Concrete Middle & High School

Student Handbook

2015-2016

www.concrete.k12.wa.us

Welcome to Concrete Middle/High School!

We seek to support a diverse group of learners who are growing in competence, character and sense of community by actively adhering to those principles which exemplify a safe and civil school. In the following pages, we hope you will find answers to many of your questions about your school and about what is expected of a Concrete Lion. We hope this will be a great year for you! Let's start by looking at those qualities which each student will need to be successful in school and in life.

For more information about our school or the various programs that concrete school district offers, please visit our website at: www.concrete.k12.wa.us

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MISSION, VISION, AND GOALS

CONCRETE SCHOOL DISTRICT

MISSION STATEMENT

"Concrete School District is an educational cooperative of professionals, parents and community members committed to developing the full academic and civic potential of every student."

CONCRETE MIDDLE/HIGH SCHOOL

VISION STATEMENT

"Sharing responsibility for learning in a positive environment."

MISSION STATEMENT

"Concrete Middle/High School is in partnership with the community to provide a safe, nurturing environment that prepares students with the knowledge, skills, attitudes, and ethics to continue a life of learning and to contribute productively in a diverse society."

VISION AND GOALS

Concrete Middle/High School envisions the following:

- *Extend education beyond the classroom-partnerships within the community, business place, and out of doors.*
- *Align the 7-12 curriculum, to prepare students for the work force, the military, community colleges, technical colleges, and four-year universities.*
- *Develop a performance based education system where each student demonstrates competence and progress.*
- *Emphasize citizenship, leadership and community service learning.*
- *Increase use of current technology in all facets of a student's education.*

CONTACT INFORMATION

Concrete Middle/High School

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Concrete School District

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ATTENDANCE POLICY

Consistent with WAC 180-40-010, students are responsible for daily attendance in all classes. If absent, the student is responsible for submitting a note or having the parent call the high school office at 853-8143 within 48 hours of the absence.

ABSENCE DEFINITION

A student is considered absent when he or she is more than 10 minutes late to class. Note the following descriptions:

Excused Absences include illness, family emergencies, medically related appointments, pre-arranged vacation activities with parents, juvenile court appearances, and other activities with prior administrative approval. For every excused absence teachers will give students one day to make up work. If an assigned date for extended projects is set prior to unit starting, and the student is made aware, the student will be expected to complete the project by the specific date.

Unexcused Absences include absences without excuse, skipping, or when a student fails to submit a note or parent phone call within the time limit of reporting an absence. Teachers can impose a loss of points for projects, assignments, quizzes/tests/exams, and participation as outlined in their syllabus.

School-related absences include in-school appointments and meetings, field trips, athletic trips, and suspensions. Students must obtain a field trip form from their teachers for planned and extended school-related absences, and they must have their forms signed by their parents prior to departure.

BECCA LAW AND UNEXCUSED ABSENCES

The attendance office, administrators, and counselors will ensure that Concrete Middle/High School complies with the state truancy law, RCW 28A 225 (Becca Law). The law requires parents to ensure their students attend school and to provide valid justification to the school when their student is absent.

State law (Becca) says that after seven (7) unexcused absences in a calendar month, or ten (10) unexcused absences over the course of a school year, the school district must file a petition with the juvenile court system requesting the court to take action which will compel the student to attend school.

LOSS OF CREDIT

In order to fulfill the credit requirements for a class, a student must be in attendance in each class period eighty-one (81) days of the ninety (90) day semester with the exception of school sponsored activities (interscholastic athletic events, field trips, etc.) and suspension days. Students who have accumulated more than nine (9) absences will not receive credit for the class unless they have proven that there have been extenuating circumstances which have caused their absences. Students or parents who feel that extenuating circumstances have led to the loss of credit for one or more classes may appeal for credit reinstatement.

APPEAL PROCESS

a) The decision to deny credit may be appealed by the student or the parents. The request for an appeal hearing must be submitted to the principal, orally or in writing, by the end of the 10th school day after the receipt of the notice of opportunity for a hearing.

b) If a request for a hearing is received within the required 10 days, the principal or designee shall schedule a hearing within three (3) school days. The person appealing the decision will be notified of the hearing date in writing. The appeal hearing committee consists of the principal and two certificated teachers.

c) The student is to continue attending classes until the appeal is resolved.

TWENTY DAY WITHDRAWAL

Any student absent for 20 consecutive days must be deleted from school rolls. Parent/Guardian will be notified by mail.

BUY BACK

We no longer offer a "Buy Back" program to make up for excessive absences.

CHECKING IN AND OUT OF SCHOOL

Unless a student receives permission from the principal or his/her designee, students are not permitted to leave the school while it is in session. If it is necessary for a student to leave the school during the day, he/she must present a note that his or her parent or guardian has signed. This will be completed prior to leaving school. This note shall give the reason for the request. School officials will count as an absence the portion of the school day missed.

MAKE-UP WORK AND HOMEWORK REQUESTS

Students have the right to make up work after an excused absence. It is the student's responsibility to get make-up assignments from teachers and to do them in a timely manner. Teachers are not required to allow students to make up work for unexcused absences.

Homework requests are available, with 24 hours notification, for students who will be absent for 3 or more days. Students and Parents are encouraged to e-mail or call teachers directly for homework requests for 1 or 2 days of absence.

SKIPPING

If a student is on the campus while school is in session and he/she does not have a note from a teacher or other school official, he/she is considered to be skipping. Skipping is an unexcused absence.

TARDIES

Tardies are disruptive to the classroom, will not be excused, and will be considered a discipline concern.

A student is tardy to class if s/he is not in the classroom when the bell rings. The teacher is to mark all tardies in the attendance system and notify the office.

When a student arrives more than ten (10) minutes late to class, it may also be considered an unexcused absence for that class. Teachers will establish their own classroom tardy consequences. These will be supplemented and supported by the school discipline policy. If student is late from another class he/she will request a note from the teacher who detained the student.

The following tardy policy applies:

1st Tardy - Warning

2nd Tardy - Warning

3rd Tardy - 1 Lunch Detention

4th Tardy - 1 After-School Detention & Contact Home

5th + Tardy - Administrative Referral

BUS RULES AND PROCEDURES

If a student wishes to get off at another stop or ride another bus to go home with a friend a bus pass must be obtained in the high school office by bringing a note from a parent or guardian. In order to pick up their children and not have them ride the bus, parents need to arrive at the school before bus time. Parents who approach a bus driver to take their children from the bus MUST HAVE A PASS. Remember this is for your children's safety. Please do not try to meet the bus along the route to retrieve your children-the bus driver cannot allow children to leave the bus, except at their own stop.

The driver is in full charge of the bus and passengers at all times. WAC392-145-015

PRIOR TO LOADING:

- Students should arrive at the bus stop five minutes prior to expected arrival time of the bus.
- While at the bus stop, students are to remain at a safe distance from the bus until it is completely stopped.
- Students will refrain from pushing, shoving, striking or engaging in other unsafe activities while on or near the bus.
- Students must cross only in front of the bus, never behind it.

WHILE ON THE BUS:

- Students will remain seated while the bus is in motion and are not to stand until the bus has come to a complete stop.
- A student may be assigned a seat by the bus driver.
- No student will tamper with bus equipment or controls. Students do not sit in the driver's seat.
- No student will smoke, ignite matches or lighters, or use any type of flame or sparking device on the bus.
- No eating or drinking on the bus.
- Bus windows are to remain closed unless permission is granted by bus driver to open them. Students are not to extend head, hands, and arms out of the windows whether the bus is in motion or not.
- Students must refrain from throwing objects on the bus, at the bus, or out of the bus window.
- Students are to assist in keeping the bus clean.
- Students will refrain from using vulgar, obscene or abusive language and/or gestures.
- Items that may cause injury to others, such as sharp objects, breakable containers, any type of firearms, straps or pins extending from clothing are not allowed on the bus. Also no animals are allowed on the bus, except service dogs.
- Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted to transport large items.
- Students must not yell/scream on the bus. Conversation must not exceed classroom expectation levels.

LEAVING THE BUS:

- Students disembarking the bus must move away quickly and safely. Do not run after the bus when it has started to move.

- Students must watch driver for signal before crossing the roadway.

- Students must have a bus pass to ride a different bus other than their own or to get off at stop other than their own.

DISCIPLINE PROCEDURES

Riding a school bus is a privilege not a right. When a student's behavior causes an unsafe condition for other students or jeopardizes the safe operation of the school bus, disciplinary action becomes necessary. The seriousness of the action by the student will determine if a conduct report will be filed. Safety for all our students and bus drivers is our number one concern.

Disciplinary action resulting in suspension of bus riding privileges will cause the parents of the student to be inconvenienced because of the need to transport their own student. Students are not excused from attending school because they have been suspended from the bus. It is our hope that students will realize the problems resulting from their misbehavior and make following the bus rules a habit.

The following examples are considered unacceptable conduct and are classified a minor or major infractions for the purpose of administering school bus disciplinary action.

MINOR INFRACTIONS (GENERAL MISCONDUCT)

- Creating loud or disturbing noises
- Eating or drink on the bus
- Using vulgar or obscene language and/or gestures
- Littering on the bus
- Failure to keep aisle clear (continued next page)
- Boarding or leaving a bus, except assigned stop, without proper approval
- Riding other than assigned bus without proper approval
- Opening windows without driver's permission

MAJOR INFRACTIONS (VIOLATIONS AFFECTING HEALTH/SAFETY)

- Pushing, shoving, or striking other passengers
- Tampering with bus controls or equipment
- Sitting in the driver's seat
- Extending body parts out the window
- Use/possession of alcohol, tobacco, or other illegal drugs
- Throwing objects out the window
- Refusing to comply with driver's instructions promptly
- Destruction of property
- Boarding the bus with any type of weapon

DISCIPLINARY ACTIONS ON THE SCHOOL BUS

MINOR INFRACTIONS:

When a student's misconduct is of minor nature that does not jeopardize the safety or welfare of others or the operation of the bus, the bus driver talks to the student about inappropriate behavior. The driver may make contact with the parents at the time to discuss the problem. Elementary students, at the discretion of the Building Administrator and Transportation Supervisor, may have the opportunity to reduce the report number when followed by extended periods of acceptable behavior on the bus. When repeated verbal warnings and driver contact with parents fail to correct the misbehavior, the following written action occurs:

1st Report: Constitutes a warning; student conference with Building Administrator or Transportation Supervisor.

2nd Report: 1 day bus suspension. Student conference with Building Administrator or Bus Transportation Supervisor. Parents can request to attend.

