

CRESCENT SCHOOL DISTRICT BOARD OF DIRECTORS

MISSION STATEMENT

In partnership with the community, we will create the stage for all students to acquire the skills, knowledge, attitudes and vision necessary to become *life-long learners* and contributing citizens prepared to meet the challenges of a diverse and changing society through our commitment to innovative and quality education.

PLEDGE

The Crescent School District Board of Directors pledges:

- to provide all Crescent students the opportunity to acquire the academic skills required for admission to, and success in any post-high school educational institution of their choice.
- to provide students the opportunity to acquire academic and vocational skills necessary to pursue the careers of their choice.
- to provide Crescent students the opportunity to successfully function in an ever-changing world by preparing them to be 'life-long learners'.
- that educational program offerings at Crescent will prepare students to be contributing citizens who value and pursue quality character traits such as honesty, kindness, tolerance of others, hard work, fairness, respect for law, courage, pride in community, self discipline, etc.
- to provide, through a spirit of community cooperation, educational opportunities for Crescent students that develop graduates who reflect the expectations and aspirations of all community partners.

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VOICE MAIL INFORMATION FOR MIDDLE SCHOOL STAFF, OFFICE STAFF AND SCHOOL BOARD

Crescent School has an automated telephone system. After dialing the school telephone number, 928-3311, you may dial the appropriate extension or press "0" for assistance.

INSTRUCTOR	VOICE MAIL EXT.	E-MAIL ADDRESS
Lynne Evinger - music	1064	lynnee@crescent.wednet.edu
Ricardo Garcia – 7/8 LA/history	1042	rgarcia@crescent.wednet.edu
Sue Neese – 6 th grade teacher/Tech	1044	sneese@crescent.wednet.edu
Mike Schermer – 7/8 math/science	1043	mikes@crescent.wednet.edu
Mark Van Rossen – 6-8 PE teacher	1061	mvanrossen@crescent.wednet.edu

SUPPORT PERSONNEL		EXTENSION	E-MAIL ADDRESS
Secretary	Linda Sage	1000	lsage@crescent.wednet.edu
Administrative Assistant	Kathy Silva	1001	kathys@crescent.wednet.edu
Superintendent/Principal	Dr. Clayton Mork	1004	claym@crescent.wednet.edu
Guidance Counselor	Not available yet	1007	@crescent.wednet.edu
Associate Principal	David Bingham	1003	daveb@crescent.wednet.edu
Business Manager	Marla Bell	1006	marlab@crescent.wednet.edu
Librarian	Tracy Fitzwater	1040	tracyf@crescent.wednet.edu
Special Education Teacher	Becky Brand	1020	beckyb@crescent.wednet.edu
Special Education Teacher	Julie Fischer	1023	julief@crescent.wednet.edu

SCHOOL BOARD		PHONE	E-MAIL ADDRESS
Board Chair	Susan Hopper	928-3878	susanhopper313@aol.com
Board Vice-Chair	Trisha Haggerty	928-0124	trishahaggerty@gmail.com
Board Member	Sandra Criss	928-2053	jscriss1@yahoo.com
Board Member	Holly Rose	460-5650	partyoffive@wildblue.net
Board Member	Dara Peppard	928-9950	tristarelec@msn.com

HANDBOOK IMPLEMENTATION

The rules, procedures and information in this handbook are general guidelines to establish a quality standard of performance with the least amount of restrictions.

It is the duty of each staff member at Crescent School to maintain a safe and orderly educational environment for students. While it is expected that they will implement the handbook rules and procedures, the handbook, in no way, is intended to be all inclusive and Crescent staff may, from time-to-time, implement more restrictive rules and procedures in order to fulfill their duties and responsibilities.

MIDDLE SCHOOL SCHEDULES MONDAY, TUESDAY, THURSDAY, FRIDAY

The school day regularly starts at 8:00 a.m. and ends at 2:26 p.m.

	8:00-8:56	9:00-9:56	10:00-10:56	11:30-12:26 Lunch 11:00-11:26	12:30-1:26	1:30-2:26
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INSTRUCTOR	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	PERIOD 6
EVINGER					MS Music Rotation	
FITZWATER	6 Math					
GARCIA	8 US History	7 WSH	7 Language Arts	8 Language Arts	PREP	Principles Engineering & Design
NEESE	PREP	6 Reading	6 Science	6 Language Arts	MS Tech Rotation	6 Social Studies
SCHERMER	7 Science	8 Science	8 Math	7 Science	PREP	Exploration Art/Math/Science
VAN ROSSEN			PREP		MS PE Rotation	

MIDDLE SCHOOL SCHEDULE WEDNESDAYS

The school day starts at 8:00 a.m. and ends at 12:36 p.m.

