out during school time to watch a home school event/activity only if the parent/guardian is in attendance with them. After regular school hours students in grades (6-12) do not need a parent/guardian present to watch the event, but they still need to follow all school rules.

LOCKERS

Each student in grades 6-12 will be assigned a locker. Gym lockers are also assigned as needed. Students are responsible for cleaning out their locker at the end of the school year (a \$25 fine will be assessed for each locker if this is not done). Lockers are the property of the school district and therefore may be searched at any time without prior notice and without reasonable suspicion. If while conducting a search, a school official develops a reasonable suspicion that any container (purse, backpack, coat, etc.) inside the locker contains evidence of a student's violation of the law or school rules, the container may be searched.

MEDICATIONS AT SCHOOL

School officials, nurse, secretary, or principal need to have knowledge of any and all medications in your possession or taken on school grounds. It is school policy that medications are not allowed at school without a parent and physician consent. This includes over-the-counter medications. Medications must be administered to students by trained staff.

PARKING

All student vehicles shall be parked north of the bus driveway in the main parking lot at all times. After the vehicle has been parked, it shall not be moved until school is dismissed for that day. Any exceptions must have prior approval from the office. The parking lot is off-limits to all students during the school day unless you have permission from the office.

PHONE USE

The office phones are business phones and should be used by students for emergencies only. If you need to use the phone, you may use the phone located in the office with permission only. The student phone in the lobby is to be used after school only. Parents are asked to refrain from calling students except in cases of real emergencies. Messages will be given to students during passing periods and lunch.

RELEASE/REMOVAL OF STUDENT

Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal or designee shall attempt to reach the student's parent/guardian to inform him/her of the school's actions and to request that he/she come to the school for the child. If a parent/guardian cannot be reached, the student shall remain at school until the close of the school day or may be released to law enforcement in accordance with district policy.

SEXUAL HARASSMENT

Curlew School is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. Curlew School 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. (Policy 5011)

STUDENT RECORDS

The Curlew Schools shall maintain current, clear, and accurate records for all students in attendance. Uniform procedures shall govern the collection, maintenance, storage, examination, transmittal, and destruction of all student records.

TOBACCO FREE

Curlew School, by Washington State Law, is a "TOBACCO FREE" campus. This also includes smokeless tobacco as well as vape pens and electronic cigarettes. Also, by state law and district policy, no student may possess any tobacco product on school district property or school sponsored event at any time. It is also against school policy for any adult to use tobacco products on school property.

TARDIES

Getting to school and to the classroom on time is very important. Students are to be in their seats and ready to work when the class bell rings. Tardiness creates a substantial disruption to the school and takes valuable time away from student learning. Any student that earns an unexcused tardy may be assigned a lunch detention by the school principal or attendance officer. If a student's tardiness doesn't improve, then further disciplinary action may occur.

VISITORS

- ❖ **STUDENT:** Curlew students may have a student from another school visit providing the visitor is approved through administration. The host parent(s)/guardian(s) needs to meet with the principal or his designee to discuss the purpose of the visitation. If approved by administration, the student will need to get a signed permission slip from all his/her teachers as well. All approval needs to be completed at least 24 hours in advance.
- ❖ **ADULT INCLUDING PARENTS/GUARDIANS:** The following guidelines are established to permit visitors to observe the educational program:
 1. All visitors must register at the office upon their arrival at school.
 2. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district.
 3. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval.
 4. When a parent learns or suspects that his or her child is being bullied in school, he or she must contact the teacher, school counselor, or principal. Adult intervention with children other than ones own and/or retaliation is often illegal and can lead to criminal charges.

WEAPONS

Curlew School, by Washington State Law, is a "WEAPONS FREE" campus. State law mandates that students who bring firearms onto school property be expelled immediately (subject to appeal) from all public schools in the state for the remainder of the school year (RCW 9.41.250). In this event the student's parents and local law enforcement will be notified. Bringing any dangerous weapons may also result in expulsion. Toy guns, particularly those that look like real guns, can cause a serious disruption and are therefore prohibited on school property. All knives are prohibited. Bringing a knife to school may lead to school suspension. All weapons will be confiscated and may be either turned over to the student's parent or to law enforcement depending on circumstances.

WITHDRAWAL FROM SCHOOL

Parents/Guardians must state in writing they are withdrawing their student(s) from school. After obtaining a withdrawal form from the office, the student must obtain all the necessary signatures to show that all obligations for books and equipment have been met and then return the form to the office.

ACADEMIC INFORMATION

GRADING POLICY

The issuance of grades, written progress reports and parent conferences on a regular schedule serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to affect improvement. These written and verbal reports shall be designed to provide information that will be helpful to the student, teacher, counselor, and parent.

GRADUATION CEREMONY

Students who have not met all state graduation requirements but have met all local graduation requirements may participate in graduation ceremonies with their class.