3rd Report: 3 day bus suspension. Parents will be notified by mail/telephone call. They must schedule a conference with the Building Administrator, Transportation Supervisor and bus driver. Time allowed for parents to receive the mail and call for an appointment is 5 days from the mailing date of the notice. If parents fail to respond, the student will serve the 3 day suspension.

4th Report: 10 day suspension. Shows chronic misbehavior. Parents will be notified by mail/telephone call of a scheduled conference. Time allowed for parent to receive the mail and call for the scheduled appointment is 5 days from the mailing date of the notice. If parents fail to respond, the student will serve the 10 day suspension.

5th Report: 30 day suspension. Shows chronic misbehavior. Student will be suspended from the bus immediately upon notification of parent. Conference to be arranged by parent.

6th Report: Suspension of bus riding privileges for remainder of the school year.

MAJOR INFRACTIONS:

1st Report: 3 day suspension. Parents will be notified by telephone call of the infraction. The student cannot return to riding the bus without a conference.

2nd Report: 10-day suspension. Parents will be notified by telephone call of the infraction. The student cannot return to riding the bus without a conference. Shows chronic misbehavior.

3rd Report: 30-day suspension. Parents will be notified by telephone call of the infraction. The student cannot return to riding the bus without a conference.

4th Report: Suspension of bus riding privileges for remainder of the school year.

EMERGENCY ACTION:

If any student's behavior is such a nature that his/her continued presence would, in the judgment of the driver, endanger the health or safety of others, the bus will be halted until the problem is resolved or the student is removed from the bus by District authorities.

DISCIPLINE POLICY

All students shall obey the board policy, administrative procedures, school rules, and regulations and directives from district personnel. Failure to comply with rules and regulations established for the governing of the school district shall constitute sufficient cause for discipline (corrective action, exclusion, or detention), suspension (short term or long term), or expulsion.

Methods of student control for misconduct generally shall be progressive in nature with the exception of exceptional misconduct. There is no requirement, however, that each potential disciplinary step be tried before resorting to suspension.

MODERATE BEHAVIOR VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Bus Citation
- Chronic Misbehavior such as excessive tardies, disruptions, etc.
- Disrespectful Behavior
- Disruptive Behavior
- Inappropriate Displays of Affection
- Inappropriate Dress
- Inappropriate Use of Technology
- Name-calling, Put-downs
- Out of class without a pass
- Off-Campus Violation
- Reckless Endangerment

SEVERE BEHAVIOR VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Cheating
- Forgery
- Harassment
- Immoral conduct
- Insubordination
- Lying
- Plagiarism
- Refusal to identify self
- Use of vulgarity or profanity
- Theft
- Use or possession of tobacco
- Use or possession of any illegal substance
- Violations of computer Acceptable Use

EXCEPTIONAL MISCONDUCT

"Exceptional misconduct" is that misconduct which the school district determines to (a) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of disciplinary actions, as to warrant an immediate resort to suspension or expulsion and/or (b) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to suspension or expulsion.

Disciplinarians and hearing officers may grant exceptions in cases involving extenuating circumstances. Exceptional misconduct includes:

- Possession and/or use of tobacco products.

- Possession, use or administration of oral medication (other than a controlled substance or substance purported to be a controlled substance), whether prescribed or non-prescribed, with the exception of asthmatic inhalants, without district authorization in accordance with district policy.

- Possession, use, or being under the influence of alcohol or any controlled substance or substance purported to be a controlled substance, excluding tobacco, not prescribed by a physician for such possessor or user.

- Delivery and/or sharing of alcohol or any controlled substance or substance purported to be a controlled substance, excluding tobacco, not prescribed by a physician for such user, with another person.

- Selling of alcohol or any controlled substance, or substance purported to be a controlled substance, to another person.

- Intimidation or assault of another student or staff member, including sexual harassment (overt sexual comments and/or inappropriate touching) or other forms of unlawful harassment.

- Instigating, leading, conspiring, taunting, harassing, encouraging or refusing to disperse (leave the scene) when instructed to do so, or otherwise influencing by action, word, omission or intimidation, whether directly or indirectly, someone to violate school rules or commit a crime within the jurisdiction of the school.

- Carrying, possession, or use of a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public, or private schools.

- Possession or use of other weapons or explosive devices, described as articles commonly used to inflict bodily harm and/or to intimidate other persons (knuckles, switch blade/butterfly knives, chains, clubs, stars, pellet guns, pocket knives, nunchaku sticks, etc.), or articles which are designed for other purposes but which are used to inflict bodily harm and/or intimidate.

- Commission of a misdemeanor under Washington law including, without limitation, use to inflict bodily harm and/or to intimidate other persons, selling and/or giving to another person: pepper spray, tear gas or other personal spray devices; sniffing glue or other toxic vapors; opening a sealed letter intended for another; attempting to commit a gross misdemeanor; malicious mischief where damage to the property is less than $50; criminal trespass in the second degree; failure to disperse and disorderly conduct.

- Commission of a criminal act classified as a felony or a gross misdemeanor under Washington law including, without limitation, arson, assault/battery, harassment, possession of an explosive or firearm, and theft/burglary/robbery.

PROGRESSION OF CONSEQUENCES

- Teachers or administrators may assign lunch detention or after school detention for a variety of reasons but mostly minor violations.

- Typically, once a student has served three lunch detentions, they are then assigned 1 hour after-school detention for the next minor infraction.

- Typically, once a student has served three, 1-hour after-school detentions, the student is subject to administrative discipline which could be more after-school detention or out-of-school suspension.

- Repeat offenders are often placed on a behavioral contract.

The following is a brief summary for disciplinary guidelines. It is neither comprehensive nor absolute. In some cases a range of consequences is given.

ASD - After school Detention
Det - Detention
EE - Emergency Expulsion
Exp - Expulsion
LD - Lunch Detention
LTS - Long Term Suspension
PC - Principal Conference
PN - Parent Notification
Res - Restitution
SN - Sheriff Notification
STS - Short Term Suspension
WRN - Warning

Attitude/Language:	**1st**	**2nd**	**3rd**	**4th**
Disrespectful/Rude	WRN-LD	LD-ASD	PN, ASD-STS	PN, STS-LTS
Harassment/Intimidation/Bullying	PN, LD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Profanity	WRN-LD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Refusal to Identify Self	WRN-LD	PN, ASD-STS	PN, STS-LTS	PN, STS-LTS
Insubordination	WRN-LD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Assault (Verbal)	ASD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Dangerous Behavior	**1st**	**2nd**	**3rd**	**4th**
Arson	PN/SN; STS/LTS; EE; Exp			
Assault (Physical)	PN, STS	PN, LTS	PN, EE/Exp	
Drug/Alcohol/Paraphernalia	PN/SN, LTS-Exp; May be reduced to STS with assessment			
Fighting	PN, STS	PN, STS	PN, EE/Exp	
Weapons possession	PN/SN; STS/LTS; EE; Exp.			
Tobacco possession and use*	PN, STS 3-days	PN, STS 5-days	PN, STS 10-days	PN, LTS
Vandalism	PN/Res; ASD-STS	PN/Res; STS	PN/Res; STS-LTS	PN/Res; LTS
Academic & Personal Integrity	**1st**	**2nd**	**3rd**	**4th**
Theft	PN/SN/Res; STS-LTS	PN/SN/Res; LTS	PN/SN/Res; EE/Exp	
Forgery	LD-ASD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Lying	LD-ASD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Cheating**	LD-ASD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Plagiarism**	LD-ASD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Computer Misuse	LD-ASD	PN, ASD-STS	PN, STS-LTS	PN, LTS
Attendance	**1st**	**2nd**	**3rd**	**4th**
Truancy/Skipping	ASD	PN, ASD	PN, ASD-STS	PN, STS
No Show Detention	ASD	PN, ASD	PN, ASD-STS	PN, STS
Off Campus	ASD	PN, ASD	PN, ASD-STS	PN, STS
Miscellaneous	**1st**	**2nd**	**3rd**	**4th**
Accumulation of Violations	PN, ASD	STS	LTS	LTS, EE/Exp
Dress Code	PC, LD	PN, LD-ASD	ASD-STS	STS
Inappropriate Displays of Affection	PC, LD	PN, LD-ASD	ASD-STS	STS

*Tobacco suspensions may be reduced if student satisfactorily completes tobacco-cessation/counseling program.
**Cheating and plagiarism will result in a zero on the assignment and notification to the National Honor Society advisor.

DUE PROCESS STATEMENT

Discipline is nurtured and in place to build better citizens for the future. Each student will be granted his or her full legal rights of:

- Notification, either written or verbal, of any charges against him/her.
- Defending himself/herself against any charges, with adequate legal and/or parental counsel
- Appealing, within given periods of time, any decisions or action taken to correct a disciplinary problem, as provided by the Constitution and Statutes of the State of Washington and the United States. An overview of the appeal process is available in policy at the district level.
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All procedures must be conducted in a fair, reasonable and expedient manner. Only reliable and factual information may be used in determining the outcome of each situation. Refer to School Board Policy #3241.

GRIEVANCE/HEARING/APPEAL INFORMATION

Type of Discipline	**Grievance/ Hearing/ Appeal**	**Person(s) Responsible**	**Timeline**	**Manner of Informing the District that an Appeal or Grievance is Desired**	**Timeline**	**Manner of Informing the District that an Appeal or Grievance is Desired**	**Timeline**
Discipline	Grievance	School Principal, School Employee, Adult Student or Student and his/her Parent(s)/Guardians	ASAP	Letter of grievance to the Superintendent	Two days	Letter and/or oral grievance to the Board of Directors	Ten days
Short-Term Suspension	Grievance	School Principal, School Employee, Adult Student or Student and his/her Parent(s)/Guardians	ASAP	Letter of grievance to the Superintendent	Two days	Letter and/or oral grievance to the Board of Directors	Ten days
Long-Term Suspension	Hearing	Hearing Officer, Adult Student or Student and his/her Parent(s)/Guardian(s)	Three days	Written Appeal to the Superintendent	Three days	Written appeal to the Board of Directors	Ten days
Emergency Expulsion	Hearing	Hearing Officer, Adult Student or Student and his/her Parent(s)/Guardian(s)	Ten days	Oral or Written Appeal to the Superintendent	Three days	Written appeal to the Board of Directors	Ten days
Expulsion	Hearing	Hearing Officer, Adult Student or Student and his/her Parent(s)/Guardian(s)	Ten days	Written Appeal to the Superintendent	Three days	Written appeal to the Board of Directors	Ten days

GENERAL HANDBOOK INFORMATION

ACADEMIC INTEGRITY

Academic integrity can be simply defined as the pursuit of scholarly activity in an open, honest and responsible manner. We expect that all students will uphold a high standard of ethical behavior in all academic endeavors. This means that students will be honest and sincere in putting forth their best effort in all academic work produced. Any work submitted by a student will be taken as a guarantee that the thoughts and expressions are the student's own, unless when properly credited to another. Students are never to engage in, or tolerate in others, cheating, plagiarizing or any deceptive misrepresentation of their school work. To protect the rights and maintain the trust of honest students, the faculty will communicate high standards of integrity and reinforce them.