8:00-8:36	8:40-9:16	9:20-9:56	10:00-10:36	10:40-11:16	11:20-11:56	12:00-12:36
PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	Lunch	PERIOD 6	PERIOD 5

- **ABSENCES**

EXCUSED -- See Crescent School District Policy 3122 under "Attendance" for absences that are considered excused.

Absences shall be prearranged when possible at least 1 day in advance. This is done by the parent submitting notification of the absence in writing to the office and the student completing a "Prearranged Absence" sheet.

Crescent School District requires a student returning to school after all absences or tardies to bring a note from his/her parent or guardian to the office and obtain an admit slip.

UNEXCUSED - any absence that does not fit the "excused" criteria is considered unexcused and will result in a 1 hour detention per missed class period up to 6 hours per missed school day. Students who are more than 10 minutes late to class will be considered absent and receive detention as per the discipline handbook.

- **ACADEMIC EXPECTATIONS**

Crescent staff and parents expect that students will actively pursue academic success. When a student fails a class at Crescent, it indicates the student's graduation may be in jeopardy. A failing student and his/her parents need to be informed of his/her status as soon as it is determined. Whenever a student is failing a class, a referral will be mailed home. If the student's status does not improve, the teacher will contact the parents directly.

- **APPAREL**

In an effort to create a less disruptive learning environment on campus and in classrooms, the district has implemented guidelines regarding apparel. The district has deemed the following items inappropriate for school:

- apparel that is profane in nature or that advertises or promotes products that are illegal for use by minors, including profanity, lewdness or references to alcohol, tobacco or inappropriate activities;
- clothing that reveals or exposes cleavage, torso, posterior, or undergarments;
- halter tops;
- pants, shorts, or sweats that are sagged below the hipline;
- dresses, skirts, shorts that do not cover undergarments at all times.

- **APPEALS**

Should a student or parent/guardian feel that the student has been unjustly treated by the implementation of the rules/guidelines found in the handbook, he/she has a right to make an appeal to the principal who will (1) provide adequate opportunity for the student and/or parent to express his/her concerns and (2) make appropriate efforts to resolve the concern.

- **ARRIVAL TIME**

Walking students and students who are being transported by parents **SHOULD NOT** arrive before 7:45 a.m. Student supervision is not available until that time requiring working parents to make other before-school child care arrangements. The cafetorium is open for breakfast at 7:45 a.m.

Students who have obtained permission from the office may arrive prior to the 7:45 a.m. time. Students failing to follow these procedures will receive discipline.

- **ASSOCIATED STUDENT BODY**

The Associated Student Body is the official student organization at Crescent School. All students grades 6-12 who are registered at Crescent are members of the ASB. Membership in the ASB provides students with the opportunity to purchase an ASB card and present issues before the student council. Students wishing to participate in ASB activities should contact the ASB advisor for information.

- **ASSOCIATED STUDENT BODY CARDS**

All students are encouraged to purchase a student body card. All students participating in co-curricular activities must be ASB card holders. Not only does the sale of these cards aid in financing school activities, they also provide free or reduced admission to athletic events. The ASB card also serves as official identification of membership. (ASB CARDS COST \$25.00 PER STUDENT.)

- **ASSOCIATED STUDENT BODY CONCESSIONS – ATHLETE REQUIREMENT**

Students participating in athletics may be required to donate work time in the concession stand during athletic events. Failure of a student athlete to fulfill the assigned work time will cause that athlete to be ineligible for the next athletic event in which they are scheduled to participate.

- **ATTENDANCE**

The compulsory school attendance law of Washington (RCW 28A.225) states that students "...shall have the responsibility to and therefore shall attend for the full time when school may be in session..."

School districts are required by law to:

- A. Inform students and parents about the compulsory attendance law each year;
- B. Inform a student's parent/guardian in writing or by phone if the student has one unexcused absence within any month during the school year.
- C. Schedule a conference with the parent/guardian and student after each instance of two unexcused absences within any month during the current school year.

School districts are permitted by law to take one of the following actions after ten or more unexcused absences during the school year or after 5 unexcused absences within one month:

- A. Attendance office may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent;
- B. A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent or the school attendance officer at the parent's request.