HONOR ROLL

Any student in grades 6 through 12 who earns a cumulative grade point average of 3.00 or greater during a quarter will be named to the Honor Roll regardless of any F's, D's, or incompletes as long as the average cumulative GPA is 3.00 or greater. Incompletes will be counted as no grade and not computed. A student must be enrolled full time or have a minimum of 5 graded (letter grades not P/F) classes in order to qualify for the Honor Roll. Running Start grades do count towards honor roll placement but will not always show up on the published honor roll because college quarters end at different times than Curlew School quarters. Student grade point averages will be published unless a student or guardian requests otherwise.

The Honor Roll is figured on the standing point system as follows:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	E or F = 0.
B = 3.0	C- = 1.7	

INCOMPLETES

Students who receive an incomplete grade at the quarter or semester have a maximum of two weeks to complete all missing work.

PASS/FAIL GRADING POLICY

Students in the junior or senior year may, with parent/guardian, administration, and student's 5-year plan approval, take courses on a pass/fail basis as long as the courses are above the minimum requirements for entrance into State of Washington four-year institutions of higher learning. This option is limited to courses in math, science, and English. Students must declare their intention at the end of the first quarter of a semester, or earlier. All TA classes are graded as a pass or fail.

PROGRESS REPORTS

Progress reports will be mailed home for students 6th – 12th at the midpoint of each quarter.

REPORT CARDS

Report cards are issued every nine weeks or four times during the school year. Each teacher will explain his/her grading system. It is wise to keep up on daily work, homework, and prepare often for assessments.

RUNNING START

Juniors and/or seniors who pass the designated test at the community college may choose to participate in the Running Start Program for classes in which they qualify. Contact the school counselor for specifics on this program.

SCHEDULE CHANGES

Class schedule changes can be made or a course dropped during the first two weeks of each semester. Class schedule changes may be permitted after the first two weeks of a class with a written parental request and administration permission.

VALEDICTORIAN, SALUTATORIAN, and CLASS RANK

Selection of the Valedictorian/Salutatorian and Class Ranking shall be based on the total number of points earned (including concurrent enrollment classes) divided by the number of classes taken in which points can be earned (i.e., excluding pass-fail or non-credit classes); rounded to the nearest hundredth of a point (two decimal places). Each AP and College in the Classroom course will be given an additional 1.0 points to account for the rigor of the course. This weighted grade will also be applied to the student's GPA for consideration of National Honor Society eligibility and extracurricular eligibility. This weighted GPA will only be used for the specific situations outlined in this section. It will not be reported on the student's transcript or on the honor roll.

The Valedictorian will be the student with the highest weighted grade point average (GPA) at the completion of their seventh semester, unless a tie in cumulative GPA occurs. In the event of a tie in cumulative GPA, co-valedictorians will be named with no salutatorian being named.

For students to be eligible for Valedictorian or Salutatorian a student must be enrolled and regularly attend Curlew High School for a minimum thirty-one (31) weeks of their senior year and must have a minimum G.P.A. of 3.00 in graduation required courses.

WITHHOLDING OF GRADES, DIPLOMAS AND TRANSCRIPTS

RCW 28A. 87. 120 requires that students must make restitution for all lost or damaged school materials. Failure to do so will result in the school refusing to provide the student with grades, a transcript or a diploma and the student's transcript will not be released to an employer or college until restitution is made.

CURLEW HIGH SCHOOL GRADUATION REQUIREMENTS

A. The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may have been pursued.

The board shall establish graduation requirements which, at a minimum, satisfy those established by the state board of education:

The class of 2019 and beyond

English (reading, writing and communications)	4 credits
Mathematics (must include Algebra I or equivalent)	3 credits
Social Studies (.5 Civics, World History, US History)	2 credits
Contemporary World Problems (12th Grade)	1 credit
Science (two laboratory credit)	3 credits
Occupational Education	2 credits
Fitness	1.5 credits
Health (one class must include training in CPR and use of (AED).	0.5 credits
Fine, Visual or Performing Arts	2 credits
Financial Literacy	0.5 credits
Electives	5.5 credits
TOTAL:	25 credits

(Washington State or Northwest History is a non-credit requirement offered at the Junior High level)

In addition to the minimum credit requirements, to earn a diploma each student must: **