CHEATING DEFINED

According to the *Funk and Wagnall's' Standard Dictionary of the English Language*, to cheat is, "to deceive and act dishonestly." Cheating includes, but is not limited to:

- Obtaining test or quiz materials prior to assessment without instructor's knowledge.
- Inappropriate use of graphing calculators, programmable watches, palm pilots, cell phones, and other computer or electronic devices.
- Sharing student work that should be individually/independently produced.
- Using crib notes during test situations.
- Substituting another source, such as Cliff Notes, in place of completing an assignment.
- Discussing information about a quiz or test with students who have not completed the assessment.

PLAGIARISM DEFINED

According to Webster's *New International Dictionary of the English Language*, to plagiarize is "to steal or purloin and pass off as one's own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions, or productions of another." The *MLA Handbook* defines plagiarism as "the use of another person's ideas or expressions in your writing without giving proper credit to the source."

Plagiarism can be viewed as a continuum. At one end is the use of a few phrases or lines of text without citation or with incorrect citation. More serious actions could include use of multiple paragraphs of someone else's work—**whether a published work or that of a peer**—the use of significant portions of text without citation, or with incorrect citation, or use of copyrighted graphics without permission or proper citation. More serious than that would be submitting someone else's work, in its entirety, as the student's own. Repeat violations will be viewed as exceptional misconduct.

Students with questions on proper citations should seek assistance from their teacher or librarian. It is the responsibility of the student to follow proper MLA guidelines and ask for help when needed. Plagiarism is cheating. It is academically dishonest as well as ethically offensive.

LEARNING WITH INTEGRITY

Teachers design learning activities and assessments which are designed to enhance the academic competence of students. All students will be expected to do their own work, whether it is on assignments, papers, projects, quizzes, tests, etc. Any student violating this trust will be subject to serious consequences.

1st Offense: Teacher will respond to the incident with appropriate in-class consequence(s)/possible detention and failure on assignment or test, and parent contact. Notification of the cheating will be placed in the student's discipline file.

Further Offenses: Teacher will respond to the incident with appropriate in-class consequence(s) as before. If cheating has occurred in the same class as the first offense, a conference with the principal will be required. Loss of points on assignment or test and/or further disciplinary action may also occur.

ACCIDENTS/INJURIES

The procedures to be followed after any injury are listed below, except for emergencies. Unless these procedures are followed, protection under insurance cannot be granted.

1. Immediately report all accidents to the adult in charge or the main office.

2. Upon notification the certified or classified staff in charge will complete an accident report at the time of the accident.

ACTIVITIES

The Concrete Middle/High School provides a variety of activities for students. The school staff encourages students to get involved in as many activities as they are able to handle. This is an excellent opportunity for students to develop skills that often are not available in the classroom.

ASB CARD

Student ASB cards are available in the main office. Every Concrete Middle/High School student should support his/her school by purchasing an ASB card. Ticket takers will admit all ASB cardholders FREE to all home games and at reduced prices on away games. The ASB card supports the ASB. Students involved in ASB activities are required to purchase an ASB card ($30 High School; $25 Middle School). Students doing sports are also required to pay a separate $30 activity fee. Please write separate checks for these fees. (See "Athletics" on next page.)

Students are encouraged to participate in any of the following extra-curricular (ASB) activities:

Pep Band	Cheerleading
National Honor Society	Athletics
Student Government	FBLA
Rainbow Club	Robotics

ACTIVITY CODE

The community, the Concrete School Board of Education, and the staff follow and support the Activities Code. A copy is available in the main office. This code is one of the strong contributors to the development of good attitudes and sportsmanship. Participants in activities should read and understand it thoroughly.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Qualifying for eligibility is required for all inter-scholastic activities and travel. Inter-scholastic activities are those that involve student participation and/or competition between two or more schools. In order for a student to participate he/she must meet all of the eligibility standards of the Washington Interscholastic Activities Association and the district policy.

ASB OFFICES

The governing officers of the Associated Student Body shall be President, Vice-president, Secretary, Publicity Manager, Concessions Manager and Treasurer. All officers must have maintained a 2.50 cumulative G.P.A. The President must be an incoming senior. Incoming sophomores through seniors can hold all other offices. Elections for ASB officers will be held each spring with one general election. Each candidate shall fill out a qualification form drawn up by the election committee. Qualification forms will be turned in to the Activities Coordinator by the due date, or the student name will not appear on the ballot. The future freshman class will vote for ASB officers.

ATHLETICS

Participation in interscholastic athletics at Concrete Middle/High School is a privilege and the WIAA, Northwest 2B League, and our own District Athletic Code and Standards govern participation. Students are to follow the standards that are set forth in the code. During the school year, eligible students may take part in the following athletics depending on grade level (some sports are not available to middle school students):

FALL	WINTER	SPRING
Football	Boys' Basketball	Baseball
Volleyball	Girls' Basketball	Softball
Girls' Soccer	Wrestling	Track

During each season, students may also participate as a team manager(s), game statisticians, line referees (volleyball and soccer), running the clock, and team mascot.

ACTIVITIES FEE

All students participating in sports must pay a $30 activity fee (pay-to-play) as well as purchase an ASB card. (See "ASB card" on previous page.)

ATHLETIC LETTER

Each varsity coach will determine the players who will receive an athletic letter. Athletic Director will have the final decision in determining awarding athletic letters.

ASSEMBLIES

LISTENING ASSEMBLIES

This requires that the audience participate and support the presenters in the following way:

- No talking at all.
- Sit up. Be attentive. Do not eat or do distracting things.
- Applaud at appropriate times. Do not hoot or yell.
- During music presentations, talking interferes with the audio experience.
- Remember that at an assembly we are judged not as an individual but as a school, and a community.
- If you would like other kinds of assembly opportunities, get involved with student government.

PEP ASSEMBLIES

- You are encouraged to cheer and yell at appropriate times and are not to make derogatory remarks.
- When performances are occurring such as music, cheers, or chants, you are expected to participate.

BELL SCHEDULE – MIDDLE & HIGH SCHOOL (SAME)

Regular Schedule	
Warning Bell 7:50	
1st Period	7:55-8:45
2nd Period	8:50-9:40
3rd Period	9:45-10:35
4th Period	10:40-11:30
Lunch	11:30-12:00
5th Period	12:05-12:55
6th Period	1:00-1:50
7th Period	1:55-2:45

Note:

Scheduled late starts (typically 2 hours) will have the first bell at 9:40 and classes start at 9:45.

Early Dismissal days will go through 4th period with the busses loading at 12:00 to go home.

BULLETINS AND ANNOUNCEMENTS

The school staff will read a daily bulletin of student and staff information. School staff will also post the bulletin in the main office. If a student wishes for the staff to publish their item in the printed bulletin, the staff must receive it in the main office no later than the day prior to publication, and it must be approved by the club's advisor or principal. If you would like the bulletin emailed to you daily, please email Cindy Claybo.

CAFETERIA--BREAKFAST AND LUNCH

Breakfast and lunch are served daily in the cafeteria. Menus are available in the high school office or at the district's website. We request that students pre-pay for their meals in the morning before school; however, meals and a-la-Carte items may be purchased as the students go through the line.

Students are always welcome to bring their meals from home; however, we do not provide refrigerator space. Students must eat in the cafeteria. No food is allowed in the hallways, gym, or outside. (Also see "Free and Reduced Lunches")

CELL PHONES IN CLASS

Each classroom will establish its own rules regarding cell phones. Teachers are permitted to confiscate cell phones, and students must hand them over when a teacher requests. The refusal of handing them over will be considered insubordination and will result in a referral to administration. If such refusal becomes a repeated offense, the administration has the right to keep cell phones until a parent picks it up, or the student could be banned from using cell phones at school altogether.

*NOTE: Students are not permitted to leave class to use their cell phone without direct consent of the teacher.

CHANGE OF ADDRESS

Please notify the office of changes to the following information:

- New Address
- New home or work telephone numbers
- Change in parent or guardian
- Change in emergency contact person
- Change in e-mail address

CHECK WRITING POLICY

When paying for items at school, please make checks payable to Concrete High School. Due to the State Auditor's requirement, it is the District's policy to accept checks in the amount of the purchase only. Checks over the purchase price cannot be accepted. We cannot cash checks for students.

CLOSED CAMPUS

By School Board Policy, our school is a closed campus. Students are to remain on campus (see "High School Campus Definition") from time of arrival until the close of the school day. Violation of this policy will result in progressive discipline.

COMMENCEMENT CEREMONY

The Commencement ceremony is an opportunity for students, parents, relatives, and friends to celebrate a student's successful completion of Concrete High School graduation requirements. Participation in graduation is not a requirement for receiving a diploma. In order to participate in the Commencement ceremony, graduates must have completed all check-out procedures of the high school office; be cleared of all fines and fees; and not owe any detention. ***All graduates are required to be in attendance at graduation practice and be on time.*** **Students who miss graduation practice may not participate in the commencement ceremony.**

COMPLAINT PROCEDURES

The Concrete Middle/High School administration recognizes that students and parents may have concerns regarding the professional staff, support staff, or the instructional program. In general, most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following school district procedures (Board Policy 4220) apply to the processing of a complaint which cannot be resolved in the manner described above:

A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent which describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.

B. The principal and staff member shall respond to the superintendent in writing or in person.

C. The superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.

D. If the matter is still not resolved, the superintendent shall present the issue to the board. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

COUNSELING-GUIDANCE

Guidance services are available for every student in the school and include assistance with educational planning, interpretation of test scores, occupational information, study skills help, help with home, school, and/or social concerns, or any question the student would like to discuss with the counselor. Students should contact counselors directly to arrange for an appointment. All students' records are available through the counselor's office.

DANCES

- Dances are intended for Concrete School District students.
- Guests must obtain a signed permission slip from the Principal and/or advisor.
- Middle School students will not attend High School dances.
- High School students will not attend Middle School dances.
- School authorities generally close the doors to the dance one (1) hour after the dance begins.
- Once inside, school authorities will NOT allow students to LEAVE AND RETURN without permission of the supervisor.
- All school rules and regulations apply at all extra-curricular activities.
- No bumping or grinding dance techniques.
- Those attending dances are expected to follow the school dress code and to dance appropriately.
- School authorities will not admit to the dance any student who appears to be under the influence of drugs or alcohol. If a student appears to be under the influence of drugs or alcohol, the school authorities will contact the supervisor of the event as well as the student's parents, and the police officer on duty.
- The District reserves the right to test students it suspects are under the influence of a controlled substance or alcohol.