State law authorizes the court to "order the child be punished" by detention in a county juvenile facility or alternatives to detention such as community service hours or participation in dropout prevention programs or referral to a community truancy board if available.

STUDENTSExcused and Unexcused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. If the combination of excused and unexcused absences equals seven or more days in any course in a semester, credit toward graduation will be subject to a successful appeal to the staff eligibility committee.
- F. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences. The notification shall include the potential consequences of additional unexcused absences. A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- G. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

- **BACKPACKS**

Students in grades 7 and 8 are to keep their backpacks in their lockers. **Backpacks are not allowed in the classroom.**

- **BICYCLES, HEELIE SKATES, ROLLER BLADES, ROLLER SKATES, SKATE BOARDS AND SCOOTERS**

Children riding bicycles to school should:

1. Walk their bicycle while on school property.
2. Park their bicycle immediately upon arrival. Bicycles are to stay there until school is dismissed.

Bicycle, roller blade, roller skate, skateboard and scooter use on campus is restricted to weekends and other non-school days with parent supervision only. These items are not allowed on the school track during any time. Heelie skates are not allowed at any time on school campus, inside or outside school buildings, including classrooms, hallways, cafetorium, gym, walkways or playground.

- **BREAKFAST/LUNCH PROGRAM**

Parents can pay ahead for as many meals as they choose at any time during the year. Parents can pay for meals online through Family Access or students can bring payments for meal accounts to the office in the morning before school starts. A note with student name, grade, and amount for each student covered by the payment is very helpful. Weekly/monthly buying eliminates the chance of students losing their change. Each student is assigned their own meal account. Money deposited to a student's account may be used only by that student, not by friends or other family members.

All students are assigned a 4 digit lunch code which they will enter on a key pad as they go through the lunch line.

Free and reduced lunch paperwork can be completed by parents at any time during the school year and for as many times as the parents' circumstances change throughout the year. The approval timeline is very brief. The paperwork can be picked up in the office or be found online at our website, crescentschooldistrict.org under the parent tab.

Breakfast / Lunch Charges

Parents are encouraged to pay into their student lunch accounts in advance of their children eating. The lunchroom will no longer be able to provide your child with their lunch account balance. When the balance reaches zero, an automated phone call will be made to your primary phone number. Student lunch charges will not be allowed to exceed a \$10.00 negative balance.

Daily breakfast price K-12	\$1.50
Reduced breakfast K-12	\$0.00 (no charge)
Daily lunch price 6-12	\$2.70 - (milk included)
Reduced lunch K-3	\$0.00 (no charge)
Reduced lunch 4-12	\$.40
Milk daily	\$.35

*Child Nutrition Programs are available to all without regard to race, color, national origin, sex, age, or disability. (Reference OSPI Bulletin 89-99, October 11, 1999.)

Crescent school is an equal opportunity provider

Fat free chocolate milk and 1% white milk are offered at all lunch meals

- **BUS**

If parents have any questions/concerns regarding bus schedules, stops, route, etc., they should call the office.

Bus drivers will deliver students to their regular bus stop unless provided with written instructions from the parent/guardian.

- **BUS SAFETY--VIDEO CAMERAS INSTALLED ON BUSES**

The cameras on the buses assure better student management. Video recordings provide the most objective evidence to evaluate discipline problems. The camera enables the driver to maximize focus on safely transporting students.

- **BUS STOP**

School bus stops are considered extensions of school campus for transportation purposes. Student misbehavior at school bus stops, when reported to the office, will be handled as any other such school misconduct.

- **CLASS AND ORGANIZATION MEETINGS**

Class and organization meetings will be scheduled by advisors when the need arises. In order to prevent conflicts, events should be scheduled with the Principal's office two weeks in advance of the activity.

Meetings will be announced at least one day in advance of the meeting. All school sponsored functions are to be held on the school premises or other approved locations under the direct supervision of faculty advisors/adult school supervisors.

- **CLASSROOM EXPECTATIONS**

Students are to come to class prepared with blue or black ink pens, sharpened pencils, ruled paper, class notebook, class textbook and completed homework (when assigned). **Parents who require financial assistance with student provisions should contact the school office for further information on programs available to aid with required materials.**

- Pencils are required for math.
- Pens are required for language arts, social studies and science.
- All textbooks are to be covered for the entire year.

- **CLASSROOM RULES**

- Act responsibly.
- Act safely.
- Allow learning to take place.
- Treat everyone and everything with respect.
- Students who chronically come to class unprepared may be referred for discipline.