1. Students in the class of 2020 and beyond must pass the 10th Grade Smarter Balanced Comprehensive ELA Test, or state approved alternative.
 2. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district's high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district's academic credit requirements, preparation for successfully completing the statewide assessment, and the student's goals for the year following graduation. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan;
 3. Students in the class of 2020 and beyond must pass the 11th Grade Smarter Balanced Comprehensive Math Test, or state approved alternative.
- B. Students must complete mathematics courses in one of the following progressive sequences or state approved alternatives.
- a. Algebra I, Geometry, and Algebra II; or
 - b. Applied Algebra I, Applied Geometry II, and Applied Algebra III; or
 - c. Any combination of (a) and (b) in progressive sequence.
 - d. Students may also satisfy the mathematics requirements by earning equivalency-based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.
- In lieu of a third credit of mathematics' students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.
- The district will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection on the student's educational and employment options, and that the alternative is most appropriate for the needs of the student.
- C. A student will receive a certificate of academic achievement only if he/she earns the appropriate number of credits required by the district, completes the high school and beyond plan; and meets the reading, writing and math standards on the high school statewide assessment or an appropriate alternative assessment.
- D. High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:
1. Earning a passing grade according to the district's grading policy; and/or
 2. Demonstrating proficiency/mastery of content standards as determined by the district; and/ or
 3. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

The district will establish a process for determining proficiency/mastery for credit-bearing courses of study.

**** Personal Pathways for graduation also exist; Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.**

CLASS DETERMINATIONS:

Freshman: 0 - 6 credits

Sophomore: 7- 12 credits

Junior: 13-18 credits

Senior: 19-25+ credits

DISCIPLINE

PROGRESSIVE DISCIPLINE MODEL

Curlew School Staff cares about each student and wants to provide a safe, wholesome, positive atmosphere for learning. To accomplish this we cannot allow abusive or disruptive behavior. So that each student and parent understands, the following are examples of the possible consequences that will occur for the listed infractions. A progressive discipline policy is built on the premise that each additional offense leads to the next and more severe penalty, with the total number of offenses accumulating over the course of one's current school year (severe discipline issues will accumulate from year to year). Depending on severity or frequency of the violations, the administration reserves the right to determine the level at which the violations will be handled.

Attendance and discipline files will be kept for each student throughout his/her school year. These files may be used as a reference in determining which corrective action is necessary. A student who repeatedly fails to comply with various school policies, rules, and regulations will be subject to suspension and/or expulsion. Repetitive minor violations can result in stringent disciplinary action. Please note that the seriousness of the violation is not the only criteria for disciplinary action.

The school is legally responsible for students while in school or in transit to or from school. All students shall comply with school rules and regulations and submit to reasonable directions of school authorities. All school staff have the responsibility of acknowledging appropriate behavior and calling out inappropriate behavior of students. Refusal to follow school rules shall constitute cause for discipline, suspension, or expulsion. Such rules shall apply:

- A. On the school grounds during and immediately before, or immediately after school hours.
- B. On the school grounds at any other time when school is being used by a school group, or off the school grounds at a school activity, function, or event.
- C. Off the school grounds when the student is traveling between home and school, including bus stops.

BEHAVIORAL RESULTS

The behavioral results listed below are guidelines. The following is not a substitute for administrative judgement. The school administration reserves the right to determine the level at which the violation will be handled.

CATEGORY I VIOLATIONS

1. Cheating – The conscious effort to improve grades by submitting work of others fraudulently represented as your own work, or allowing others to copy your work for their assignments.
2. Classroom and/or school disruptions – An immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.
3. Forgery or misrepresentation – Impersonating parent on phone, signing for a parent, teacher, etc.
4. In the parking lot without permission

5. Misconduct at assemblies, athletic contests, etc. – Inappropriate behavior including disruptive behavior, use of profanity, throwing objects and inappropriate yells.
6. Misuse of the Internet, electronic devices, and/or school resources
7. Public displays of affection – displays beyond holding hands
8. Reckless driving on school grounds. Discipline includes loss of driving privileges on school ground.
9. Tardy – Student that is late to the assigned class
10. Unsafe conduct – Punching, kicking, horseplay, throwing objects (snowballs), etc. and/or the possession of water balloons, lighters, matches, etc.
11. Vulgar, disrespectful, abusive language, profane drawings - Use of and/or implied profanity, vulgarity, cursing, or disrespect may appear verbally, in writing, as gestures, or on clothing.
12. Bullying - Any unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.

CORRECTIVE ACTION

1. Immediate removal from classroom/recess. Student receives a PAWS form and may be sent to ISS for Reflection. Administrative involvement for further consequence/behavior intervention
2. Removed from classroom for Reflection / Lunch detention (30 minutes)
3. Short-term suspension (1-5 days)
4. Short-term suspension (6-10 days)
5. Long-term suspension (11+ days)
6. Expulsion

❖ *Depending on the severity of the infraction, step 2 or 3 may be the first step.*