AFTER GAME DANCES

These dances usually have a D.J. present. The dress is casual. Students may come alone or with a date. Students must present Student Identification to be admitted. School officials will discount the admission price for students with valid ASB cards. After-game Pep Dances are held in the high school commons. Pep Dances held after football games run until midnight. Dances after basketball games run until 11:30PM.

HOMECOMING

The Homecoming Dance generally takes place on a Saturday night. Although the structure differs from year-to-year, it is generally a dance for which couples dress up. Homecoming royalty is determined by vote and recognized at the dance. Homecoming is for all CHS students. The junior class typically runs this dance.

TOLO

The Tolo is held in the spring of the year and is typically run by the sophomore class.

SENIOR PROM

The Senior Prom is typically held in May. This is a formal dance. Formal attire excludes jeans, and other forms of casual, everyday clothing. Prom royalty is determined by vote and recognized at the dance. The Senior Prom is for all CHS students. The senior class typically runs this dance.

DISCRIMINATION

WHAT IS DISCRIMINATION?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

WHAT IS A PROTECTED CLASS?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

HOW DO I FILE A COMPLAINT ABOUT DISCRIMINATION?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a **formal** complaint. For a full copy of the school district's nondiscrimination procedure, visit www.concrete.k12.wa.us or contact the school district at 360-853-4000.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Leilani Thomas 360-853-4151; Title IX Officer, or Civil Rights Compliance Coordinator, Barbara Hawkings 360-853-4000. This is often the fastest way to revolve your concerns.

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

E-mail: Equity@k12.wa.us
Fax: (360) 664-2967
Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at equity@k12.wa.us.

DRESS CODE AND ACCESSORIES

Students are expected to maintain a high standard of personal dress. By way of example and not a complete list, we will not allow:

1. Clothing that is revealing in nature.
    a. Sleeveless shirt straps that are less than 2 inches wide, halter tops, etc.,
    b. Shirts that are low-cut or reveal cleavage,
    c. Shorts or skirts that are shorter than the tips of the fingers with arms extended at the side,
    d. Exposed bra straps or other exposed undergarments,
    e. Any article of clothing that has excessive rips, tears, or holes.
2. Sagging pants.
3. Any slogan or insignia that implies intimidation, graffiti, discrimination, or ridicule.
4. Any words, pictures, or references to alcohol, tobacco, illegal substances, weapons, or sexual innuendo.
5. Bandanas and gang related attire, accessories, or emblems.
6. Other items as deemed inappropriate or unsafe by staff and administrators.

Students should use good taste on dress and grooming. The school expects students to follow good health practices in personal hygiene (bathing) and to wear clean clothes. The principal or his/her designee has final say on what is appropriate.

You will be asked to cover up with clothing or the discipline policy will take effect. If the student refuses to submit to this reasonable request he/she will be sent home or supplied with sweatshirts or sweatpants and asked to cover up. Repeated violations will follow progressive discipline.

DRIVING/PARKING

Campus driving regulations are for the safety and convenience of all people on campus. It is important that all drivers abide by local, county, and state laws, and observe the posted signs while driving on campus. Students are to park only in the student parking lot and in marked stalls. All fire lanes must be kept clear or the vehicle will be towed.

Maximum speed limit on campus is 10 m.p.h.

Violations of the school driving/parking regulations may result in the following actions:

1. Driving privilege suspended and/or police called
2. Short/long term suspension

DROPPING/ADDING CLASSES

Dropping/Adding classes require approval of the counselor and parents. Students must make class changes within five days of the beginning of the semester. A student wishing to change a class must remain in his/her original class until the office makes the change and the counselor's office issues a Class Change Form.

ELECTRONIC DEVICES:

Use of radios, music players, electronic games, or other electronic devices are <u>not</u> permitted in the classroom during school hours between 7:55 AM – 2:45 PM unless the teacher gives the student permission to use. These items will be allowed during student breaks and lunch breaks. Students may also use these items before and after school. The school and district will not be responsible for locating or replacing lost/stolen devices.

Teachers are permitted to confiscate electronic devices, and students must hand them over when a teacher requests. The refusal of handing them over will be considered insubordination and will result in a referral to administration. If such refusal becomes a repeated offense, the administration has the right to keep the device until a parent picks it up, or the student could be banned from using such devices at school altogether.

EMERGENCY DRILLS

We will practice emergency drills at least once a month. In the event of an evacuation due to fire, earthquake, or other emergency, students are required to stay with their classroom teachers. In the event of an emergency during lunch, students are to find their 4th period teacher at the evacuation destination. Remember to stay calm and quiet so that every can hear instructions from the person in charge of the emergency. During an earthquake drill or an actual earthquake, everyone should:

1. Position themselves under tables or desks until the earthquake is over.
2. Seek safety near inner walls and doorways if there are no desks or tables.
3. Avoid window areas.
4. For additional protection, drop to their knees, grab the table leg (if under a table) lower their head, and put their hand(s) behind their head to protect the neck.
5. Follow the instructions of supervising adult and rescue personnel during and after evacuation.

ETIQUETTE

Remember there are many people—staff and students alike—sharing our campus, and your behavior reflects not only on yourself, but on everyone at our school. You can help by doing the following:

- Clean up after yourself—in the cafeteria, in the classroom, in the hallway, and everywhere you go.
- Treat others with respect—say please, thank you, and excuse me, give your attention to speakers in class or at assemblies, etc.
- Step to the side to have conversations during passing time so you don't block the pathway of others.
- Move about in the hallways and on campus in calm manner, etc.

FAMILY/STUDENT ACCESS

The program called Family Access (found on our website www.concrete.k12.wa.us) provides students and parents access to a variety of student information, such as attendance, grades, food service balance and history, and student and family demographics. Once on the district website, select the "Parents" menu and click on the "Family Access" link. You will need a login and password to access your student's information. Please contact the high school office for your access. Last year's password and login will still work, even if you transferred from the elementary school. Teachers are encouraged to have their grades updated on a weekly basis for all students including athletic and activity grade checks.

FIELD TRIPS

School officials may plan field trips for groups of students throughout the school year. Field trips enhance the district's total educational program. School officials must carefully plan trips and they will follow the guidelines that the Principal or his or her designee will establish. Prior to approval of any field trip plans, the plans must show evidence that they take into consideration funding, timeliness, and the educational benefit.

NOTE: All school rules, eligibility criteria, discipline, conduct rules, etc., applies during any school travel that the school sponsors.

CONDUCT ON TRIPS

While participating in school-sponsored activities, while a guest at another school or while engaged in an activity, the district requires all students to conduct themselves properly. A student shall obey the rules, regulations, and directions that the coach, the supervisor, the chaperone, or hosting school may have or give. School officials will deal with infractions in accordance with guidelines in other sections of this manual.

For severe infractions of the rules, school officials may send students home immediately at parent or guardian expense. School officials will not allow students sent home at parent or guardian expense to participate in school activities for the remainder of the school year. Upon returning home, the student will have the opportunity to appeal the decision to the Principal. If the student is found in noncompliance with the behavior expectations of the host school, the host school's student handbook, or local coach, school officials will impose the appropriate penalty.

OTHER RULES

1. Unless the supervising teacher has a signed consent waiver from the parent or guardian, students will travel to and return from events with the supervising teacher.
2. If school officials discover that a student is missing, the supervising teacher will:
    a. Contact the principal or his/her designee.
    b. The principal or his/her designee will contact the parent or guardian.
    c. If the supervising teacher is unable to contact the principal or his/her designee, the supervising teacher will attempt to contact the parent.
    d. The teacher will notify the proper authorities (security police, City police, State Troopers) and will report the student as missing.
    e. The teacher will continue the trip with the remaining students.
3. The provisions that include school officials sending a student home at parent expense shall remain in full force.

FINES

Students who do not pay their fees or fines will not receive school records of any kind. Students not paying fines will be allowed to register for classes only after everyone else has registered. The school will charge some fees to students for material costs in some courses. The school will charge fines for lost or damaged library books, textbooks, school uniforms, sports equipment, and un-cleaned lockers. Until the fines are paid, the school will not release report cards and transcripts. If a student has an outstanding fine, he/she may not participate in the graduation ceremony.

FIRE DRILLS

The principal or his/her designee will hold fire drills at least once a month. The principal or his/her designee will assure that each room has a sign showing the proper route to evacuate the building. Students should be as quiet and orderly as possible as they leave the building. If complications arise or normal exits are blocked, students will follow the instructions of school officials. False alarms are dangerous to the safety of students and other school personnel. They are also illegal.

FREE AND REDUCED LUNCHES

Under provisions of the National School Lunch Act, free and reduced prices for lunches are available to children of families who qualify. In certain cases, foster children are eligible for these benefits. Free and reduced price lunch application forms are available in the school office and are given to parents and guardians of new students upon enrollment. Occasionally, a change in family income or size during the school year may qualify students who were not previously eligible. If this is the case, please contact the District office.

We encourage all families who might qualify to submit the application. The District receives extra funds according to identified numbers of qualified families receiving free or reduced lunches. The Free and Reduced Lunch count helps the District qualify for grants. We encourage those families who are eligible to take advantage of this benefit.

GRADES MAILED HOME

Grades are mailed home at the end of each quarter. The end of the quarter is approximately 9 weeks. At the mid-point of the quarter, staff are required to notify parents of those students receiving a "D" or "F" grades.

Any parents requesting more frequent notification need to work with each individual teacher. High school students' semester grades are placed on official high school transcripts, which are a permanent record, and remain on file with the district for life. Transcripts are used to get into college, the military, and for employment.

GRADES, PERCENTS, AND G.P.A.

All letter grades for high school students, except for F, earn credit towards graduation.
G.P.A. points will be assigned as follows:

Grade	High	Low	GPA
A	100.00%	92.50%	4.0
A-	92.49%	89.50%	3.7
B+	89.49%	86.50%	3.3
B	86.49%	83.50%	3.0
B-	83.49%	79.50%	2.7
C+	79.49%	76.50%	2.3
C	76.49%	73.50%	2.0
C-	73.49%	69.50%	1.7
D+	69.49%	66.50%	1.3
D	66.49%	59.50%	1.0
F	59.49%	00.00%	0.0
I	00.00%	00.00%	0.0
NC	00.00%	00.00%	0.0
W	00.00%	00.00%	0.0

A "Pass" grade or "P" earns credit but does not impact the GPA. A "No Credit" or "NC" grade does not earn credit nor impact the GPA. An "Incomplete" or "I" grade does not earn credit and counts as an "F" until the course work is completed by the prescribed deadline.