- **CLOSED CAMPUS**

STUDENTS ARE TO STAY ON THE SCHOOL CAMPUS AT ALL TIMES DURING THE SCHOOL DAY. (See school map for campus boundaries.) Those who have special circumstances arise during the school day may see the principal to obtain a "Release From Campus". Although the parking lot is on school property, it **IS NOT** considered part of the school campus. Upon arrival in the school parking lot, students must proceed directly to the school campus. For more information about "Release From Campus" requirements, contact the school secretary.

- **COUNSELING**

Counseling service is available to all students. Counseling services may include:

- Academic counseling
- Vocational counseling
- Scheduling
- Scholarship information and assistance
- Social counseling
- Behavioral counseling
- Drug and alcohol counseling

- **DANCES**

Classes or organizations may sponsor dances, as approved by the principal. Advisors should schedule dances at least **TWO WEEKS IN ADVANCE**. A Dance Packet can be obtained from the secretary and must be completed and submitted to the principal **AT LEAST 2 WEEKS PRIOR** to the desired date. Money to pay any DJ **MUST** be in the class or organization's treasury **BEFORE** the dance is scheduled. Non-Crescent middle school students, including any home schooled students, wishing to attend a dance as a guest of a Crescent Middle School student must complete and submit a middle school dance request form to the office at least 3 days prior to the date of the dance and be approved by the principal. Middle school dances will not be held off campus, nor go beyond 10:00 p.m.

During Homecoming week, an 8th grade student playing on a high school sport team may attend the Homecoming dance and may bring a Crescent School 8th grade student as their date to the dance.

Dances are closed activities. Once a student or guest leaves the dance area they will not be allowed to re-enter.

- **DETENTION / SUSPENSION**

Detention will be served during student lunch breaks in 20 minute increments for as many days as required to complete their assigned time. Students who have earned a short-term suspension of up to 2 days may be assigned a Wednesday extended detention in lieu of or in addition to a suspension. Wednesday extended detention will be four hours long with high school starting at 11:50 a.m. and middle school starting at 12:30 p.m. Students who are assigned a short term suspension of 3 days or more will be suspended out-of-school. Parents of students getting detention or suspension will continue to be notified of their student's consequences by having a discipline notice sent home both with their student and via U. S. Postal Service. Parents of students who receive an out-of-school suspension will be notified by phone.

RULES FOR DETENTION

- ✓ Students will report immediately to the detention room. Failure to do so will result in additional disciplinary actions.
- ✓ Students assigned Wednesday extended detention will not be allowed to practice, rehearse, or participate in activities on the day of their detention.
- ✓ Students may not choose out-of-school suspension (OSS) in place of ISS or Wednesday extended detention.
- ✓ Students are required to bring all books and supplies to Wednesday extended detention. Failure to do so will result in 30 minutes added to their time.
- ✓ Students will be given credit for all assignments completed in Wednesday extended detention.
- ✓ Lunch is served at 11:00 a.m. for middle school and noon for high school students in detention. Students may either bring a sack lunch from home or have a hot lunch from the cafeteria to be charged to their lunch account.
- ✓ Gum is not allowed at any time in detention. Food and beverages are not allowed during Wednesday extended detention.

- ✓ Writing on or defacing school property in the detention room will not be allowed. Disciplinary action will be imposed per the student discipline handbook.
- ✓ Outbursts, talking, whispering, sleeping, laying head down, leaning on walls and passing notes will not be allowed. Students may not possess or use any electronic devices while in detention.
- ✓ If a student needs assistance, he/she shall raise their hand and wait to be recognized.
- ✓ Any kind of verbal abuse or disrespect aimed at other students or the detention personnel will not be tolerated and will result in additional disciplinary action as outlined in the disciplinary handbook.
- ✓ Any violation of the above rules will result in disciplinary action and may result in out-of-school suspension.

- **DISCIPLINE**

Information on student discipline is found in the student disciplinary handbook. Students and their parents are responsible for reviewing the information. All consequences take priority over student activities, including practices, and must be served prior to participating.

- **DRIVING ON CAMPUS**

Middle school students are forbidden to drive motorized vehicles on school property.

- **EARLY DEPARTURE**

Early departure will be granted for the same reasons allowed for excused absences. Whenever possible, appointments should be scheduled so that they do not conflict with school hours. Students failing to check out at the office prior to leaving campus will be subject to 60 minutes detention.