CATEGORY II VIOLATIONS

1. Assault/fights/intimidation/harassment – Threats of physical abuse, harassment including racial epithets, altercation between students, intimidation.
2. Criminal acts – Arson, assault, larceny, vandalism, robbery, trespass, threats/intimidation of school staff, etc.
3. Gang related activities – Activities that create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gestures, or threat of violence; or implication of gang membership or affiliation by written communication marks, hand signs, drawing, painting design, emblem upon any school or personal property or one's person.
4. Initiation activities
5. Lack of compliance, defiance, interference with, intimidation, or profane language towards staff – Failure to act as instructed by any staff member. Use of vulgar or abusive language toward staff, and/or refusal to identify self.
6. Possession of a dangerous weapon - Possession (on person, clothing, locker, or property of students) of weapons such as knives, guns, or other martial arts weapons, or other illegal weapons. (Any student having a firearm on school premises, transportation, or facilities shall be expelled from school for not less than one year under RCW 28A.600.420)
7. Property damage, vandalism, malicious mischief – Destruction or defacing school or personal property of others.
8. Sale or transfer of over-the-counter drugs/medicines - All prescription and non-prescription drugs must be cleared with the Curlew School office and have a doctor's note prior to dispensing.
9. Sexual harassment, indecent liberties, sexual assault - Sexual conduct not asked for and not welcomed, and harassment, indecent liberties, and assault as defined by law.
10. Skipping Class / leaving school without permission. – Any time a student is in an area of the building without staff authorization, or leaving a class or the school without appropriate permission.
11. Theft/possession of stolen property – Taking or in possession of school or another's property without owner's permission.

12. Use/possession of tobacco – Using or having tobacco in any form at any time on school property or at school events.

CORRECTIVE ACTION

1. Short-term suspension (1-5 days)
2. Short-term suspension (6-10 days)
3. Long-term suspension (11+ days)
4. Emergency action / Expulsion
 - ❖ *With infractions such as use of tobacco, harassment, assault, criminal acts, etc., law enforcement may be notified with the first infraction.*

CATEGORY III VIOLATIONS

1. Use/possession/under the influence of alcohol
2. Use/possession/under the influence of drugs– Includes showing evidence of being under the influence. Also includes the possession of drug paraphernalia.
3. Sale or transfer of illegal drugs – Includes using school property as a base to conduct sales and transfers of controlled substances.
4. Use of a weapon with intent to harm

CORRECTIVE ACTION

1. Long-term suspension. This may be reduced to a 10-day short-term suspension if the student has a chemical dependency evaluation, shares the results of the evaluation, attends and satisfactorily completes a district-approved drug and/or alcohol prevention program. All costs of the program are the responsibility of the student and parent/guardian.
2. Long-term suspension or expulsion
3. Expulsion
 - ❖ *Any infractions in this category will result in immediate law enforcement notification.*

PAWS BEHAVIOR SCENARIO

Behavior Observed Scenario One

Brain is NOT flipped



Definition: Misbehavior that re-occurs after redirection, such as:

- Classroom disruptions
- Off task behavior
- Violations of personal space
- Potentially unsafe actions
- Temporary defiance





Actions to Take

Remember, this data will be used to solve problem areas

Staff Member:

Complete data portion of PAWS form.

Pull student aside and talk about the behavior and complete the student reflection—Can be completed by teacher or student.

By the end of the day submit the completed PAWS form to counselor.

Counselor will follow-up as needed with Principal or other staff

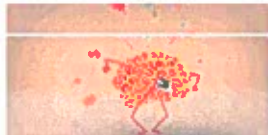
Behavior Observed Scenario Two



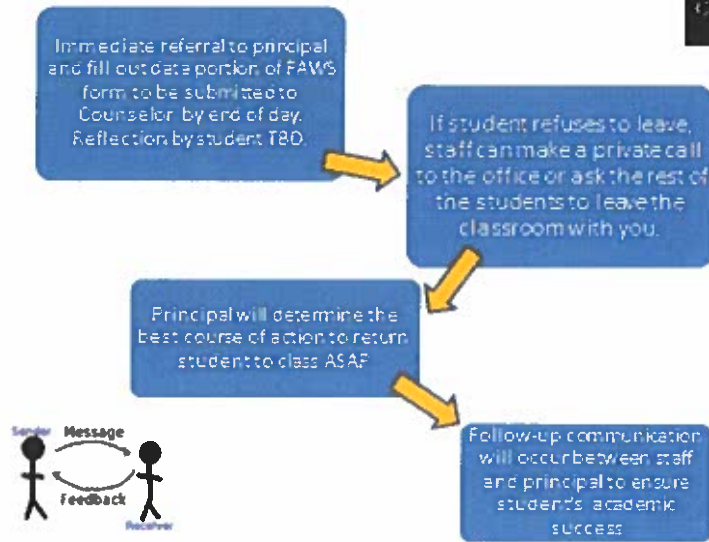
Brain is flipped !