GRADES: WHAT THEY SAY ABOUT YOU

A Consistently shows mastery of the material being studied by scoring in the higher percentiles on tests. Shows insight and imagination concerning the subject. Goes beyond normal class requirements in work accomplished showing high interest and accomplishment. Work may be characterized as superior.

B Good worker who shows consistent interest in the subject. Approaches mastery of the subject and shows desirable growth. Consistently scores above average in tests and other areas of class work. Participates in class activities and strives to work efficiently in independent study.

C Does average work but does not attain subject mastery or show consistent growth. Seldom works beyond normal requirements of the class. Shows average initiative and resourcefulness; usually does not work independently with efficiency. May be an erratic performer, scoring well on one facet of the material and poorly on another.

D Works at a low performance level. Either has low ability in the subject matter, cares little about it, or does not prepare for class work and thus performs poorly. Test scores are consistently low. Initiative and interest are generally lacking, thus poor work is seldom corrected or made up.

F Fails to meet the minimal requirements for the course. Consistently failed or nearly failed all tests. Has done failing work in most other areas of class work, and has made little or no effort to correct the situation.

GRADUATION REQUIREMENTS CLASSES OF 2016-1018

Concrete High School credits for graduation: All students who earn a Concrete High School diploma will have **23.0** credits. A student will receive a **.5 credit** for each class which meets **90 hours** or its equivalent in one semester and for which a student received a passing grade.

ENGLISH	**4.0 CREDITS**
9th Grade Language Arts	1.0
10th Grade Language Arts	1.0
11th Grade Language Arts	1.0
12th Grade Language Arts	1.0
SOCIAL STUDIES	**3.0 CREDITS**
CWP, Economics (Current Econ. Issues)	1.0
US History	1.0
World History, Sociology, Psychology	1.0

***Washington State History**: Taken in the 7th grade. (Needed to graduate, but does not count for high school credit.) Out of state students who enroll must have a state history course from another state or take an on-line or independent study course in Washington State History in order to be eligible for graduation.

MATHEMATICS **3.0 CREDITS**

Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus,
Financial Algebra

SCIENCE **2.0 CREDITS**

Science 9, Science 10 (Biology), Chemistry, Physics

HEALTH AND FITNESS **2.5 CREDITS**

PE 9, Body Conditioning, Health (1/2 credit only)
For class of 2016 and 2017 only - A full credit of PE will be given to those athletes successfully completing 1 full season of athletics or cheerleading. (This is a one-time only option.)

CAREER AND TECHNICAL EDUCATION **2.0 CREDITS**

Life Skills, Home and Family Life, Info. Processing, Computer Applications, World Cuisine, Woodshop, Yearbook, Financial Algebra (if not used for math)

FINE ARTS **1.0 CREDIT**

Art, Choir, Band, Guitar

ELECTIVES **5.5 CREDITS**

Spanish I, Spanish 2/3 (some 4 year Universities in the State of Washington require 2 years of Foreign Language for admission), Pre-Algebra Plus, Applied Math Teacher Assistant (TA)-juniors and seniors only. Generally no more than one credit per year as a teacher assistant will be possible and students must apply. After all state and district requirements are met, any class may be taken as an elective credit.

23.0 TOTAL CREDITS

GRADUATION REQUIREMENTS CLASS OF 2019

Concrete High School credits for graduation: All students who earn a Concrete High School diploma will have **23.0** credits. A student will receive a **.5 credit** for each class which meets **90 hours** or its equivalent in one semester and for which a student received a passing grade.

ENGLISH	**4.0 CREDITS**
9th Grade Language Arts	1.0
10th Grade Language Arts	1.0
11th Grade Language Arts	1.0
12th Grade Language Arts	1.0
SOCIAL STUDIES	**3.0 CREDITS**
CWP, Economics (Current Econ. Issues)	1.0
US History	1.0
World History, Sociology, Psychology	1.0

***Washington State History**: Taken in the 7th grade. (Needed to graduate, but does not count for high school credit.) Out of state students who enroll must have a state history course from another state or take an on-line or independent study course in Washington State History in order to be eligible for graduation.

MATHEMATICS **3.0 CREDITS**

Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus,
Financial Algebra

SCIENCE **2.0 CREDITS**

Science 9, Science 10 (Biology), Chemistry, Physics

HEALTH AND FITNESS **2.5 CREDITS**

PE 9, Body Conditioning, Health (1/2 credit only)
For class of 2016 and 2017 only - A full credit of PE will be given to those athletes successfully completing 1 full season of athletics or cheerleading. (This is a one-time only option.)

CAREER AND TECHNICAL EDUCATION **2.0 CREDITS**

Life Skills, Home and Family Life, Info. Processing, Computer Applications, World Cuisine, Woodshop, Yearbook, Financial Algebra (if not used for math)

FINE ARTS **1.0 CREDIT**

Art, Choir, Band, Guitar

ELECTIVES **8.5 CREDITS**

Spanish I, Spanish 2/3 (some 4 year Universities in the State of Washington require 2 years of Foreign Language for admission), Pre-Algebra Plus, Applied Math Teacher Assistant (TA)-juniors and seniors only. Generally no more than one credit per year as a teacher assistant will be possible and students must apply. After all state and district requirements are met, any class may be taken as an elective credit.

26.0 TOTAL CREDITS

GRADUATION REQUIREMENTS – OTHER

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

1. Pass the reading and writing portions of the statewide assessment;

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, a description of the student's culminating project and the student's goals for the year following graduation. Each student's plan should be reviewed annually to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan;

3. Complete a Culminating Project consisting of a Written Portfolio and an Oral Presentation: During the course of their high school career each student shall complete a culminating project. The project shall demonstrate the student's ability to think analytically, logically and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities

4. Complete math requirements: Students in the Class of 2016 must pass one end of course assessment (either Algebra1 or Geometry or their intergrated math equivalents) or state-approved alternatives. Students in the Classes of 2017 and 2018 must pass one end of course assessments in either Algebra 1 or Geometry, (or their integrated math equivalents), or the high school math Smarter Balanced Assessment (SBAC), or a state-approved alternative. Students in the Class of 2019 and beyond must pass the high school math Smarter Balanced Assessment (SBAC);

5. Complete science requirements: Students must pass the biology end-of-course assessment or any state-approved alternative.

6. Students must also complete mathematics courses in one of the following progressive sequences.

    a. Algebra I, Geometry, and Algebra II; or district approved alternative*

    b. Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III; or district approved alternative*

    c. Any combination of (a) and (b) in progressive sequence.

    d. Algebra 1 credit will be awarded to middle school students upon successfully meeting course requirements and passing the state, end of course assessment.

* *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.

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.

GUESTS

Student guests are not allowed on campus during the school day. Guest speakers for classes must check in at Main Office and receive a visitor's badge before proceeding to the classroom.

HANDBOOK CHANGES

Changes in the Student Handbook may be made during the school year by the school authorities. Such changes will be made available to students in writing.

HARASSMENT/INTIMIDATION/BULLYING

The Concrete School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from harassment, intimidation or bullying. Any physical, verbal, or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion.

Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation. Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimated by the actions of others have the right to file harassment complaint as a third party victim.

HEALTH SCREENING

State law requires periodic screening of students for potential health problems. The school provides screening examinations related to vision and hearing.

HEALTH SERVICES

If a student becomes ill in school, he/she should report to the office personnel. No one should go into the health room without permission from their teacher and the office. Students can only spend that class period in the sick room. When the bell rings for the next period, students must report to the next period. If after one period in the sick room, a student is unable to return to class, the school staff will contact the student's parent(s). Once the school staff has contacted the parent, and appropriate arrangements are made for the student to return home, the student will be sent home.

CAMPUS DEFINITION

All areas inside the school buildings, covered area at middle school, grass area by the parking lot, grass area between technology building and high school, grass in front of high school building, or on west end of high school building. OFF LIMIT AREAS: Road, underneath the school, trails through the woods, trail leading down to road, parking lot, rocks along the road. The parking lot is off-limits during the school day to protect student vehicles from possible theft or vandalism. Students found in the parking lot will be considered truant (skipping). If you need to get something from your vehicle, get permission from staff or administrator before going out to the parking lot.

HONORS AND AWARDS

AWARDS ASSEMBLY

The administration and staff present many awards and certificates of recognition at the Annual Awards Assembly (usually near the last day of school). The school urges all students, parent, and alumni to attend and to give recognition to the students who did outstanding work throughout the year.

HONOR ROLL

For students who earn a GPA of 3.2 and above in any given semester.

PERFECT ATTENDANCE AWARD

The school will present a special award to those students who have missed no school days.

PRINCIPAL'S LIST

For students who earn a GPA of 3.7 and above in any given semester.

STUDENT OF THE QUARTER

Each quarter, the principal or his/her designee will honor a high school student for maintaining a 3.2 grade point average, being consistently prepared for classes, not having any detention or unexcused tardies or absences, and demonstrating good citizenship.

**Academic Awards are handled by the National Honor Society Advisor*

INSURANCE

Parents are primarily responsible for their children's health care. The district does not provide medical care or insurance for a student injury that may occur while attending school or participating in school-sponsored activities. The district can provide information on student school accident insurance. Parents may purchase this additional insurance as they choose. If students or their parents wish to purchase school insurance, forms are available in the main office.

INTERNET USE

Students who may have occasion to use the Internet must sign the District Internet Use Agreement. (See Appendix A) Violation of the District Internet Use Agreement will result in loss of internet privileges and possible disciplinary action. Violations include, but are not limited to, using a login and password other than your own and accessing inappropriate sites.

LATE ARRIVAL/EARLY DISMISSAL

Students with late arrival may come to campus no sooner than 10 minutes prior to their first class. Students with Early Dismissal must leave within 10 minutes of the end of their last class. Students may see their administrator if extenuating circumstances exist.

LICE POLICY

Because lice are rarely a medical problem nor does it pose a public health threat, the Concrete School District will implement the following procedure:

1. School employees shall report all suspected cases of head lice to the health assistants or school nurse.

2. If nits or live lice are found the parent/guardian shall be notified by the end of the day via phone, email, and/or a note sent home with the student. The child found to have lice does not have to be excluded from the classroom before the end of the day. When a child is found to have lice, the nurse or secretaries will notify other buildings so that siblings may be checked for lice. Students will be allowed two days of excused absences in order to remove the live lice and nits before they return to school. Staff is willing to work with individual families if needed. Parents need to bring their child to the office to be rechecked by our health aide before going back to the classroom.