Students must bring a note from the parent or guardian stating the time and reason for departure. Parents should give advanced notice to the office prior to picking up students early from school, to allow time for teacher to be notified to send student to the office. Parents must sign out students in the office prior to early departure.

- **ELECTRONIC DEVICES/CELL PHONES**

- **Cell phones must be turned off and put away during class.**
- Electronic devices including, but not limited to, student MP3, cd's and cd players, ipods, video games, hand held computer devices, lap tops, etc. are not allowed in the classroom without prior permission from the classroom teacher.
- Inappropriate use of these items during class time will result in disciplinary consequences as well as the confiscation of the item(s). Confiscated items will be available for pickup in the office at the end of the school day. After the first offense a parent will be required to pick up the item in the office.

- **ELIGIBILITY: CO-CURRICULAR (SEE APPENDIX C, STUDENT DISCIPLINARY HANDBOOK)**

- **EMERGENCY SCHOOL CLOSURE PROCEDURES**

In the event of an emergency school closure, the superintendent will notify the following systems with closure information:

Automated phone system	Calls made to your primary phone number
Radio stations	KONP 1450 AM
Television stations	KING TV 5, KIRO TV 7, KOMO TV 4
School Emergency Voice Mail	Call 928-3311, option 4

PLEASE DO NOT CALL the radio stations as they are extremely busy trying to make contact with all the schools and businesses gathering closure information. Students and parents should use the information sources above prior to 7:00 a.m. to receive the latest information. If the TV stations do not report a change in the school schedule, we will conduct school as usual.

- **FEES**

- **ASSOCIATED STUDENT BODY CARD FEE**

GRADES 6-12:..... \$25.00

- **ATHLETICS/ACTIVITIES/CLUBS**

INTERSCHOLASTIC PARTICIPATION FEE GRADES 6-8.....\$20.00

(\$20.00 for each, with a maximum of \$60.00 per year for middle school students)

HIGH SCHOOL FOOTBALL PARTICIPATION FEE GRADE 8.....\$30.00

- **INDIVIDUAL SPORT FEE**

Basketball, track, volleyball - grades 6-8.....\$ 3.00

Football – grades 8-12.....\$10.00

Medical insurance is required of all students participating in athletics. School insurance is available for students who are not already covered by adequate private medical insurance. Check your personal policy to insure that it covers interscholastic activities. Appropriate forms may be obtained from the office.

Physical examinations are required for all students participating in inter-scholastic sports. One examination will cover all sports for two years from date of exam.

- **TEXTBOOKS**

The school furnishes books to all students with the expectation that this major investment will be properly safeguarded. Reasonable wear is expected. Excessive wear to textbooks will result in fines. Lost textbooks must be paid for immediately. Textbooks should be protected with a cover.

Specific classes require students to pay cost of materials for the finished product. Such fees will be determined by the teacher.

ALL FEES LISTED ABOVE ARE SUBJECT TO CHANGES DUE TO RISING COSTS

ALL NSF CHECKS RETURNED TO THE CRESCENT SCHOOL DISTRICT WILL BE SUBJECT TO A MINIMUM \$20.00 PROCESSING FEE BY THE DISTRICT

- **FIRST AID / ILLNESS**

We are able to offer only minimal first aid treatment (Band-Aids, ice packs, etc.) We attempt to contact the parent only if we consider an illness or an injury to be serious or contagious. If parents are going to be out of town, we would appreciate a note or phone call telling us who we can contact in case of an emergency.

● **HOMEWORK POLICY**

Crescent School District Policy 2422

INSTRUCTION

Homework

The Crescent School District

- believes that purposeful student homework, geared to students' needs and abilities, planned and organized to extend learning beyond the classroom into the home, can be a constructive tool in the instructional process;
- believes parents can best become familiar with homework expectations when they communicate early in the year directly with the teacher(s) of classrooms in which their children are enrolled and teachers provide written explanation of the homework requirements and procedures for their classroom;
- believes good work habits lead to greater academic achievement;
- values the support parents provide at home to foster appropriate attention on completing and returning homework as assigned by their teacher;
- believes that the strongest academic team includes focused students, concerned, prepared staff and supportive parents.

Homework may be assigned for one or more of the following purposes:

- A. Practice -- to help students to master specific skills which have been presented in class;
- B. Preparation -- to help students gain the maximum benefits from future lessons;
- C. Extension -- to provide students with opportunities to transfer specific skills or concepts to new situations; and
- D. Creativity -- to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

The school principal shall establish guidelines which clarify the nature and use of homework assignments to improve school achievement.

