

Curtis Senior High School



2017-2018
Student Handbook



CURTIS HIGH SCHOOL
8425 40th St. W
University Place, WA 98466

VIKING VALUES

PERSERVERANCE

Strive for your best in spite of any difficulties.

RESPECT

Treat others as you would want to be treated.

INTEGRITY

Do what is right, even when no one is looking; withholding high morals.

DETERMINATION

Utilize strong willpower to achieve the best results possible.

EXCELLENCE

Always hold yourself to a high standard, being the best you that you can be.

LEGAL STUDENT FIRSTNAME (print)

LEGAL STUDENT LAST NAME (print)

GRADE

I HAVE RECEIVED A COPY OF THE CURTIS HIGH SCHOOL STUDENT HANDBOOK WHICH OUTLINES EXPECTATIONS, RULES AND PROCEDURES.

I AGREE TO FOLLOW ALL EXPECTATIONS AND ABIDE BY ALL RULES AND STANDARDS ESTABLISHED BY THE UNIVERSITY PLACE SCHOOL DISTRICT AND CURTIS HIGH SCHOOL.

STUDENT SIGNATURE

DATE

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UNIVERSITY PLACE SCHOOL DISTRICT & GOALS

The mission of the University Place School District, in partnership with the University Place Community, is to develop competent, contributing citizens for a changing world by ensuring quality curriculum, instruction, and guidance in a supportive environment.

DISTRICT GOALS

To have 100% of our students demonstrate by graduation a broad knowledge base, proficiency in basic skills, self-directed learning, concern for others, responsibility and accountability, and positive self-esteem.

BELIEFS

- Education is essential to a quality life.
- Public education is essential to the successful functioning of a democracy.
- A shared set of basic values and ethical standards is essential to a community.
- Trust is fundamental to a quality relationship.
- A diverse population enriches a community.
- The success of every student is dependent upon meeting the challenges and opportunities brought about by change.
- Every student can learn.
- Every student has value.
- Every student has a responsibility to others and is responsible for his/her decisions and behaviors.
- Every student has the right and the responsibility to reach for his/her potential.

LEARNING OUTCOMES

BROAD KNOWLEDGE BASE

A “broad knowledge base of information” is the content defined by the K-12 curriculum.

PROFICIENCY IN BASIC SKILLS

Basic skills are communication (reading, writing, speaking, listening), computation, adaptation, accessing and processing information, and effective interpersonal relations.

PROFICIENCY IN HIGHER ORDER THINKING SKILLS

Higher order thinking skills include the ability to analyze, synthesize and evaluate ideas and information—that is, to conceptualize and use ideas/information creatively to solve problems and make decisions.

SELF-DIRECTED LEARNING

The self-directed learner is self-motivated and capable of learning independently.

RESPONSIBILITY/ACCOUNTABILITY

A responsible person is one who can be counted on to do his/her work, contribute his/her share, and carry his/her load. An accountable person accepts responsibility for his/her decisions and behavior and does not place blame on others

CURTIS HIGH SCHOOL STATEMENT OF PHILOSOPHY

All those part of the Curtis community are valued and needed members of the Viking family. Every Viking is encouraged to promote a positive learning environment in a respectful and caring manner; thus providing all with equal opportunity to further develop their academic, emotional, physical, and social potential. Through providing all with the necessary skills to assume responsible citizenship, the Viking family will effectively impact the local and global communities.

PARENTS RIGHT TO KNOW- PROFESSIONAL QUALIFICATIONS

As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about the professional qualifications of your student's classroom teacher and/or Para educators (if applicable). At any time you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

If you have questions about the professional qualifications of your child's teacher, please contact your child's principal.

PARENTS RIGHT TO KNOW- CITIZEN COMPLAINT PROCEDURES

As a Title I school we must meet federal rules related to Citizen Complaint Procedures as defined in No Child Left Behind. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. If you are interested in learning more about this process, you can find information on the OSPI website at: <http://www.k12.wa.us/Title/CitizenComplaint.aspx>

You can also request information about this process from the UPSD Educational Service Center.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people.

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation, or otherwise under school authority.

SCOPE OF DISTRICT'S AUTHORITY

Students, who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel

In addition to individual rights established by law and district policies, students have the substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law.

BOARD OF EDUCATION

The first meeting of the school year will be held on September 13th, 2017 at the University Place district offices, located at 3717 Grandview Drive W; University Place, WA 98466. Please refer to www.upsd.wednet.edu/ for all other board meeting dates.

BOARD MEMBERS

Michael Ehart, President
Annette Fitzsimmons

Ethelda Burke, Vice
President

Mary Lu Dickinson
T'wina Franklin

PRINCIPAL'S MESSAGE

It is my pleasure to welcome you to the 2017-18 school year! My name is Tom Adams and I proudly serve as Curtis Senior High School's principal. Every day at CHS, teachers are driven to inspire and students are committed to achieve.

Academically, we maintain high standards while teaching and emphasizing life-long values through Viking P.R.I.D.E. (Perseverance, Respect, Integrity, Determination and Excellence). We offer a top-flight curriculum taught by a committed team of teachers. In recognition of our achievements and commitment to excellence in 2015-16, CHS was named Best Public High School by South Sound Magazine, and U.S. News & World Report ranked CHS the Best Public High School in Pierce County.

Please accept my invitation to visit our school. We believe strong parental and community support enhance the quality of education and citizenship of CHS students. Parents and the University Place community are integral to our successes; I encourage your involvement in CHS by volunteering for a parent group, attending a game or performance, donating to ASB, or finding other avenues to support our students and programs.

On behalf of the entire Viking team of students, teachers, support staff and administrators, thank you for visiting our website and for your support. If I or any member of our team can answer questions about our school or programs, please do not hesitate to call me at 253-566-5710, ext. 2155, or email me at Tadams@upsd.wednet.edu. We are proud of our amazing school and the marvelous work occurring here for students each day.