3. Parents/guardian shall be provided information about head lice, methods to eliminate infestation and directions to examine household contacts for lice and nits.

4. The school nurse may examine other students most likely to have had direct head-to-head contact with the affected student.

5. Parents/guardians will be encouraged to verify treatment as soon as possible after notification.

6. Staff shall maintain the privacy of students identified as having head lice.

7. The bus garage will be notified when children are sent home for lice. The bus driver will not transport until the child is admitted back into class. Children must be brought back to school by the parent or guardian and must be rechecked before they are readmitted. School staff will work with the district and parents to recheck students on a regular basis.

LOCKERS:

Lockers are the property of the school district and are subject to search when reasonable cause exists. The student has the responsibility to see that his/her locker is kept locked and in good, usable condition. The school staff will assess damages to lockers with a minimum $5 fine imposed for excessively damaged lockers. No stickers, writing, etc. is allowed on the outside of the lockers with the exception of Cheerleading spirit tags. Anyone found abusing, or defacing lockers may lose the use of the locker.

OTHER THINGS TO CONSIDER IN THE USE OF STUDENT LOCKERS:

- Never leave valuables in the lockers.
- Never tell anyone the combination.
- No one will have a locker reassigned unless the current one is damaged and not in useable condition.
- Please direct your problems with a locker to the main office.
- Concrete Middle/High School will not reimburse students for items stolen from lockers.
- Leaving all valuables at home is the best safeguard against theft.

LOST AND FOUND

Materials found on the campus should be turned into the main office. Lost materials will be stored in the Main Office for a semester and then donated to charity, if not claimed.

MAIN OFFICE

The following services may be obtained at the Main Office:

Activities Questions	*Homework*	*Teacher Mailboxes*
Attendance Information	*Lost and Found*	*Telephone (to call home)*
First Aid	*Student Insurance*	*Visitor Sign-in*

ASB questions go through the main office. See Mrs. Corn
Appointments to see the principal are made through the main office. See Mrs. Claybo.
Appointments to see the guidance counselor are made with Mrs. Straathof directly.

MEDICATIONS

The school is unable to give any prescription medication without a written request from a doctor or dentist. This ruling applies to all over-the-counter medication including aspirin, vitamins, cough drops, throat lozenges. However, these do require a doctor's note and all over-the-counter medication needs to be given in the office. Inhalers are categorized as medication and will require written instruction. Students who bring medication to school should have their parent or guardian take it to the office and turn it over to the school secretary. The label on the medicine must contain the name of the student, the name of the doctor prescribing the medicine, and the quantity of the dosage required. If students must carry any form of a non-prescription medication with them they need to complete a form in the office.

MESSAGES

Our counselors and administrators are always willing to deliver messages to students regarding family emergencies (i.e. serious health issues). Please do not disturb the classroom environment with the delivery of notes, flowers, balloons or reminders to students.

NATIONAL HONOR SOCIETY

The National Honor Society is a school organization that focuses on academics and community service. The honor society advisor and review panel will invite students to join the NHS.

PESTICIDE NOTIFICATIONS, POSTING AND RECORD KEEPING

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage. See Board Policy 6895

REPORT CARDS

Report cards come out at the end of each semester. Progress reports come out at the mid-semester point.

Report cards and transcripts are held if students have outstanding fines such as overdue library books, textbooks, or athletic uniforms that have not been turned in, etc.

RUNNING START

Please check in with the high school counselor to take care of all required paper-work.

SEARCH & SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

PERSONAL SEARCHES

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student may be subject to search by school officials if reasonable suspicion exists to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Two (2) adults must be present for all personal searches.

A student's person and/or personal effects (e.g. purse, cell phone, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the individual student is in possession of illegal or unauthorized materials (e.g. cigarettes, drugs, stolen items) or has violated or is violating a law or school rules.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such as a situation where the student is believed to be concealing something that may be of immediate danger to the student or to other students, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon prior approval of the school principal or other personnel designated by the superintendent, unless health or safety of the student will be endangered by the delay.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for the health and safety reasons may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

School officials may also search lockers when they have reasonable purpose of returning school property or for cause to believe that items are concealed in the locker that violate the law or school rules. When school officials have reasonable cause to believe the locker contains prohibited items, they shall request the student to open the locker and reveal the contents. If the student refuses, the locker search may proceed anyway.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of exteriors of student automobiles on school property. The interiors of student's vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

SEIZURE OF ILLEGAL MATERIALS

If a school official's search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

MINOR IN POSSESSION LAW

The law provides that any juvenile, age 13 or over, but under age 18, who is convicted of "Minor in Possession" or "Minor in Consumption" violations of alcohol and/or illegal drugs, will not be able to obtain a driver's license or instruction permit from the Department of Licensing until the age of 17 or one year, whichever is longer. For a second conviction, the revocation period is until the age 18 or one year, whichever is longer.

The purpose of this legislation is to deter juveniles from the unlawful use of alcohol and drugs. It is felt that the loss of the driving privileges (a thing most teenagers prize very highly) may cause them to think twice before becoming involved with alcohol and drugs. Consequently, the revocation of the driving privilege is not a motor vehicle-related violation. Unlawful use of alcohol or drugs anywhere, anytime, (including here at school) could cause revocation.

SCHOOL BUSSES & PASSES

Students who ride the school bus to and from school are expected to follow all rules and directions of the bus driver. (See Bus Rules and Procedures in this handbook) Each student is responsible to catch the bus at the designated location and time. Students who ride the bus to school and then do not attend classes will be reported as truant and bus privileges will be questioned. Students who need to ride a different bus or get off at a different stop must bring a note signed by a parent to the Attendance Office by lunch of the date the bus pass is needed. Bus passes will not be issued at the end of the school day.

SENIOR PROJECT

Concrete's Senior Project is made up of five components: 1) *The Portfolio* 2) *The Career Pathway Report*, 3) *The 13th Year Plan*, 4) *The Job Shadow Experience*, 5) *Volunteering, and 6) The Presentation*.

The 5 Components of our Graduation Requirements are integrated into 2 parts: 1) The Portfolio and 2) The Presentation. The "portfolio" is a binder with prescribed contents (items #1-4 above) that must be complete and submitted on time. The "presentation" is an 8-10 minute oral presentation made before a panel of community members and school personnel. It will require practice and polish.

All students must not only complete all requirements, but they must receive passing marks on both the portfolio and the presentation.

SKILLS CENTER – NORTHWEST CAREER AND TECHNICAL ACADEMY

The Academy is located on the campus of Skagit Valley College and offers preparatory training in high-demand, high-wage, or regionally specific career areas taught by industry experts. Students are able to take advantage of state-of-the art facilities and authentic learning opportunities.

In most programs, students attend year-long programs either a morning or afternoon session equivalent to three consecutive high school periods daily. A variety of classes offer a blended delivery model similar to Running Start, where high school and college learners will be receiving instruction simultaneously. The Academy is tuition free for high school students; however, some programs may have industry related costs/lab fees.

Concrete School District provides transportation to and from only the afternoon session and generally leaves the campus at 10:35AM and returns to campus at about 3:00. Please note that this is after the afternoon busses home have already departed to take students home. Academy students must make their own arrangements to be taken home after they get to the campus.

Please visit the Academy website at www.nwtech.k12.wa.us for more details and see the high school counselor if you want to sign up for Academy classes.

SPECIAL EDUCATION SERVICES

Federal and State laws require that the Concrete Middle/High School find and provide a *free and appropriate public education* to all disabled school age individuals (ages 3 – 21) residing in the district. Students with certified disabilities may require specialized or modified materials, equipment, instructional programs, and related services. In all such instances, the district must provide the educationally related services to the individual in accordance with the Individuals with Disabilities Education Act (IDEA).

In conjunction with local health care providers, district personnel conduct an annual "Child Find Screening" every fall. While the district makes a concentrated screening effort every fall, "Child Find Screening" services are available throughout the school year. Anyone who knows of a child who may need screening is encouraged to contact the District's Special Education Coordinator.

SIGNS/FLYERS:

If students have a special notice to post, they must post it on tack-board, or brick areas around the building. The Principal or designee must approve all signs/flyers advertising school-sponsored events. The school staff will remove any unapproved sign/flyer, or any sign/flyer posted on painted walls. All items need to be approved by principal to be posted with a signature or initials.

TOBACCO USE

FIRST INFRACTION:

Suspension of school and all school related activities for three (3) days. All three (3) days may be held in abeyance if the student completes 2 days of after-school detention and the student meets with the Intervention Specialist.

- This first session will include a tobacco-use assessment, viewing the DVD '**Smoking: *Truth or Dare'***; and completion of the packet ***'One Day Tobacco Intervention'*.**
- Follow-up as indicated.

SECOND INFRACTION:

Suspension out of school and all school related activities for five (5) days. Four (4) days may be held in abeyance if the student completes one day of out-of-school suspension (OSS) and meets with the Intervention Specialist for three sessions. The sessions will include:

- Viewing the DVD ***'Flipped'***.
- Completing the smoking intervention/awareness program ***E.N.D*** (***Ending Nicotine Dependence***) and its companion workbook.
- The third meeting will be to develop a plan for future maintenance of tobacco cessation behavior.

THIRD INFRACTION:

Ten (10) days suspension from school and all school related activities, and a meeting with the student's parents to discuss the student's tobacco use and non-compliance with Concrete School District Tobacco Policy.

TECHNOLOGY USE

Concrete School District is pleased to offer students access to technology such as computer software, computer hardware, electronic communication, and Internet access. The smooth operation of these technologies relies upon the proper conduct of the users who must understand and follow strict rules. These rules are provided so that both students and parent have a clear understanding of the student responsibilities regarding technology use in the school setting. This agreement is legally binding and indicates that the signers have read and agree to abide by the terms and conditions herein. The building administrator will determine penalties for violations. **(See the Technology Use Agreement section of this handbook.)*

TEXTBOOKS

All basic texts are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. The student's name, grade, and school are in the book in case it is misplaced. A fine is charged for abuse, misuse, or lost books.

TRANSFERRING/WITHDRAWALS

If a student withdraws from school and does not enroll in another school, or if a student is withdrawn for lack of attendance, the student will receive an F grade (no credit) in each of their classes for the quarter and will not be able to re-enroll until the next semester.

Students withdrawing from school must have a parent/guardian come to the office and fill out a withdrawal form. Students must have this form signed by each of his/her teachers to show that all obligations on books, lab fees and equipment have been met. The completed withdrawal form must be returned to the office. The school may choose to hold records if this procedure has not been completed.