Adoption Date: 4/23/98

Students who come to class without homework will receive a zero for that assignment without the possibility of making it up UNLESS he/she brings a note from home or there has been a family emergency. Then the assignment is due the following day and will receive partial credit without the possibility of an A.

- **HONOR ROLL**

To qualify for Superior Honor roll, you must have a 3.7 or higher GPA; to qualify for Honor Roll, you must have a 3.0 or higher GPA; to qualify for Honorable Mention, you must have a 2.5 average or higher. The letter grades are equal to the following numerical values:

Letter Grade	Grade Points	Percentage
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	60-66

Any “incomplete” reported on the report cards must be completed within two weeks after the date of the grade report. Otherwise all incomplete work will be recorded as “0” and final grade will be based on the average of all work required.

- **INSURANCE**

Student insurance is available upon request for kindergarten through high school. Full information is available in the office.

	HIGH-OPTION	MID-OPTION	LOW-OPTION
24-Hour Plan	\$273.00	\$171.00	\$ 117.00
School-Time Only Plan	\$ 68.00	\$ 50.00	\$ 32.00

FOOTBALL PLAN (required additional coverage grades 8-12)

\$280.00	\$ 174.00	\$ 134.00
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- **INTERNET ACCESS**

Crescent School Board Policy 2022 provides for access to the Internet by students providing the student and parent/guardian agree to abide by the District’s Policy and Procedures for Electronic Information Systems. A Computer Network Individual User Access Consent Form is to be filled out and signed by the student and parent/guardian before access will be granted. The consent form, as well as Policy and Procedure 2022, is available in the school office.

Electronic Information System (Networks)

The Board of Directors recognized that the district is implementing an electronic communications system (network) that will allow unprecedented opportunities for students, staff and patrons to communicate, learn, access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

- **LITTERING**

Students will do their part in keeping the campus looking clean and neat. Students have a personal responsibility to pick up litter they see as well as place their litter in the proper receptacle. Students may receive consequences for littering.

- **LOCKERS**

Lockers are provided by the school for grades 7-8. Use of locks not provided by the school is prohibited and locks will be removed. Students will be charged \$8.00 for lost locks.

Locks are recommended for your PE/sport lockers, your items are not secure without a lock. Please check out a lock in the office. The District will not be responsible for the loss or damage to items stored in lockers.

- **LOCKER SEARCHES - BOARD POLICY 3232**

All school lockers are, and remain, the property of the District. Students may have no expectation of privacy with regard to the contents of assigned lockers. The School District retains the right to inspect the student lockers for any reason at any time without notice, without student consent, and without a search warrant.

- **LUNCH SUPERVISION**

Middle school students are required to be in the cafeteria or with the lunch break supervisor during their lunch break unless they have prior permission from a staff member to be in another designated area.

- **LUNCH TIME GYM/PLAYGROUND USE AND SAFETY**

No snacks or food or drinks of any type will be allowed in the gym during school hours.

All food and beverage items must be consumed in the cafeteria prior to leaving.

Students are not allowed to climb on the bleachers.

Balls are not to be thrown from half court, students may throw from the 3 point line.

Balls are not to be thrown up toward the ceiling lights.

No dodge ball unless supervised.

Balls may be bounced against the wall below the line separating the concrete area from the area above – no bouncing balls above the concrete.

Students are not allowed in the locker room without permission from the supervisor.

Girls are not allowed in the boys locker room or boys in the girls locker room at any time.

Middle school lunch supervision will be held in the gym when weather does not permit being outside.

Students are not allowed on the track.

Students are not allowed in the locker area.

- **MEDICATION AT SCHOOL**

If a student must receive prescribed oral medication during the school day, the school district is required to have on file written authorization from both the child's parent and health professional. Requests for administration of oral medication are valid only for the medication and dates listed on the form and in no case shall the request exceed one school year. **We define medication as ALL drugs, whether prescription or over-the-counter.** Students may bring cough drops to class for their own use. All medication must be provided in the original container. Prescription medication labels must include the student's name, physician's name, the drug name and dosage. The school district may discontinue the administration of the medication with advance written or oral notification.

Parent and Health Professional authorization forms are available in the school office and must be returned to the school office prior to school staff administering any medication to your child. Parents must bring all medication to the school office to be logged in. **Medication is not be sent with your child.**

- **OPEN HOUSE**

Crescent School District will host a K-12th grade Open House, Tuesday, September 17th, K-8th grade will begin at 6:30 p.m., 9th-12th grade will begin at 7:15 p.m., in the school cafeteria. We encourage all parents to come and visit their child's classroom.