Thank you, and Go Viks!
Tom Adams, Principal

UNIVERSITY PLACE SCHOOL DISTRICT ADMINISTRATION

UPSD Educational Service District
3717 Grandview Drive W.
University Place, WA 98466

Jeff Chamberlin, Superintendent
Ruth Russell, Assistant Superintendent, Business Services
Jeff Loupas, Assistant Superintendent, Teaching & Learning
Lainey Mathews, Director of Secondary Education

CURTIS HIGH SCHOOL ADMINISTRATION

Tom Adams, Principal
Kelsey Parke, Assistant Principal (A-K)
TJ Purdy, Assistant Principal (L-Z)

Terry Jenks, Athletic/Activities Director
Jackie Thomas, Dean of Students

CURTIS HIGH SCHOOL PHONE NUMBERS

Main Office	253-566-5710
Attendance Office	253-566-5710 x.2196
Guidance Office	253-566-5710 x.2158
Registrar	253-566-5710 x.2159

CURTIS HIGH SCHOOL 2017-2018 STAFF EMAIL ADDRESSES

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CURTIS HIGH SCHOOL HOURS AND CLASS PERIOD SCHEDULES

The Main Office is open 7:00 a.m. to 3:00 p.m.

REGULAR SCHEDULE

PERIOD 0	6:30 – 7:25
PERIOD 1	7:30 – 8:25
PERIOD 2	8:30 – 9:25
PERIOD 3	9:30 – 10:25
PERIOD 4	10:30 – 11:55
PERIOD 4A	10:30 – 11:25
2nd lunch 11:25 – 11:55	
PERIOD 4B	11:00 – 11:55
1st lunch 10:25 – 10:55	
PERIOD 5	12:00 – 1:00
PERIOD 6	1:05 – 2:00
PERIOD 7	2:05-3:00

EARLY RELEASE SCHEDULE

11:45 A.M. Student Dismissal Time

PERIOD 0	6:50 – 7:25
PERIOD 1	7:30 – 8:05
PERIOD 2	8:10 – 8:40
PERIOD 3	8:45 – 9:15
PERIOD 5	9:20 – 9:55
PERIOD 4	10:00 – 11:05
PERIOD 4A	10:00 – 10:35
2nd lunch 10:35 – 11:05	
PERIOD 4B	10:30 – 11:05
1st lunch 9:55 – 10:25	
PERIOD 6	11:10 – 11:45
PERIOD 7	11:50- 12:25

ACADEMIC INFORMATION

GRADUATION CREDIT REQUIREMENTS

CLASS OF 2017-2018		CLASS OF 2019 AND BEYOND
Subject	Credits	Credits
Language Arts	4.0	4.0
Science (with lab)	2.0 (1.0 Lab)	3.0 (2.0 Lab)
Mathematics	3.0	3.0
Social Studies	3.0	3.0
Fine/Performing Arts	1.0	2.0 (Up to 1.0 can fulfill Personalized Pathway Requirement)
P.E.	1.5	1.5
Health	0.5	0.5
Career Technical Education	1.0	1.0
Electives	6.0	4.0
World Language	0	2.0 (or Personalized Pathway Requirement)
TOTALS:	22	24

PERSONALIZED PATHWAY REQUIREMENTS:

One option in Core 24 is for students to have an alternative pathway if they are not taking two years of world language or an additional year of fine arts using Personalized Pathways. Personalized Pathway Requirement (PPR) are locally determined courses that lead to a specific post high school career or educational outcome chosen by the student, based on the student's interests and their High School and Beyond Plan. These classes may include Career and Technical Education, academic support classes, or other electives that are intended to provide a focus for the student's learning. Students will work with their counselors as part of the scheduling process and with the Career Center staff in creating an individualized High School and Beyond Plan to select these courses.

CURRICULUM OFFERINGS

A current listing of course offerings is published online at www.upsd.wednet.edu/CHS and is available in the guidance office.

STUDENT INITIATED SCHEDULE CHANGES

The choices made by students during registration are considered to be final however may not be guaranteed. We plan our courses and staffing for the upcoming school year based on those choices.

Schedule change requests from students will be allowed during the first week of the semester and will only be considered for the following reasons:

A student's schedule is incomplete

A student is in a class for which she/he has not met the prerequisite

A teacher recommends the student move to a different level within the same discipline

Please note: Students who drop a class after the first 10 days of the semester will receive an F on their transcript.

GRADING SYSTEM

A school year is divided into two semesters of 18 weeks each. Final grades are given at the end of each semester. These are posted on the student's transcript and determine his/her grade point average (GPA). In addition, a mid-term grade is issued after the first nine weeks of a semester to indicate the student's progress toward earning credit in each course. Students must complete 18 weeks in a course with a minimum D grade to earn .5 credits. Students who pass six classes each semester earn 6.0 credits for the year (3.0 credits a semester).

GPA's are computed using the following numerical equivalents of letter grades:

A	=	4.0	C	=	2
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3	D	=	1
B-	=	2.7	F	=	0
C+	=	2.3			

Other grades issued include P for Passing and NC for No Credit, neither of which is used in calculating GPA. A grade of NC requires the principal's authorization.

HONOR ROLL AND GRADUATION WITH HONORS

Honor Roll is posted twice a year at the end of each semester.

3.75 - 4 Highest Honors

3.5 - 3.74 Honors

Seniors who earn a cumulative 3.5 or higher GPA through first semester of their senior year are recognized as honor graduates.

ONLINE GRADES

By going to the website www.upsd.wednet.edu and clicking on the link to **Skyward Family Access**, students and parents may access the following information:

- A summary of the grades for each class, including detailed progress reports showing an itemization by assignment and missing work.
- An indication as to when the grades were last updated
- A link to email teachers. Passwords are available in the Guidance Office.

REPORT CARDS

Report cards are mailed home within 10 days of the end of each semester. You are encouraged to contact your teachers or counselor with questions.

CREDIT RETRIEVAL

Any off-campus courses for high school credit retrieval require your counselor's prior approval. Alternative credit is available to students who have previously taken a course. The intent is to raise an existing grade or earn credit for a failed course. Courses which may be repeated for additional credit are indicated in the Course Description material. Unless so noted, courses may be taken only once for credit.