Definition: Misbehaviors that pose a serious and immediate threat, such as :

- Aggression/Harassment
- Bullying
- Verbal/physical abuse to self or others
- Substance abuse
- Theft and other illegal activities



Actions to Take



BEHAVIORAL RESULT INFORMATION

REFLECTING

Students who don't meet the PAWS behavior expectation will complete a reflection form.

DETENTION

Any staff member may recommend a student in grades 7-12 receive lunch detention (30 minutes) for Category I Violations.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension shall mean removal of a student from the regular education program in lieu of an out-of-school short-term or long-term suspension. The student is isolated and supervised in an alternate in-school setting. In-school suspension may be assigned for the period or for whole school days (up to 10).

Any student serving in-school suspension will not participate in any school activities, sports practices, games or events (dances, etc.) at any point during the day they serve the suspension.

SUSPENSION (OSS) & EXPULSION

Out of school suspension and expulsion is a very serious consequence reserved for a more serious offense or repeated minor offenses. Students serving OSS and expulsions are not to be on campus at any time during the suspension or expulsion, and they may not participate in any school activities, sports practices, games or events (dances, etc.) during the suspension or expulsion.

SHORT-TERM SUSPENSION

Short-term suspension is the denial of attendance for any portion of a calendar day up to and not exceeding 10 consecutive days.

LONG-TERM SUSPENSION

Long-term suspension is the denial of attendance exceeding 10 consecutive school days.

EXPULSION

Expulsion is the denial of attendance for an indefinite period of time.

PROCEDURAL DUE PROCESS

Any student, parent or guardian who is aggrieved by any disciplinary action other than suspension or expulsion shall have the right to an informal conference with the building Principal or his/her designee for the purpose of resolving the matter. At this conference the pupil, parent or guardian shall be subject to questioning by the Principal and shall be entitled to question school personnel involved. If the grievance is not resolved, the student, parent or guardian may appeal to the district Superintendent. In the case that the Superintendent/Principal position is combined the grievance can be appealed straight to the Board of Directors.

Any student, parent or guardian, after exhausting this remedy, shall within two school business days, has the right to make a formal protest, either in writing or in person to the Board of Directors at its next scheduled meeting. The Board of Directors shall notify the student or his/her parent or guardian of its decision within ten school business days.

The employee whose disciplinary action is being grieved shall be notified as soon as reasonably possible. Unless the Principal, Superintendent, or Board of Directors decides otherwise, the disciplinary action may continue during the grievance proceeding.

APPEAL PROCESS FOR LONG-TERM SUSPENSION OR EXPULSION

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within 10 school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
- C. Hear and try the case de novo before the council within 10 school business days.

Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

- A. Those council members who have heard or read the evidence,
- B. Those council members who have not acted as a witness in the matter, and
- C. A majority vote at a meeting at which a quorum of the council is present.

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

EMERGENCY REMOVAL/EXPULSION

Notwithstanding any other provision of this handbook, a student may be removed immediately from a class, subject, or activity by a certified teacher or an administrator and sent to the building Principal or a designated school authority; provided, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, the students, or school personnel or

an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

The removal from classes, subjects, or activities shall continue only until:

- A. The danger of threat ceases, or
- B. The Principal or designated school authority acts to impose discipline, impose a short-term suspension or an expulsion, or impose an emergency expulsion

The Principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the next school day. Prior to, or at the time any such student is returned to the class (es), subject(s), or activity (ies), the Principal or school authority shall notify the teacher or administrator who removed the student of the action which has been taken or initiated.

In no case shall an excluded student be returned for the remainder of a period or school day without the consent of the classroom teacher.

PROCEDURAL DUE PROCESS RIGHTS--EMERGENCY EXPULSION

A student may be excluded from school prior to a hearing if the Superintendent or his designee reasonably believes the pupil is in immediate and continuing danger to himself/herself, other pupils, teachers, school administrators or the educational process of the school district. Such emergency expulsion shall continue until the suspending authority reinstates the pupil or until a fair hearing is held and final determination reached. Such an emergency expulsion shall be stayed, whether or not appeal is made to the Board of Directors, unless the hearing officer hearing the case shall find that the student continues to present an immediate and continuing danger to him/her, other pupils, teachers, school administrators, or the educational process of the school district.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

- 1. Written notice of the emergency expulsion shall be sent certified mail within 24 hours of the expulsion.
- 2. The parents shall have ten school business days after receipt of the notice during which to request a hearing.
- 3. Upon receiving a parental request for a hearing, the Superintendent or his designee hearing officer will conduct said hearing within 5 school days; and
- 4. The hearing officer shall render a written decision within one school business day after the conclusion of the hearing.

READMISSION APPLICATION PROCESS

Any student who has been expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and
- C. A supporting statement from the parent or others who may have assisted the student.

The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

RULES FOR BUS RIDING

These rules apply to field trips and extracurricular trips as well as the daily ride to and from school. To maintain order with student groups, it is necessary to know the standards of behavior required.