VALUABLES

Students are encouraged not to bring valuable items to school. We caution students not to bring large amounts of money or valuables, such as rings, bracelets, etc., to school. The school is not responsible for personal property. Students are expected to have a locker and utilize the locks issued to them to prevent theft.

VISITORS

Parents and guardians are always welcome to visit the school. All visitors must enter through the front doors and report to the office, sign in and receive a Visitor's Pass before going anywhere else on campus. Before leaving campus, sign out and return the Visitor's Pass. A 24-hour notice and teacher permission is required for classroom visitation. Visitors may make an appointment to conference with a teacher during their planning period or between 2:45 and 3:00 pm. Students from other schools may not visit the high school without permission of the principal. If permission is granted, the visitor must wear a "visitor" nametag. Teachers may exclude at their discretion any student visitor from their classroom.

VOLUNTEERS

Prior to volunteering, a person needs to fill out a volunteer packet and return it to the District Office for approval.

WEAPONS

Carrying, possession, displaying, brandishing, or use of a firearm on school premises, school-provided transportation, or areas of school facilities is strictly prohibited.

Also strictly prohibited is the possession or use of other weapons or explosive devices, described as articles commonly used to inflict bodily harm and/or to intimidate other persons (knuckles, switch blade/butterfly knives, chains, clubs, stars, pellet guns, pocket knives, nunchaku sticks, etc.), or articles which are designed for other purposes but which are used to inflict bodily harm and/or intimidate.

Students in violation of school weapons policies may be suspended or even expelled.

WITHDRAWAL

If a student withdraws from the Concrete Middle/High School, he/she must return and check back in all books and district property. Until all materials are returned, and financial obligations are paid, school officials will not issue report cards or any other records, including student records.

Students who have withdrawn from school are not permitted on campus during the school hours or to participate in student activities.

PROFESSIONALISM GRADE

WORK HABITS

On-Task or Off-Task – *Displays initiative, flexibility, and time management.*

Minimal Effort 0	Initial Effort 1	Progress 2	Proficient 3	Exemplary 4
Resistant to begin new tasks. Poor use of time. Rarely adjusts well to new situations. Hardly ever brings all necessary supplies to class.	Resistant to begin new tasks without significant teacher intervention. Needs frequent reminders to use available time. Rarely brings all necessary supplies to class. Has difficulty adjusting to new situations.	Inconsistently begins and remains on task without prompting until the class is over. Sometimes uses time effectively. Occasionally brings all necessary supplies to class. Adjusts to new situations in an inconsistent manner.	Usually begins and remains on task without prompting until the class is over. Generally uses time effectively. Usually brings all necessary supplies to class. Adjusts well to new situations.	Consistently begins and remains on task without prompting until the class is over. Maximizes time available. Consistently brings all necessary supplies to class and responds favorably to changing situations.

BEHAVIOR

Attentive or Disruptive – *Works effectively with teacher and classmates and contributes productively to the class.*

Minimal Effort 0	Initial Effort 1	Progress 2	Proficient 3	Exemplary 4
Consistently disruptive to group efforts. Consistently does not follow classroom rules or disregards teacher's requests.	Consistently demonstrates inappropriate group behaviors. Frequently does not follow classroom rules or ignores teacher's requests.	Utilizes a limited number of positive group behaviors. Contributes to group efforts in an inconsistent manner. Follows classroom rules or teacher's requests with occasional hesitation.	Consistently works well with others. Consistently contributes to the success of group efforts. Consistently follows classroom rules or teacher's requests with little or no hesitation.	Facilitates positive group dynamics. Demonstrates leadership that plays a significant role in the success of group efforts. Follows classroom rules or teacher's requests without hesitation.

QUALITY OF WORK

Best Effort or Minimal Effort – *Strives to master the material and does the best quality of work on every assignment.*

Minimal Effort 0	Initial Effort 1	Progress 2	Proficient 3	Exemplary 4
Minimal effort and consistently poor quality of work. Consistently refuses to work through difficult problems and makes no attempt to master the material.	Only puts forth minimal effort and rarely does quality work. Rarely demonstrates a willingness to work through difficult problems and rarely attempts to master the material.	Occasionally puts forth best effort but often settles for less than quality work. Inconsistent in striving to understand the material and often gives up when working on difficult problems or gives up when trying to master the material.	Usually puts forth best effort to produce quality work. Usually strives understand the material and works most of the time through difficult problems and usually tries to master the material.	Consistently puts forth best effort to produce quality work. Consistently strives to understand the material and works through difficult problems until the assignment is mastered.

DEMEANOR

Agreeable or Argumentative – *Is respectful when confronted about being off-task, disruptive, or not doing best work.*

Minimal Effort 0	Initial Effort 1	Progress 2	Proficient 3	Exemplary 4
Uncooperative and disrespectful in working with others. Consistently complains about teacher's requests.	Improvements needed in treating others with respect. Frequently complains about teacher's requests.	Generally respectful of classmates and teachers. Follows teacher's requests with occasional complaint.	Consistently is respectful. Follows teacher's requests with little or no complaint.	Facilitates a respectful environment and sets the example to others.

PRESENCE

Attendance & Punctuality – *Attends class on time and ready to work; stays in class the entire period; and makes up missed work.*

Minimal Effort 0	Initial Effort 1	Progress 2	Proficient 3	Exemplary 4
Excessive absences or tardies. Refuses to accept responsibility of making up work. Frequently leaves class without permission.	Absences or tardies limit opportunities to contribute in class and consistently impacts classroom performance. Makes up missed work only after frequent	Absences or tardies rarely impact opportunity to contribute in class and rarely impact classroom performance. Needs occasional reminders before	Absences or tardies rarely impacts opportunity to contribute in class and rarely impact classroom performance. Usually responsible in seeking out and	Absences or tardies do not limit opportunity to contribute in class and do not affect classroom performance. Consistently responsible in seeking out

	reminders. Occasionally leaves class without permission.	missed work is made up. Rarely leaves class without permission.	making up missed work. Does not leave class without permission.	and making up missed work. Never leaves class.

BEHAVIORAL NORMS

	Classroom	Hallway	Cafeteria	Office	Restroom	Grounds	Assemblies
Respectful	-Follow directions first time given. -Listen when others speak. -Raise your hand to speak. -Use an inside voice. -Use appropriate language. -No PDA.	-Move quietly. -Focus on destination. -Be polite. -Respect property in hallways and on the walls. -Use appropriate language. -No PDA.	-Be respectful to kitchen staff. -Use inside voices. -Follow directions the first time given. -Use good table manners. -Use appropriate language. -No PDA.	-Be respectful to office staff. -Wait at the counter until someone can help you. -Sit quietly if sent to the office. -Use appropriate language. -No PDA.	-Respect privacy of others, knock. -Leave the stall unlocked when you leave. -No PDA.	-Follow adult directions. -Keep the campus clean. -Display good sportsmanship. -Take turns and share. -Use appropriate language. -No PDA.	-Silence and put all electronics away. -Listen when others are speaking. -Participate appropriately. -Follow adult directions. -Use appropriate language. -No PDA.
Responsible	-Turn work in on time. -Use class time effectively. -Be prepared and on time. -Help others. -Do your best. -Be patient. -Be tolerant.	-Focus on destination. -Keep body and belongings to yourself. -Focus on work.	-Eat lunch in the cafeteria. -Clean your area. -All food stays in the cafeteria.	-Wait your turn to be helped. - Keep office clean. -Use office only for business.	-Take care of your business and leave. -Flush the toilet. -Wash your hands. -Put trash in the proper place.	-Keep ground clean. -Look out for others and include them in activities. -Use the crosswalks. -Bring in equipment you took out. -Throw trash away.	-Stay seated. -Follow rules. -Sit in assigned area or seat. -Keep the assembly area clean. -Throw trash away.
Safe	-Keep hands, feet, objects, & body parts to self. -Walk at all times. -Be in your seat. -Keep chairs on all four legs	-Walk quietly. -Keep hands, feet, objects, & body parts to self.	-Wait patiently and quietly in line. -Wait for directions to be dismissed (middle school only).	-Keep chairs on all four legs. -Keep your body still and hands, feet and objects to yourself.	-If there is a problem with the fixtures, let an adult know.	-Stay in designated areas. -Walk on sidewalks. -Use equipment appropriately. -Keep objects, hands & feet to yourself.	-Keep the stairway clear. -Use the stairs to access the main floor. -Keep your body still and hands, feet and objects to yourself.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT RECORDS

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education rights" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources, including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of education has provided the following notice of parents' rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, 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 that 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 disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605
202-260-3887 Voice
1-800-877-8339 TDD

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's names, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

EDUCATIONAL PROGRAMS

TITLE I, A

Title I, Part A is a federal program that serves the unique needs of children — kindergarten to grade 12 — who struggle to learn. Title I programs and services enrich time at school with customized instruction and curricula that helps these students meet academic standards and take an active, engaged interest in what they learn and can do. Please contact Leilani Thomas at 360-853-4151 if you have any questions.

LAP (LEARNING ASSISTANCE PROGRAM)

LAP programs serve eligible students who need academic support for reading, writing, math, or who need readiness skills to learn these core subjects. With special emphasis on reading literacy in the early grades, schools use their state LAP funds to deliver supplemental services that give these students the strong start they need for academic success. Please contact Leilani Thomas at 360-853-4151 if you have any questions.

MCKINNEY-VENTO (HOMELESSNESS)

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. Please contact Leilani Thomas at 360-853-4151 if you have any questions.

SECTION 504 COMPLIANCE

The Concrete School District makes every effort to comply with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities. A child is a qualified disabled person if he or she is between age of 3 to 21 and has a physical or mental impairment that substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and/or working. If you feel that your child is a qualified disabled person outlined above and needs special help in school, please contact Leilani Thomas at 360-853-4151.

HIGHLY CAPABLE

What is a Highly Capable Learner? A Highly Capable (HC) learner is defined as "a student who has been assessed to have superior intellectual ability as exhibited by cognitive ability, specific academic achievement, and exceptional creativity" (OSPI, 2009).

The Highly Capable Program Consists of What Grade Levels? The Highly Capable program offers enrollment to students K-12.

Identifying Highly Capable Learners Students can be referred to the Highly Capable program by education staff, teachers, and parents. A referral to the Highly Capable program does not guarantee enrollment.

Is Parent Approval Required? YES. Parents are required to give written permission before testing, identifying and placement.