WITHDRAWAL FROM SCHOOL

Students who withdraw from school should see a counselor at the earliest possible date to determine how grades and credits will be transferred. Additionally, students must either be accompanied by parents or guardians the day the student is withdrawing.

STUDENT SERVICES

GUIDANCE & COUNSELING SERVICES

Counseling Center Telephone:	253-566-5710 X 2158	
Counseling Staff:		
A-G Barnaby Fletcher	H-N Beth Edwards	O-Z Lisa Marsh
Counseling Secretary: Laurel Lindberg	Registrar: Lynda Storset	

The Guidance & Counseling Center, located in the Student Services Center portion of the main office, is open to students and parents **Monday through Friday from 7:00 a.m. to 2:30 p.m.** These services are complemented by those provided in our College, Career Readiness Center as part of a comprehensive guidance and counseling program offered to CHS students and families.

Counselors provide a number of services for students and their parents. Whether it is in the area of personal concerns, academic decisions, or post high school planning, the counselors are here to support students and families. Students are assigned alphabetically to a counselor and are encouraged to make appointments as needed.

This written information is also available to families upon request.

Transcripts of coursework	New student enrollment	Graduation credit checks
College application processing	Letters of recommendation	Registration and scheduling
Credit retrieval	Parent-teacher conferences	Test score interpretation
Conflict mediation	Post-secondary planning	Running Start
College counseling and information	Campus visitations by college representatives	Scholarships and enrichment opportunities

COLLEGE & CAREER READINESS CENTER (CCRC)

The CCRC supports students planning for life after high school by assisting students and parents through the college application process, career preparation process, and completion of the High School and Beyond plan. Specific opportunities sponsored by the Guidance & Counseling Center are announced in the Daily Bulletin, special newsletters posted in classrooms the College & Career Readiness Center, and bulletin boards located in the cafeteria foyer.

College & Career Readiness Center (CCRC)	253-566-5710 X 2103
CCRC Counselor: Mike Tompkins	CCRC Coordinator: Debbie Douglas

HEALTH CENTER

ANNUAL REQUIRED HEALTH FORMS

Prior to your student beginning school, you will receive a NEW STUDENT MEDICAL ALERT FORM (green) to fill out which provides necessary medical information for the school nurse's office. You must indicate if life threatening or non-life threatening illness and you must indicate up-to-date vaccination information. Students with Life Threatening Health Conditions have Emergency Care Plans in place **prior** to first day of attendance. If your child has a Life

Threatening Condition you will need to meet with the District School Nurse PRIOR to your child being admitted into school so that we can develop the ECP and make sure medications and supplies needed are in the school when your child arrives. If your child has a health condition in which she/he will receive medications at school, you will need to provide that to the school nurse **prior** to the first day of school.

MEDICATIONS AT SCHOOL

If it becomes necessary for a student to take any form of medication at school the following must be on file in the health room:

- A doctor's order with Parent Request for Giving Oral Medication at School form must be completed and signed by both parent and physician and be on file in the school health center.
- All INHALERS & EPI-PENS MUST BE in place at the school prior to the first day of attendance. NO EXCEPTIONS due to child safety.
- All medical information should be brought in by the parent/guardian and given to the school nurse at Registration and as necessary throughout the school year.
- All medication, with the dosage and the physician's name, must be brought to school in the original prescription bottle by an adult. This also includes over the counter medication. All medication should be brought in by the parent/guardian, the medication needs to be counted and recorded together by both parent and school staff.

It is a violation of state law for students to be in possession of any over-the-counter or prescription medication at school. Students in possession of medication of any kind may be subject to disciplinary consequences.

MEDICATION BY ROUTES OTHER THAN ORAL

School employees can administer only medications given by mouth. Asthma inhalers fall into this category. Epi-pens are considered emergency medication and can be given due to Special Legislation. Eye drops, ear drops, nose drops, injections, prescription ointments, and other First Aid to skin, i.e triple antibiotic ointments, calamine lotion, sun tan lotion and other over the counter medications cannot be applied because they are considered treatment, not First Aid.

ILLNESS

In the event your child becomes ill or is injured at school, we will call the parent, guardian or the person(s) listed as an emergency contact. Please keep your emergency contact current. If we are unable to reach someone, the student will be retained in the health room for short period of time, if warranted 911 emergency services will be called to assess and transport to nearest hospital. For your child's protection as well as other children in school, please keep students home for 24 hours after a fever has returned to normal. Do not send your child to school having given a fever reducing medication.

LIBRARY

The CHS library provides a quiet environment for reading, studying and research. Rules for appropriate computer and internet use are posted in the library. All school rules apply to the library. Library hours are 6:45 a.m. until 3:15 p. m., Monday through Friday, unless otherwise noted.

Library expectations include:

- Must have a signed hall pass to enter/use the library *during class time*
- Books and materials must be treated with care and returned promptly when due
- Keep our library beautiful – no gum, food or drink are allowed in the library
- Inappropriate use of library materials, computers, or the internet will result in the loss of library privileges
- Inappropriate behavior (failure to comply with school rules) will result in the loss of library privileges

In accordance with district policy, damaged or lost materials will be replaced at current value **plus an additional 25% replacement/processing fee.**

The CHS librarian provides guidance for students choosing independent reading material in a young adult library environment.

If you're unsure about a book you selected, check out the reviews about the book on a book review website. Your librarian can suggest a few review sites. Your librarian and/or teacher can help you make a reading choice by talking with you and/or showing you how to find out more about the book you have selected and whether it is right for you.

The CHS librarian is available to communicate with parents and provide resources to help parents guide their student's selection of appropriate independent reading material.

STUDENT ACCOUNTS OFFICE

The Students Accounts Office is located in the mall. Fees are paid at this office. It is open before school, during both lunches, and after school. Checks for school fees should be made payable to Curtis Senior High School in the exact amount of the fee to be paid. Personal or payroll checks cannot be cashed there. Office hours are from 7:30am-2:30pm daily.