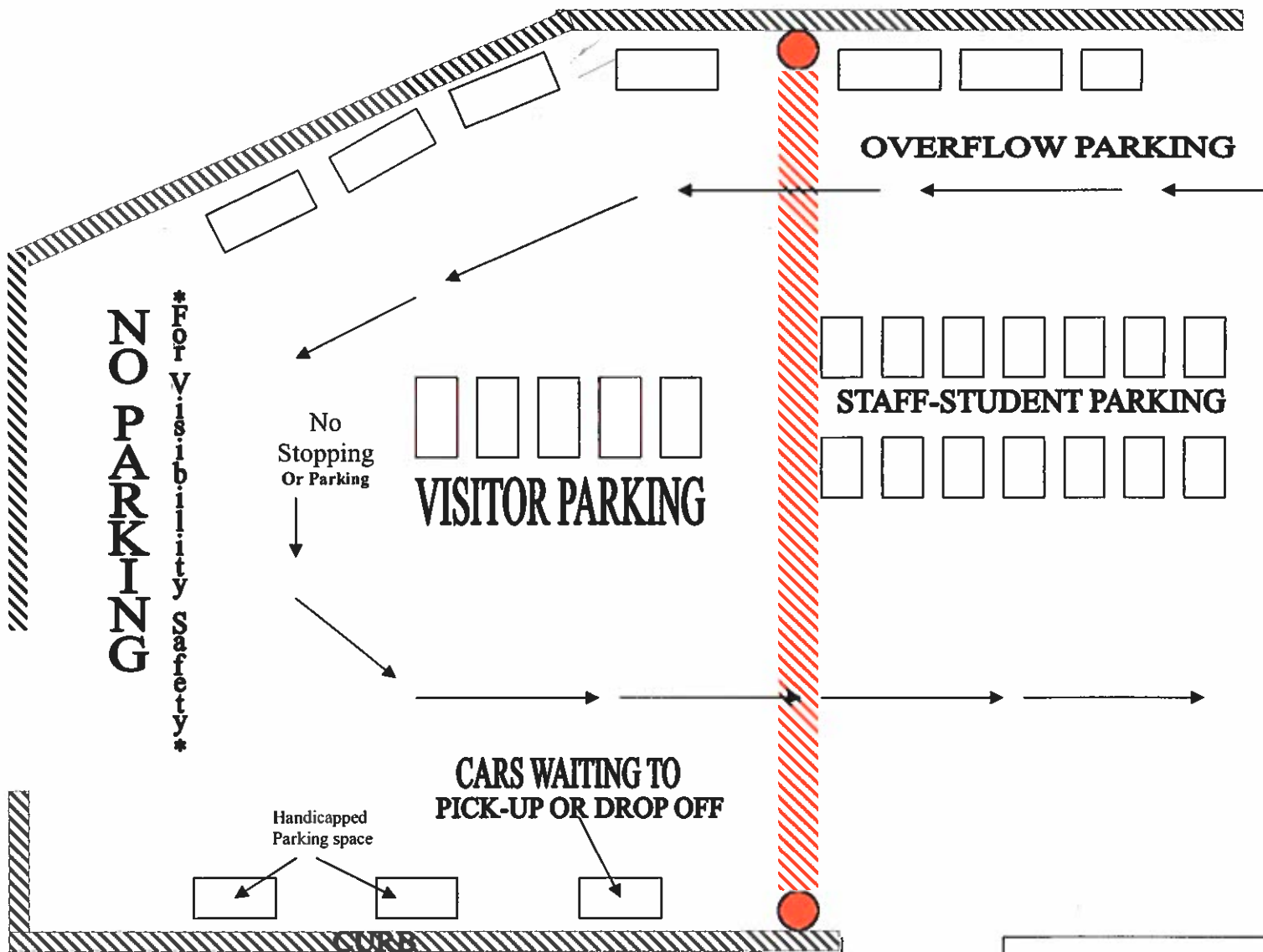
1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly. (When accompanied by a certificated staff member, that person is responsible for students' behavior and control. However in matters concerning school bus safety and discipline, the driver is the final authority.)
2. Observe the same conduct rules as in the classroom.
3. Be courteous. Use no profane language.
4. Keep food and drink in backpacks at all times.
5. Keep the bus clean.
6. Cooperate with the bus driver.
7. Do not be destructive.
8. Stay in your seat and wear your seat belt correctly if appropriate.
9. Keep head, hands, and feet inside the bus and to yourself.
10. Bus driver is authorized to assign seats.
11. Unless by written permission of school authorities and the student's parent/guardian, no student shall be permitted to leave the bus except at his or her regular stop.
12. Students must cross the highway only in front of the school bus and never behind it.
13. Students must arrive at the bus stop on time, and will not stand or play on the roadway while waiting for the bus to arrive.