- **SCHOOL PICTURES**

School pictures will be taken on Monday, September 16th, 2013. Information is included in the first day packet sent home with your student. Retakes are scheduled for October 22nd, 2013.

- **SCHOOL SEARCH AND SEIZURE**

To maintain order and discipline in the school and protect the safety and welfare of the students and school personnel, school authorities may search a student, student locker, student automobile, and may seize any illegal, unauthorized or contraband materials discovered in the search. Failure to permit searches and seizures as provided in this policy will be grounds for short or long term suspension and law enforcement agencies may be contacted when appropriate.

- **SEPARATION OF MIDDLE AND HIGH SCHOOL STUDENTS**

Middle school students are required to stay in the middle school areas unless enroute to a class in the high school area.

- **STUDENTS ARRIVING/LEAVING BY AUTOMOBILE**

Parents dropping off their children should do so **ONLY** in the front parking lot at the covered breezeway. Parents picking up their children during school hours **MUST** sign out their student in the office, prior to picking them up. For safety purposes, students **MUST NOT** be dropped off or picked up in the bus loading area.

- **STUDENTS ARRIVING LATE**

Students arriving after 8:00 a.m. **MUST** check in at the office prior to going to class. Please send student with a note as to the reason they are tardy. If they do not bring a note or a phone call is not received by a parent, the student will receive a unexcused tardy.

- **STUDENT SUPERVISION**

Students are required to leave the school grounds at dismissal time unless they participate in an “after school” activity. Community sponsored activities on campus are not considered school sponsored activities. Supervision of students in those activities is the responsibility of the community sponsor, and student participants in community activities may not remain on campus after school or arrive on campus until the activity begins. Younger students may not stay at school with their older brother/sister who is in an after school activity. Students in after school activities DO NOT have the opportunity to safely and satisfactorily supervise these younger students. In these cases parents need to provide other arrangements for child care.

- **TELEPHONE**

Classroom phones are not for student personal use except to call parents at the direction and under the supervision of school staff.

Students will be called to the office to answer parent phone calls only in an emergency. Students may use the office telephone for illness or emergency purposes.

- **TEXTBOOKS**

The school furnishes books to all students with the expectation that this major investment will be properly safeguarded. Reasonable wear is expected. Excessive wear to textbooks will result in fines. Lost textbooks must be paid for immediately. Textbooks should be protected with a cover.

- **UNSAFE PRACTICES**

Students engaged in unsafe practices will be subject to discipline. If parents or students are aware of an unsafe practice please notify the school person in charge.

- **VISITORS**

Students who wish to bring a student visitor to school must make arrangements with the principal and teachers by completing a visitor approval form at least 24 hours prior to the day of the visitation.

Visits by students from other peninsula schools when they are on vacation WILL NOT be approved due to the excessive number of students that may request visits.

No visitations will be allowed during periods of testing, or during the week prior to dismissal for winter break, spring break and during the last week of school.

**CRESCENT SCHOOL DISTRICT
STUDENT CONDUCT ON BUSES**

The driver is in full charge of the bus and students must obey the driver promptly. In addition to school-wide corrective action for any infractions outlined below, student misconduct on a bus may also be sufficient reason to discontinue providing bus transportation to those students involved. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.

SCHOOL BUS DISCIPLINE

**STEP 1: VERBAL WARNING
STEP 2: WRITTEN REFERRAL - CALL PARENTS
STEP 3: WRITTEN REFERRAL – SCHOOL-WIDE DISCIPLINE**

1. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
2. No student shall be permitted to leave the bus except at that student's regular stop without a note from the parent or guardian.
3. Students may be assigned a seat in which they will be seated at all times, unless permission to change is given by the driver.
4. Students must speak quietly.
5. Students must dispose of trash in the trash box.
6. No student will smoke or light matches on a school bus.
7. No student shall eat or drink on the bus without permission from the driver.
8. No student shall open a window on the school bus without first getting permission from the bus driver.
9. Students shall not at any time extend their head, hands, or arms out of the windows, whether the school bus is in motion or standing still.
10. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, knives, straps or pins extending from their clothing. Also, animals are not permitted on the bus, except for "seeing eye" dogs.
11. Students are responsible for keeping their books and personal belongings out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No student will be allowed to talk to the driver more than necessary.
13. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
14. Students are to remain seated while the bus is in motion and are not to get on or off the bus until directed to do so by the bus driver.
15. Students must leave the bus in an orderly manner and must obey the direction of the school bus driver on bus duty. When boarding or leaving the bus, students should be in view of the driver at all times.
16. Students must cross in front of the school bus. Students are not allowed to cross the highway to board or leave the bus unless accompanied by a parent/guardian.
17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.

18. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students.
19. Students who have to walk some distance along the highway to the bus loading zone must, where practicable, walk on the left-hand side facing the oncoming traffic.
20. In the event of an actual emergency, emergency exit procedures must be followed. Such procedures will be reviewed and practiced during emergency exit drills.
21. Misconduct:
 - Serious cases of misconduct which create unsafe conditions will result in temporary suspension of the offending student.
 - Student misconduct on a bus may be sufficient reason to discontinue providing bus transportation to those students involved.

NOTICES

CRESCENT SCHOOL DISTRICT IS A TOBACCO-FREE ENVIRONMENT

NONDISCRIMINATION- SEE DISTRICT POLICY 3210

The district provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender, marital status, previous arrest or incarceration or non-program-related physical, sensory or mental handicaps.

The Crescent School District #313 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or handicap. Inquiries regarding compliance procedures may be directed to the School District's Title IX/RCW 28A.85 officer and Section 504 Coordinator, Tom Anderson, P.O. Box 20, Joyce, WA 98343 (360) 928-3311, ext. 102.

Crescent School District has established complaint procedures. Students or parents who wish to file a grievance regarding discrimination, may receive a copy of the procedures for this purpose and a copy of the appeal procedures from the district office. These procedures comply with WAC 392-190-065 and 392-190-070.

SPECIAL SERVICES PROGRAM

This is a reminder that the Crescent School District provides special education services for students with disabilities, ages 0-21 years of age. Please contact Special Services (360) 928-3311, Becky Brand, ext. 1020, Julie Fischer, ext. 1023, or Dr. Clayton Mork, Superintendent, ext. 1004, if you have questions pertaining to our programs.

HUMAN DIGNITY

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Crescent School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of race, gender, age, disability, physical condition, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff and volunteers. Appropriate consequences for violating this policy will be specified in the student code of conduct. Students violating this policy will be subject to discipline as appropriate.

ANNUAL NOTICE OF SCHOOL'S INTENT TO RELEASE STUDENT DIRECTORY INFORMATION

Information will not be released for commercial reasons. Information is released within the context of the Family Educational Rights and Privacy Act of 1974. Typical examples of information released include: recognition of participation in officially recognized activities, sports and receipt of placement announcements, class photo, annual, awards, release of junior and senior names to armed service recruiters, regional college and non-commercial vocational schools.

Directory information includes student name, address, telephone number, date of birth, dates of attendance, participation in activities, and weight and height of team members. Telephone requests for information about students are not honored. A parent may annually request in writing that such information shall not be released.

PESTICIDE NOTIFICATION

The district has policy and procedure to inform of posting and record keeping requirements.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application. This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM) ARE PRESENT IN THE BUILDINGS

The District maintains a cycle of EPA accredited inspections. The results of the reinspections are included in the facility management plan located in the administrative office. The plan is available to all interested parties.

It is the policy of the District to provide a safe environment for all students, staff and visitors. This goal is accomplished by providing safe working conditions, programs of training and education and review and improvement of facilities practices. If you have further questions, please contact the district superintendent.

HARASSMENT POLICY

Any form of harassment is NOT acceptable behavior by anyone at school and should be reported to the principal. Harassment is: to persistently disturb, torment or pester. Harassment behavior is one-sided or unprovoked. Students and parents should become familiar with the information about harassment provided by the district.

SEXUAL HARASSMENT

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

Sexual harassment occurs when:

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

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

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**CRESCENT SCHOOL DISTRICT
NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Education 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 District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school office 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.

Such written notice should be addressed to the school administrator: Superintendent Dr. Clayton Mork, P. O. Box 20, Joyce, WA 98343.

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

Parents or eligible students may ask the Crescent 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 District decides not to amend the record as requested by the parent or eligible student, the District 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 disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her own 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.

- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Polity Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5720.

**CRESCENT SCHOOL DISTRICT
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Crescent School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Crescent School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Crescent School District will also directly notify parents and eligible students, such as through U. S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Officer
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5720