VISITORS AND GUESTS

Curtis High School welcomes parents and guardians who have business with school officials to visit school during school hours. They are asked to check in with the Main Office when they arrive on the campus. Student visitors are prohibited during the school day.

STUDENT CONDUCT

We are committed to providing a safe and orderly environment for all students, every day. We also believe that it is our responsibility to work with parents to help each student learn how to make good choices and treat others with respect. Corrective action, discipline, suspension or expulsion may be imposed for violations of any and all rules related to student conduct detailed in the student handbook.

Our school rules and authority apply:

- At all times on any school district property,
- On district-owned and operated or chartered vehicles
- During any school or district-sponsored activity in any location
- At school bus stops
- Away from school grounds if negative behaviors would directly affect the good order, efficiency, management, and/or welfare of the school.

ATTENDANCE POLICY

Regular school attendance is necessary for mastery of the educational program at Curtis Senior High School. Daily punctual attendance is required in accordance with state law and school board rules. Students will attend regularly scheduled classes unless officially excused. (RCW 28A.225). The following principles shall govern procedures within the University Place School District.

ILLNESS DURING THE SCHOOL DAY

Students may not leave the school because of illness without parent/guardian authorization AND permission from either the school nurse, health room supervisor or school administrator. Students must check in at the health room before requesting to leave school due to illness.

EARLY DISMISSAL

Parents may call the Attendance Office (253-566-5715) to request an early dismissal. Students missing any/all class time will be expected to make up any school work missed as a result of the dismissal.

ABSENCES

A student is marked absent if he/she misses any portion of class exceeding ten minutes. When returning to school after a full or partial absence, students must check in with the attendance secretary before 7:30 AM. Students who are late to first period because they are waiting to receive a readmit slip will be considered tardy, unexcused. We expect students to get readmit slips before 7:30 AM. If students arrive to school after 7:30 AM, they are to report immediately to the attendance office

EXCUSED ABSENCES

Full or partial-day absences may be excused by a parent/guardian in person or by a parent/guardian phone call. If your student is absent, please call the Attendance Office at 253-566-5715 to excuse the absence. Absences will be excused for illness, medical appointments, health conditions, school-approved activities, family emergencies, and religious

observances (when requested by a student's parents and/or guardian). As required by law, absences due to disciplinary actions or short-term suspensions will be excused. In addition, the principal may, upon request by a parent and/or guardian, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. These absences and absences for vacation purposes are strongly discouraged. The required Planned Absence Form is available in the Attendance Office.

MAKE-UP WORK-EXCUSED ABSENCES

Students are expected to contact each teacher **within two days of return to school after an excused absence** for assignments missed, to confirm due dates, or to schedule make-ups for assignments / tests missed. **Teachers are not required** to provide students the opportunity to make up work or tests **when absences are unexcused or when students fail to contact teachers** within two days of their return.

UNEXCUSED ABSENCES

All absences are considered unexcused until the reason for the absence or tardy is verified by parent phone call or note. Response to the school needs to be made within 48 hours to excuse the absence or tardy. Students are expected to be on time to school and to each class during the school day.

A student who enters a classroom after the bell and within the first 10 minutes of class is considered tardy to class (attendance is taken within the first 10 minutes of the starting of each class). *Students who arrive more than 10 minutes late to any class period during the day without an excused late pass from the attendance office will be considered absent (unexcused) for the period.*

TARDIES

A student is tardy if he/she reports to school/class after the assigned starting time, but within ten minutes of the start of the period. Students must have a valid hall pass with time, date and signature to have their lateness excused. Continued tardiness to school or class will result in more serious disciplinary sanctions.

The parent will be notified, on the documented primary phone number, by the Auto Dialer on the day of an unexcused absence. Attendance letters will be sent to parents/guardians at two, five, seven, and ten absences. At the third and each subsequent tardy to class, the student will receive consequences:

3rd Tardy: parent contact by teacher

4th Tardy: teacher-assigned detention and parent contact by assistant principal or designee

5th Tardy: referral to assistant principal and after school detention

After five absences or tardies in a quarter, the administration may require a student and/or family conference, especially if a consistent attendance pattern develops.

6th tardy: referral to assistant principal and Friday Night School

7th-8th tardy: referral to assistant principal, FNS, parent contact and attendance contract

9th tardy: up to, but not limited to, one-day suspension

10 + tardies: parent conference and subject to further school discipline

Once a student reaches 10 absences, excused or unexcused in a semester, the student is deemed to have excessive absences. Students who have excessive absences must see the assistant principal in charge and a conference with the parent/guardian, counselor, student, and administrator will ensue. A doctor's note may be required in order for further absences to be excused.

TRUANCY /SKIPPING

Truancy is a violation of State Law. Truancies and unexcused absences are reported to the Office of the Superintendent for Public Instruction on a weekly basis. A student who misses class without excuse or leaves campus without proper authorization will be considered truant from school. Examples include, but are not limited to: loitering in the halls or other areas during class time, leaving class without the permission of the teacher, leaving campus during school hours without permission of an administrator, or the misuse or abuse of a hall pass. Students who skip class are subject to disciplinary action.

Truant students may not be allowed to make up work. Habitual truancies risk being suspended or expelled from school. In such cases, a parent/guardian will be notified of continued truancy, and a conference held with an administrator. (RCW 28A.225)

THE BECCA BILL

The Becca Bill addresses the issue of unexcused student absences from school. In compliance with that legislation, the following steps are followed:

1. Parents will be informed by either phone or written correspondence after one (1) unexcused absence for a student within any month during the current school year.
2. After two (2) unexcused absences in any month during the school year, a parent/guardian conference will be required.
3. On or after the fifth (5) unexcused absences in a month, the school shall enter into an agreement with the student and parent/guardian that establishes school attendance requirements.
4. After a student has accumulated seven (7) unexcused absences in a month, or after ten (10) in a year, the district is required to file a stay petition with the court. The respondent to the petition will be the student if 12 years of age or older. (RCW 28A.225.010)

STUDENT DISCIPLINARY OFFENSES

A safe school is the responsibility of every Curtis student, teacher, and parent and community member. Staff members and administrators supervise classrooms and common areas throughout the day to ensure that students are safe, and video cameras are in place around campus to increase safety. In addition, we ask all students to report any behaviors, rumors, actions, or comments that they feel may be a threat to school safety to a staff member immediately. If we all work together, our campus will continue to be a very safe place.