POLICY GOVERNING SUSPENSION AND/OR EXCLUSION OF STUDENT BUS RIDING PRIVILEGES

Students are suspended or excluded from riding the bus under the following guidelines:

1. Should a serious disciplinary infraction occur; such as, fighting or brandishing a weapon, etc., the student may be suspended or excluded after the first offense, pending a joint conference with the student by the Principal or Superintendent.
2. After the first offense of school bus misbehavior, a student will be given a private conference by the bus driver. (Level 1)
3. If school bus misbehavior occurs after Level 1, the student will be reported to the office and have a joint conference with the bus driver, Principal, or Superintendent. After the conference, depending on the seriousness of the bus misbehavior, the student may be suspended from riding the bus for 1 to 3 days. (Level 2)
4. If school bus misbehavior occurs after the Level 2 bus suspension, the following bus suspension will go into effect:
 - A. Second joint conference between bus driver, student and Principal or Superintendent will result in a 3 to 5 day bus riding suspension. Reasonable efforts will be made to contact the student's parents by telephone, or to arrange a parent conference to discuss the bus suspension.
 - B. A third joint conference or any successive joint conferences between the bus driver, student and Principal or Superintendent will result in a 10 to 30 day bus riding suspension. Prior to re-admission to bus riding privilege the student's parents must arrange a conference with the student, Principal or Superintendent, and bus driver to discuss conditions under which re-admission to bus riding will be accepted. Student, parent(s), bus driver, and Principal will sign a contract drawn up by the parent(s) or Principal that is mutually acceptable. The contract will outline the bus-riding behavioral expectations and list the consequences of failure to abide by these expectations.

- C. Should the above strategies fail to bring about the desired changes in the student's bus riding behavior, the student will be suspended from the bus for the remainder of the school year. Future reinstatement of bus riding privilege will be determined after a conference is held with student, parent(s), bus driver, and Principal to determine if a change in attitude has taken place which assures the bus driver and Principal that the student can be trusted to behave on the bus. Lacking bus driver and Principal confirmation that a positive change in attitude has occurred in the student, the student will be suspended indefinitely from riding the bus.



WALK WAY

SCHOOL

LEGEND

 **Fence**

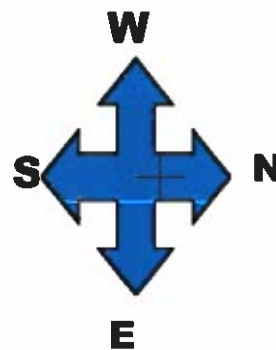
 **Direction of Traffic**

 **Parking Space**

 **No Parking South Of Line For Student Or Staff During School Hrs.**

SCHOOL

BUS LANE



Curlew School Parking Plan

CURLEW SCHOOL DISTRICT 50

Internet Acceptable Use Guidelines

Goals:

The goal of Curlew School District is to promote innovation and excellence within our school district. The internet allows a further means of communication and information source for students and staff. The use of the internet is to assist in the collaboration and exchange of information between and among schools, students, and a wide range of information sources.

Use and Guidelines:

All uses of the internet shall be consistent with the purpose, goals, and missions of the educational setting. It is therefore imperative that users conduct themselves in a responsible, decent, ethical, and polite manner while using the network.

1. Any use of the internet through the Curlew School District computers for illegal, inappropriate, or obscene purposes or in support of such activities is prohibited. Illegal activities shall be defined as a violation of the Curlew student handbook, local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network and/or purpose and goal and can result in disciplinary action. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communications vehicle.
2. All use of the internet through the Curlew School District computers must be in support of public education, and must be consistent with the purposes and goals of the Curlew School District.
3. Any use of the internet through the Curlew School District computers for commercial purposes is prohibited.
4. Any use of the internet through the Curlew School District computers for product advertisement or political lobbying is prohibited.
5. No use of the internet through the Curlew School District computers shall serve to disrupt the use of the network by other users.
6. Use of the internet through the Curlew School District computers shall be by the authorized owner of the account for the authorized purpose. Account owners are ultimately responsible for all activity under their account.
7. Under prescribed circumstances non-students or staff use may be permitted, provided such individuals provide evidence that their use furthers the purpose and goals of the Curlew School District.
8. The Curlew School District will review decisions on whether specific uses of the internet are consistent with this policy.
9. Use of the internet system is designated by the School Board as a privilege, not an educational right. Individual privileges may be suspended at any time by administrative action.
10. Students may not use streaming bandwidth to listen to music or watch videos during regular school hours.
11. SAFETY GUIDELINES – to avoid being stalked:
 - a. Do not give out your home address.
 - b. Do not give out your home phone number.
 - c. If you must give a fax number or an address to receive something, consult your teacher responsible for your project.
 - d. Do not give out/fill in forms online stating your full name and or email address.