What Type of Testing will be done? Students will be required to participate in several different types of tests. Testing will include but is not limited to the Woodcock Johnson IV, Kaufman Brief Intelligence Test 2 (KBIT2), and SIGS. Tests will be administered by the school psychologist. Additional data will be collected for review: grades, state assessments and district assessments.

What Does the Program Offer? Students identified as Highly Capable will be taught by Highly Capable teachers, who will individualize their instruction to accommodate the educational needs of the identified students. Students enrolled in the Highly Capable program may be provided opportunities for accelerated learning, grouping arrangements that provide intellectual and interest peer group interactions, K-12 cooperative

agreements between schools and institutions of higher education, and/or mentorships and career exploration opportunities. Please contact Leilani Thomas at 360-853-4151 if you have any questions.

QUALIFICATIONS OF STAFF

A parent's right to know information about a teacher's qualification as required by No Child Left Behind [Section 1111(6) (A) ESEA]:

At Concrete School District, we are 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 district, we must meet federal rules related to teacher qualification as defined in the No Child Left Behind. 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 med state qualification and certification requirements for the grade level and the subject s/he is teaching.
- Whether the teacher received an emergency or conational certificate through which the state qualification 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 you child receives this assistance, we can provide you with information about the paraprofessional's qualification.

Our staff is committed to helping your child develop the academic knowledge and critical thinking skills that s/he 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 question about your child's assignment to a teacher or paraprofessionals, please contact Leilani Thomas, Executive Director, at (360) 853-4151.

LEGAL NOTICES

NON-DISCRIMINATION DISCLAIMER

The Concrete School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts of America and all the other designated youth groups listed in the Title 36 of the United State Code as a patriotic society. The following employees have been designated to handle question and complaints of alleged discrimination: Barbara Hawkings is the Affirmative Action Officer and the Title IX Officer, (360)853-8141; Leilani Thomas is the 504 Coordinator, Title 1,A and Special Education Director, (360)853-4151; Sally Straathof is the Compliance Coordinator and the Homeless liaison, (360)853-4026. Concrete School District's address is 45389 Airport Way, Room 103, Concrete WA 98237.

HOW TO FILE A CITIZEN COMPLAINT FOR FEDERAL PROGRAMS

www.k12.wa.us/Title I/ CitizenComplaintFederalPrograms.aspx

CHILD FIND

Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify and refer as early as possible all young children with disabilities and/or children who meet the McKinney-Vento definition of homeless. We are also seeking nominations for our Gifted Program as well. If you know of a child who lives within the Concrete School District who is newly born to five years old and who might need special education services, or children who might be homeless, or a child you believe is gifted in learning, please contact Leilani Thomas, Executive Director at 360-853-4151.

PARENT INVOLVEMENT OPPORTUNITIES

Anyone who would like to volunteer in our schools (classroom, field trips, library, working committees, sporting events, etc.) may contact the elementary, the high school or the district office for a volunteer application and /or information. You may contact the district office at (360) 853-4000, the elementary (360)853-8145 or the high school at (360)853-4015. If you would like more information on the parent involvement policy #4130 you may access our website at www.concrete.k12.wa and then click on parents, Title 1, then click the parent involvement link. We appreciate you interest in volunteering.

DISTRICT WEBSITE

Please visit our district website, www.concrete.k12.wa.us, for more information about your child's school district. If you are not finding what you need, please call your child's principal. 7-12 Middle & High School, (360) 853-4015 or P-6 Elementary (360) 853-8145.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Concrete Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The Concrete Board of Directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

LEGAL REFERENCES:

RCW 28A.400	Crimes against children
RCW 28A.405.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.
RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
RCW 28A.410.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.
RCW 28A.410.095	Violation or noncompliance - Investigatory powers of superintenent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.
RCW 28A.410.100	Revocation of authority to teach - Hearings.
WAC 181-87	Professional Certification - Acts of Unprofessional Conduct
WAC 181-88	Sexual Misconduct, Verbal and Physical Abuse - Mandatory Disclosure - Prohibited Agreements

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.
The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:
A. Persons engaged in military, law enforcement, or school district security activities;

B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;

C. Persons competing in school authorized firearm or air gun competitions; and

D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:
A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and

B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.
Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.
Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.
School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Concrete School District Policy No. 4210
Community Relations

Cross References:	Board Policy 3240	Student Conduct
	Board Policy 3241	Corrective Actions or Punishment
Legal References:	RCW 9.41.280	Dangerous weapons on school grounds
	RCW 9A.16.020	Use of force — when lawful
	RCW 9.91.160	Personal Protection Spray devices
	RCW 28A.600.420	Firearms on school premises, transportation, or facilities — Penalty — Exemptions

Management Resources:

Policy News, August 2006 Weapons on School Premises
Policy News, August 1998 State Encourages Modification of Weapons Policy
Policy News, October 1997 Legislature also addresses "look-alike" firearms

SEXUAL HARASSMENT

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

DEFINITIONS

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

HOW DO I REPORT SEXUAL HARASSMENT?

You can report sexual harassment to any school staff member, school counselor, or to the district's Title IX Officer: Barbara Hawkings, 360-853-4000.

For a copy of our district’s Sexual Harassment policy (Policy No. 3205) and procedure, contact the district office at 360-853-4000.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

All students have the right to a safe environment and the right to an equal educational opportunity, regardless of national origin, race, and religion, economic status or sex, including being free from sexual harassment.

All students have the right of freedom of speech, freedom of the press, and the right to peaceably assemble.

All students have the right to be secure in person, paper and effects against reasonable searches and seizures.

All students have the right to due process.

Any student, who is aggrieved for any causes, has the right to request an informal conference with the appropriate administrator for the purpose of resolving the matter.

STUDENT RESPONSIBILITIES

All students who attend school in this district shall comply with the written policies, rules and regulations established; shall pursue the required course of studies; and shall submit to the authority of the teachers of the school, subject to such disciplinary and other action as school officials shall determine.

All students must conduct themselves in an appropriate manner so that learning can take place.

All students are expected to develop mature behavior, self-discipline, and personal responsibility.

IT IS THE RESPONSIBILITY OF THE STUDENT TO:

- Attend school daily, except when ill, and to be on time to all classes.
- Express his or her opinions and ideas in a respectful manner so as not to offend or to slander others.
- Dress in a manner so as not to be an undue distraction or to interfere with the activities of others.
- Act responsibly at all times, and to take into consideration the feelings of others. Do not interfere with the rights of others, and exercise self-discipline.
- Conduct him/herself in accordance with school rules, policies, and expectations that regulate student behavior, and act in a manner that will not detract from the education of anyone.
- Be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such a case.
- Take an active part in student government by running for office or conscientiously voting for the best candidates. Make problems known to the administration through the student government.
- Review questions with the teacher concerning assignments and grades before bringing grievances to the principal or his/her designee.
- Review and understand current policies, classroom rules.
- Request a review of grades, assignments, or tests with their teachers.

TITLE I—PARENTAL INVOLVEMENT

I. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

   A. Play an integral role in assisting their child's learning;

   B. Are encouraged to be actively involved in their child's education at school; and

   C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

II. The board of directors adopts as part of this policy the following guidance for parent involvement. The district shall:

   A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;

   B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.

   C. Build the schools' and parents' capacity for strong parental involvement;

   D. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, State-run pre-schools;

   E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I-related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and

   F. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

Legal References: PL 107-110, Section 1118(a)

Management Resources:	*Policy News*, October 2008	Family Involvement Policy
	Policy News, June 2005	Title I Parental Involvement Policy
	Policy News, August 2003	No Child Left Behind Update

TECHNOLOGY USE AGREEMENT

Concrete School District is pleased to offer student access to technology such as computer software, computer hardware, electronic communication, and Internet access. The smooth operation of these technologies relies upon the proper conduct of the users who must understand and follow strict rules. These rules are provided so that both students and parents have a clear understanding of the student responsibilities regarding technology use in the school setting. This agreement is legally binding and indicates that the signers have read and agree to abide by the terms and conditions herein. Penalties for violations will be determined by the building administrator.

TERMS AND CONDITIONS

SAFETY

Access to District information resources is designed in ways that point students to resources, which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources particularly suited to the learning objectives. Students may pursue independent electronic research only if they have been granted parent permission as indicated by parent authorization below. The use of e-mail or other electronic communication, which contains student identifying information, is restricted to the promotion of resource sharing, innovation and communication between educational institutions. All information, data and communication on District equipment is public and, as such, will be monitored and may be removed at the discretion of the District.

DISTRICT POLICY AND LEGAL ISSUES

The use of District-owned and operated technology must be in support of education and research consistent with the educational objectives and mission of Concrete School District. Use of District's network or computer resources must comply with the rules established within each site and/or classroom. Transmission or use of any material in violation of U.S. or State regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. All software installed on District equipment must be licensed by the District. The use of illegal or unlicensed software on District equipment is not allowed and will result in removal of the software and may result in prosecution.

THE FOLLOWING ARE NOT PERMITTED:

Sending or displaying offensive messages or pictures, using obscene language, cyber bullying, damaging computers, computer systems or computer networks, violating copyright laws, using another's password, trespassing in another's folders work or files, employing the network for commercial purposes, changing computer settings to personalize the computer, downloading anything off the Internet without the consent of the technology supervisor, moving computers or computer systems components, troubleshooting software or hardware problems, chatting, checking personal email, loading software without tech approval, instant messaging.

Violations may result in a loss of access as well as other disciplinary or legal actions.

SECURITY

All District technology resources are public resources used for a broad variety of educational, record keeping and business operations. Security and dependability of these resources is critical. Attempting to violate security, harming or destroying equipment, modifying or misusing other people's information, or attempting to gain unauthorized access to someone else's account will not be allowed. Individual site policies will determine consequences to violations and students will be held accountable for any loss or damage. Specific policies and procedures will be presented to students within each site. Site policies and procedures will be updated regularly to include changes in technology, current issues of concern and other changes as needed.

DUE PROCESS

Questions or concerns regarding the use of technology should be directed to your principal. If concerns are not addressed satisfactorily, a written request for review may be submitted to the Office of the Superintendent. A meeting will be scheduled with the Superintendent or designee as soon as possible.

STUDENT AGREEMENT:

I understand and will abide by Concrete School District's Technology Use Agreement. I further understand that any violation of the regulations above is unethical and may result in school disciplinary action as specified in school disciplinary code, and/or appropriate legal action.

PARENT OR GUARDIAN AGREEMENT:

As the parent or guardian of this student, I have read and agree to this Technology Use Agreement. I understand that this access is designed for educational purposes. I understand the District is taking precautions to reduce access to controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial materials and the District will not be held responsible for materials acquired over the network. I hereby give permission for my child to be issued an account and to use district computers for Internet research.