ACADEMIC DISHONESTY

A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by each instructor. Actions constituting violations of Academic Integrity include, but are not limited to:

ACADEMIC MISCONDUCT: the intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about the test.

CHEATING: the use or attempted use of unauthorized materials, information, cheat sheets or student aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge, unauthorized copying or collaboration.

COLLUSION: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one’s own benefit.

DISTRIBUTION/SHARING OF CLASS ASSIGNMENTS OR TEST INFORMATION: in either written or verbal form to another student without teacher permission. This includes telling other students what was on an assessment you took and they will be taking.

PLAGIARISM: the use of another’s words, ideas, data, or product without appropriate acknowledgement, such as copying another’s work, presenting someone else’s opinions and theories as one’s own, or working jointly on a project and then submitting it as one’s own.

UNAUTHORIZED COLLABORATION: working with others without the specific permission of the instructor on assignments that will be submitted for an individual’s grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.

TECHNOLOGY/MALPRACTICE: any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission

Consequences for 1 st violation	Failing grade on assignment Parent contact
Consequences for 2 nd violation	Failing grade on assignment Loss of credit for the entire credit IF the violation is within the same course and within the same grading period as the first violation Parent contact
Consequences for 3 rd violation	Withdrawal from the class with failing grade, including a reduction and possible rearrangement of the student’s schedule Short term suspension Parent contact <i>Please note-if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, etc. as approved by the student’s school counselor.</i>

CLOSED CAMPUS

Unauthorized Areas of the School Students are expected to remain on school grounds during the school day (7:20 AM-2:00 PM). Students who leave campus without permission from school officials are truant, and are subject to disciplinary consequences up to, and including, suspension from school. If students have parent permission to leave, they must check out in the attendance office before leaving campus. While on campus, students are expected to remain in designated areas only.

COMPUTER USE AT CURTIS HIGH SCHOOL

Students who misuse Internet sites may lose school internet privileges. Students must comply with UPSD Internet/Network Acceptable Use Policy. ***Student must sign a copy of this policy at the beginning of the school year.***

DISOBEDIENCE OF REASONABLE INSTRUCTIONS/ DISRUPTION

Disruptive conduct that materially or substantially interferes with the educational process including causing an incident that affects the school attendance of other students. A student shall not by use of noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school or function of the school if such a disruption or obstruction is reasonably certain to result from his/her urging.

DRESS CODE

Students are asked to wear clothing that is neat, clean and suitable for school. Items that distract or interfere with the educational process including anything lewd, illegal or promotes drugs or tobacco is unacceptable. Skimpy clothing such as tops with spaghetti straps or bare shoulder(s) and midriffs, excessive cleavage, etc., is not permitted. Shorts or skirts can be worn no higher than finger-tip length. The following items are considered inappropriate for the school environment:

Short skirts	Bare shoulders	Excessive cleavage	Spaghetti Strap Tank tops	Visible underwear	Sagging pants
Short shorts	Hoods covering face	Any color bandana	Bare back/midriff	Sunglasses indoors	Pajamas/blankets

EATING AREAS

Students may eat lunch in the cafeteria and outdoors in approved areas on nice days, provided they do not disrupt classes in session and areas remain litter-free. Failure to keep your school litter free may result in discipline. Students are expected to respond to reasonable requests from supervising staff to remove items from tables and/or to clean tables.

ELECTRONIC DEVICES

Electronic devices include but are not limited to: cell phones, iPods, tablets, gaming units, etc. Curtis High School is not responsible for the loss or theft of electronic devices and is limited in resources it can offer in recovery of such items. Students may use electronic devices before school, after school, during passing time, and during lunch. Students may use electronic devices during class time only when directed to do so by the teacher for instructional

purposes only. Content on electronic devices must comply with all school rules and expectations while on campus. Staff may confiscate items during regular school hours if/when a student refuses to follow staff directions or uses their electronic device in violation of this policy. CHS administration may confiscate and/or search student electronic devices, as needed, to ensure compliance with school rules and student safety. CHS administration may immediately impose more serious consequences of the first offense, including suspension, if they deem it necessary. **All confiscated items will be given to an administrator and stored in the office. Parents or guardians may be called pick up confiscated items.**

If students choose to bring these items onto campus, they do so at their own risk. The school will not be responsible for lost, broken or stolen items, nor will school officials conduct investigations to locate lost or stolen items.

HARRASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons; free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline investigated.

DEFINITIONS:

BULLYING – negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

INTIMIDATION - implied or overt threats of physical violence - WAC 495A-121-011

HARASSMENT - any malicious act, which causes harm to any person's physical or mental wellbeing – WAC 495A121-011

Discriminatory harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Equity Book: p.32

MALICIOUS HARASSMENT – threat to harm (often based on protected category)

HAZING - any method of initiation into a student organization or living group... that causes, or is likely to cause bodily danger or physical harm, or serious mental or emotional harm...

See policy and procedure 3207 for more information.

HARRASSMENT- SEXUAL

Sexual harassment means unwelcome conduct or communication of a sexual nature. 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 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” may include: 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, and/or sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment. Engaging in sexual harassment will result in discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities.

See policy and procedure 3205 for more information.

DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURES

DISCRIMINATION

UNIVERSITY PLACE SCHOOL DISTRICT does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator, Lainey Mathews, Executive Director of Secondary Education, lmathews@upsd.wednet.edu, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600
- Title IX Officer, Lainey Mathews, Executive Director of Secondary Education, lmathews@upsd.wednet.edu, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600
- Section 504 Coordinator, Maria Hetland, Director of Special Services, mhetland@upsd.wednet.edu, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: www.upsd.wednet.edu

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.upsd.wednet.edu

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe you or your child experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

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. The school board will send you a written decision within 30 calendar days after the district received your

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E.,
Olympia, WA 98504-7200

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.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr
Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

MATERIALS PUBLICATION AND DISTRIBUTION

Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.