Student & Parent Sign-off Sheet

Each student and parent needs to place their **initials** next to each category below if you agree with the statement(s). Also, **sign and date** the bottom of the document. The student needs to return their paper to the teacher that gave it to them. If you have any questions, please contact the school at 779-4931.

Student Initials	Parent Initials	Category
		Internet - I have read the Curlew School: Internet and Device Acceptable Use Policy (Students/Parents) and agree to abide by the provisions. I understand that a violation of the use provisions stated in the Internet Acceptable Use Policy may constitute supervision or revocation of INTERNET privileges. The aforementioned document is a supplement to the Curlew School District 2017-2018 Handbook.
		Student Handbook - I have read the Curlew Student Handbook or have had it read to me and agree to support my child and the school in implementing the policies and procedures of Curlew School District.
		Student Photos - From time to time the school publishes pictures in the newspaper or other media to promote school activities or accomplishments. In order to avoid inadvertently publishing the picture of a student against the wishes of the parent/guardian we would like to get your approval at the start of the school year. Please initial and sign below if you give Curlew School District permission to publish your child's picture or to release it to the media to be published for promotion of school events or activities.
		Student-Parent-Teacher Compact - <u>Parent/Guardian Agreement:</u> <i>I will do my personal best to:</i> <i>*believe that my student can and will learn.</i> <i>*show respect and support for my child and his/her teachers.</i> <i>*see that my student is punctual and attends school regularly.</i> <i>*provide a supportive environment for homework.</i> <i>*communicate regularly with my student regarding school activities.</i> <i>*communicate regularly with teachers to stay involved with my child's education.</i> <i>*participate in decision making regarding programs and curriculum at Curlew School.</i>
		<u>Student Agreement:</u> <i>I will do my personal best to:</i> <i>*believe that I can and will learn.</i> <i>*show respect for adults and classmates.</i> <i>*attend school regularly and be punctual to all my classes.</i> <i>*conform to rules of student conduct.</i> <i>*complete and return homework assignments.</i>
	Teacher Initials	<u>Teacher Agreement:</u> <i>I will do my personal best to:</i> <i>*believe that each student can and will learn.</i> <i>*show respect for each student and his/her family.</i> <i>*provide an environment for learning.</i> <i>*help each student achieve his/her fullest potential.</i> <i>*provide assistance to parents so they can help with homework.</i> <i>*offer opportunities for parent involvement.</i>

Student Signature _____

Date _____

Parent Signature _____

Date _____

Teacher Signature _____

Date _____

Curlew School
Title I Parent-Student-Teacher-School Compact
2019-2020

Learning can take place only when there is a combination of effort, interest, and motivation. Because we are committed to your child's progress in school, we are going to do our best to promote his or her achievement.

Compacts make sure that everyone owns the responsibility of helping children achieve high academic standards. This compact is a promise to work together. We believe that this compact can be fulfilled by a team effort. Together we can improve teaching and learning.

As a Parent/Guardian, I will:

- Encourage my child to be independently responsible;
- Encourage, listen or read to my child every night;
- Communicate regularly with my child's teacher;
- Provide a home environment that encourages my child to learn;
- Recognize that I am my child's first teacher;
- Review my child's progress report;
- Strive to develop the skills needed to help my child;
- If possible, volunteer in my child's school;
- Seek educational opportunities for my child;
- Show respect for teachers and school staff members.

Parent's Signature: _____

As a Student, I will:

- Be an active participant in school and community services;
- Obey school and bus rules;
- Show respect for teacher(s) and peers;
- Be respectful, responsible, and ready to learn each day;
- Come to school prepared with homework and supplies;
- Do my best in my work and in my behavior;
- Read aloud or silently every day;
- Assume responsibility for my actions;
- Report bullying.

Student's Signature: _____

As a Teacher, I will:

- Believe that each student can learn;
- Show respect for each child and his or her family;
- Help each child grow to his or her fullest potential;
- Provide a safe and productive learning environment;
- Provide a flexible scheduling of parent-teacher conferences and review the parent-student-school compact as necessary;
- Come to class prepared to teach and learn;
- Model professional behavior and a positive attitude;
- Ensure fairness and equity in adherence to school, district, and classroom rules;
- Send frequent reports to parents and maintain open lines of communication with students and parents;
- Provide meaningful and appropriate homework;
- Recognize and celebrate the cultural diversity of the students;
- Consult and coordinate with other teachers about the specific needs of each child.

Teacher's Signature: _____

As a school, we will:

- Provide high quality instruction and research-based curriculum in a supportive and effective learning environment that enables all students to meet the State's academic achievement standards;
- Allow parents/guardians reasonable access to staff, opportunities to volunteer and participate in their child's class, and opportunities to observe classroom activities;
- Provide parents with appropriate academic resources.

Principal's Signature: _____