- Students who edit, publish, or distribute hand-written printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publication.
- Libel, obscenity, lewdness, vulgarity, profanity and personal attacks are prohibited in all publications.
- All publications intended to be distributed on school property must be submitted first to the building principal for approval.
- Commercial solicitation will not be allowed on school property at any time unless authorized by the building principal.

PERSONAL POSSESSIONS

Students should not trade, sell or borrow personal possessions from other students. This includes but is not limited to cellphones, electronic games, shoes, clothing etc. The school will not be responsible for the recovery of items lost due to these activities.

PROFANITY AND RACIAL SLURS

Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity or personal attacks is prohibited.

Racial, ethnic or religious slurs and profane, vulgar or lewd language is not allowed. Vulgarity and/or profanity are prohibited anywhere on the school campus and at school events/activities on or off campus. Any student who swears to or at an administrator, or other school district personnel, is subject to immediate suspension.

PROTECTION SPRAY DEVICES

Protection spray devices (commonly referred to as mace or pepper spray) are dangerous devices and should not be brought on school grounds or to school events. If a student wishes to bring protection spray devices to school per RCW 9.91.60 the following conditions must be met:

- Written parent permission must be provided by the school prior to possession of the device on campus.

- A plan must be in place to secure the items during school time to ensure the safety of other students.
- Protection spray should NOT be discharged during school hours on school grounds.

In the absence of prior parent permission and a safety plan, protection spray devices will be considered weapons. Students in possession of these devices will face disciplinary consequences per school policy.

PUBLIC DISPLAYS OF AFFECTION

Curtis High School is a public place. We expect our students to conduct themselves accordingly. Inappropriate displays of affection are not acceptable. Inappropriate behavior will result in school discipline.

REFUSAL TO IDENTIFY ONESELF

Students must identify themselves to any staff member who requests their name on campus at any time. Failure to do so will result in school discipline.

TRESPASS

Students may not be on school grounds between 10 P.M. and 6 A.M. without prior approval from an administrator, or when participating in a sanctioned, supervised and/or school-sponsored activity. Students on school grounds during these times are subject to disciplinary consequences for trespass.

TOBACCO

Use or possession of tobacco, paraphernalia, other nicotine products, and or vaporizers is prohibited.

SKATEBOARDS, SCOOTERS AND OTHER RECREATIONAL ITEMS

Skateboards, scooters, roller blades, in-line skates and other recreational items can be disruptive and are not allowed on campus. Students in possession of these items will be required to surrender them to staff. These items will be returned to parents only. The school is not responsible if these items are lost or stolen. Please leave all items that are not needed for school at home.

DEFINITION OF CORRECTIVE ACTIONS AND PROGRESSIVE DISCIPLINE- POLICY 3240 & 3240P

We are committed to providing a safe and orderly environment for all students, every day. We also believe that it is our responsibility to work with parents to help each student learn how to make good choices and treat others with respect. The following rules and consequences related to student conduct detail both our expectations for student behavior and our response to misconduct.

Corrective action, discipline, suspension or expulsion may be imposed for violations of any and all rules related to student conduct detailed in the student handbook. Our school rules and authority apply:

1. At all times on any school district property,
2. On district-owned and operated or chartered vehicles,

3. During any school or district-sponsored activity in any location
4. At school bus stops
5. Away from school grounds if negative behaviors would directly affect the good order, efficiency, management, and/or welfare of the school.

School officials reserve the right to assign corrective actions other than suspension or expulsion. These actions/consequences may involve school service, restitution, writing assignments, short research projects, detention, etc. (WAC 392.400.220)

We follow the principle of progressive discipline at CHS. Consequences for misconduct and rule violations become more serious as they increase in seriousness and/or frequency. When corrective actions are assigned, the school administrator considers the details of each situation, the severity of the infraction and the disciplinary history of the student.

AFTER SCHOOL DETENTION

Students are required to remain after school for one hour. Students are expected to bring work to complete and to sit quietly for the full hour. It is the student's responsibility to attend after school detentions when assigned, and failure to attend will result in more serious disciplinary consequences up to and including suspension from school.

FRIDAY SCHOOL

Students are required to remain after school on the assigned Fridays for two hours. Students are expected to bring work to complete and to sit quietly for the full two hours. It is the student's responsibility to attend Friday School when assigned, and failure to attend will result in further disciplinary consequences, up to and including suspension from school.

EMERGENCY REMOVAL

A student's immediate removal from a class, subject or activity by a certificated teacher or an administrator or a school bus driver and sending of that student to the building principal or designee, when the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

SHORT TERM SUSPENSION

These suspensions remove a student from school for a maximum of ten (10) consecutive school days. Short-term suspensions are assigned for exceptional misconduct, acts of an unlawful nature, and for less serious violations after other methods of remediation have been implemented. (WAC 392.400.265)

LONG TERM SUSPENSION

These suspensions remove a student from school for a minimum of eleven (11) to a maximum of 90 consecutive school days. Long-term suspensions are assigned for exceptional misconduct, acts of an unlawful nature, and for other cumulative violations when one or more short-term suspensions have been implemented.

EMERGENCY EXPULSION

An emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient

reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process.

EXPULSION

Denial of attendance for a period of time up to but no longer than the length of an academic term (90 days) as defined by the board of directors. (WAC 392.400.245)

NOTE: A student on suspension or expulsion may not be on any district property, attend school events, or participate in school activities during the time they are suspended. A parent/guardian conference with an administrator may be necessary for readmission to school. Notification of due process will be included with the suspension or expulsion letter sent home informing the parent/guardian.

EXCEPTIONAL MISCONDUCT: GUIDELINES FOR SCHOOL SANCTIONS (3240P)

Each offense listed below is considered exceptional misconduct. Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Action will be taken for every offense as indicated in the range of sanctions provided. School administrators will consider the following when determining the length and severity of sanctions:

- Severity of behavior
- Results of and/or damages caused by behavior
- Impact on - or harm to -students and/or staff
- Level of disruption resulting from behavior
- Intent of the action or behavior
- Number and severity of prior offenses
- Repeated violations

Disciplinary action may also be taken in situations where students use the Internet or personal technology such as computers, smart phones or other electronic devices - on or off school grounds- to engage in acts of exceptional misconduct when such behavior creates a hostile environment for staff or students, or when such actions are disruptive to the school environment. These actions include, but are not limited to, bullying, harassment, intimidation, gang-related behavior, threats of violence or harm, extortion or disruptive conduct using text messages, social media websites, gaming systems, email or other methods.

<p>In all cases where sanctions are imposed, parents will be notified. When there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, emergency removal or emergency expulsion may be appropriate.</p>	<p>School Discipline that includes but is not limited to, School Service or Detention.</p>	<p>Short-Term Suspension (STS) 1-10 School Days</p>	<p>Emergency Removal/Expulsion (EX)</p>	<p>Long-Term Suspension (LTS) 11-20 School Days</p>	<p>Long-Term Suspension (LTS) 21 or More School Days</p>	<p>Expulsion (EX)</p>
<p><u>ARSON:</u> Intentionally or recklessly setting a fire. Does</p>	<p>GRADES 5-12</p>					

<p>not require a conviction.</p>																									
<p><u>ASSAULT:</u></p> <p>Actual or attempted hitting, striking or other wrongful physical contact inflicted on another person either directly or indirectly through an object.</p>	<table border="1"> <tr><td colspan="5" style="background-color: #cccccc;"></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="5" style="background-color: #cccccc; text-align: center;">GRADES 5-12</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>															GRADES 5-12									
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<p><u>CRIMINAL ACTS AS DEFINED BY LAW NOT SPECIFICALLY LISTED:</u></p> <p>Includes, but is not limited to forgery, gambling, robbery and other acts.</p> <p>Refer to Criminal Code, R.C.W., Washington Administrative Code.</p>	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="5" style="background-color: #cccccc; text-align: center;">ALL STUDENTS</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>										ALL STUDENTS														
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<p><u>CUMULATIVE VIOLATIONS:</u></p> <p>Short and long term suspensions may be imposed for students who have multiple exceptional conduct violations. The frequency and severity of the violations will determine whether a short-term suspension or a long-term suspension is warranted.</p>	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="5" style="background-color: #cccccc; text-align: center;">GRADES 5-12</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>										GRADES 5-12														
GRADES 5-12																									
<p><u>HARASSMENT, INTIMIDATION, OR BULLYING:</u></p> <ul style="list-style-type: none"> • Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207P (Harassment, Intimidation and Bullying) or Policy 3205 (Sexual Harassment); • Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability; • A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened. 	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="5" style="background-color: #cccccc; text-align: center;">GRADES 5-12</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>										GRADES 5-12														
GRADES 5-12																									
<p><u>DANGEROUS USE OF MOTOR VEHICLE OR</u></p>																									

<p><u>ENDANGERING STUDENTS ON A BUS:</u></p> <p>Dangerous use of a motor vehicle on school district property or at a school activity; or dangerous conduct on a school bus.</p>						
GRADES 5-12						
<p><u>DEFACING PROPERTY; MISUSE OR DESTRUCTION OF PROPERTY; VANDALISM:</u></p> <p>The unauthorized, intentional damage to district property or the property of others (other than arson, above). Tagging and graffiti are considered vandalism. Restitution may be required.</p>						
GRADES 5-12						
<p><u>DEFIANCE OF SCHOOL AUTHORITY:</u></p> <p>Willfully disobeying school administrative personnel in violation of RCW 28A.635.020. Defiance of school authority includes refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance of school authority also includes some intentional disruptive behavior and refusal to leave public property.</p>						
GRADES 5-12						
<p><u>DISRUPTION</u></p> <p>Disruption of the school program by bomb scare, false fire alarm, fireworks, etc.</p>						
GRADES 5-12						
<p><u>EXTORTION:</u></p> <p>Includes obtaining money or other property by use of threats or physical violence.</p>						
GRADES 5-12						
<p><u>GANG RELATED BEHAVIOR:</u></p> <ul style="list-style-type: none"> Includes any criminal gang activity, solicitation or recruitment of members and the promotion of gang culture or violence. Also includes the use of gestures, language, or codes/symbols commonly associated with gang culture, violence or promotion of violence. 						
GRADES 5-12						

<ul style="list-style-type: none"> Includes the presence of any gang-affiliated apparel (e.g. shoelaces, bandanas, belts) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicating or implying membership or affiliation with such groups. Any written display of gang affiliation (e.g. graffiti) on personal belongings including clothing, school assignments, notebooks, body, etc. is also a violation. 						

<p><u>FIGHTING OR FIGHTING INVOLVEMENT:</u></p> <p>Includes fighting or fighting involvement - instigating, promoting, escalating, failure to disperse, and failure to report a fight that the student is aware of.</p>						
	GRADES 5-12					

<p><u>POSSESSION OF STOLEN PROPERTY:</u></p> <p>Includes possession of another person’s or district property with the intent to deprive the owner of the property without permission.</p>						
	GRADES 5-12					

<p><u>POSSESSION/USE/SALE/and DISTRIBUTION (5-12):</u></p> <ul style="list-style-type: none"> The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law; This section applies to marijuana or substances containing marijuana; This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation; This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana. 						

3. An object, which is used to intimidate or to injure another person.					
	GRADES 5-12				
4. Possession of a firearm.*					
	ALL STUDENTS				

*Any University Place School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school under *RCW 28A.600.420*, with notification to parents and law enforcement. The superintendent of the University Place School District may modify the expulsion of a student on a case-by-case basis under *RCW 28A.600.010*.

<u>ANY OTHER ACT that adversely affects the health or safety of other students or staff and/or be so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate short-term suspension, long-term suspension, emergency expulsion, or expulsion.</u>					
	GRADES 5-12				

In addition to the sanctions noted above, the following actions may be imposed:
Restitution, school agency referral, non-school agency referral, referral to law enforcement, mediation, conflict resolution, counseling, education and/or others.

UPSD NONDISCRIMINATION STATEMENT

The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified minorities, women, and disabled persons for employment and other opportunities. University Place School District is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal's office. The University Place School District is a drug-free/smoke-free work place and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to:

- Title IX Officer, Lainey Mathews, Executive Director of Secondary Education, lmathews@upsd.wednet.edu, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600
- Section 504 Coordinator, Maria Hetland, Director of Special Services, mhetland@upsd.wednet.edu, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600

UPSD VEHICLES AND TRANSPORTATION

Students may drive their own motor vehicles to school if they follow all of the school district and high school regulations.

Misuse or abuse of driving and parking rules will result in \$20.00 fines, suspension, and/or loss of driving and parking privileges. Violators may be towed at owner's expense. Parking permits may be purchased in the Students Accounts Office for \$30.00 provided the student has no outstanding parking tickets from the prior school term.

THE FOLLOWING RULES APPLY:

- Valid parking permits are required for and must be **visibly displayed** on all vehicles driven to school and each must be registered with the parking supervisor. Parking permit fees are \$30.00.
- All cars must be legally parked. Students must leave the lot immediately after parking and may not return to the vehicle until the end of the school day. Exceptions require written approval from an administrator.
- Reckless or careless driving is prohibited. A 5 m.p.h. speed limit must be observed.
- No driving is allowed in the bus area during loading or unloading of students.
- Smoking or the commission of an illegal activity in the car while entering, on, or leaving the school grounds is prohibited and subject to disciplinary and/or legal action.
- The school assumes no responsibility for damage or theft to cars driven to school.
- Students driving to school are expected to park in campus lots designated for student parking and avoid parking on adjacent neighborhood streets.
- Students who violate parking policies are subject to a \$20.00 fine. Students who repeatedly violate parking rules will lose the privilege of parking in school lots until all parking fines are paid.
- Forgery of parking permit will result in disciplinary actions including parking privileges for the remainder of the school year.

TRANSPORTATION

BUS TRANSPORTATION

Bus transportation is provided by the school district and is a privilege. Students must obey the driver and rules while on the bus and waiting for the bus to arrive. The privilege of riding the bus may be revoked for misbehavior and may result in suspension from school.

ACTIVITY BUSES

Activity buses are provided at 3:10 p.m. after school Tuesday through Thursday and 4:10 p.m. after school Monday through Thursday for those students who stay for supervised activities. To ride, students **MUST** have an activity bus ticket. Activity bus tickets are given to students by teachers, coaches, and/or Mrs. Nyegaard in the main office. School buses are equipped with video cameras for student's safety and security. There will be an activity bus during sports seasons for those students involved in athletics.

BUS RULES

Bus transportation is provided by the school district and is a privilege. If the student rides the bus, he/she must obey the driver and rules while on the bus and waiting for the bus to arrive.

The privilege of riding the bus may be revoked for misbehavior and may result in suspension from school. For additional transportation information, please call 253.566.5724.

- The driver is in full charge of the bus and students.
- The students must obey the driver promptly and willingly.
- Classroom conduct and school rules must be observed at all times while boarding, riding, or leaving the school bus.
- Talk and behave in a quiet and respectful manner to avoid distracting the bus driver.
- Students should ride their regularly assigned bus and exit at their regular stop at all times, unless permission has been granted by school authorities.
- Students walking to and from the bus loading zone, must walk, where practical, facing oncoming traffic.
- While waiting for the bus, students must not stand or play on the roadway.
- Students should never run after a bus in motion.
- Students must board and leave the bus in an orderly manner.
- Students must cross the highway in the front of the school bus, and never behind it.
- Students must remain seated in a passenger seat at all times and may not extend any part of their body out the window while bus is standing still or in motion.
- Windows may be opened only with the permission of the bus driver.
- Students must have nothing in their possession which may cause injury to another.
- Large items may not be transported without special permission. All personal belongings must be kept out of the aisle.
- Students must assist in keeping the bus clean by not eating, drinking or littering.
- In the event of an actual emergency, pupils must follow emergency exit procedures as established by the Emergency Exit Drills.
- Parents will be responsible for reimbursing the school district for damage to school buses by their child.
- School Board Policies regarding student behavior will apply to transportation of students. Misconduct on the bus may be sufficient reason to discontinue providing bus transportation.
- **Students are not permitted to take skates, skateboards, scooters or balloons on the school bus.**

Bus transportation is provided by the school district and is a privilege. Students must obey the driver and rules while on the bus and waiting for the bus to arrive. Privilege of riding the bus may be revoked for misbehavior and may result in suspension from school. Bus rules are available in the Main Office.

ASSOCIATED STUDENT BODY (ASB) & ATHLETIC/ACTIVITIES INFORMATION

2017-2018 ASB Officers

President-Andrew Kim
VP- Nathan Hyun
Treasurer- Ashley Arrington
Secretary- SueAnn Van Valkenburg
Area Delegate- Dayton Thomas

2017-2018 Senior Class Officers

President- Joon Lee
VP- Joseph Lee
Treasurer- Daniel Kim
Secretary- Sunny Dawa
R.S. Delegate- Heather Chung

ASB CARDS

The price of an activity card is \$50.00. Lost cards may be replaced for a fee of \$5.00. An ASB card entitles the owner to free admission to home athletic events, reduced prices to away games, and reduced admission to ASB sponsored dances. A student must have an ASB card in order to run for student body office. Students also need an ASB card to be a club officer, turn out for sports and cheerleading, and to be in performing arts classes (band, orchestra, choir, drama performances).

ATHLETICS & CODE OF CONDUCT

FALL SPORTS

Cross Country/ Football/ Golf/ Soccer (Girls)/ Swimming (Girls)/ Tennis (Boys)/ Volleyball/ Water Polo (Boys)

WINTER SPORTS

Basketball/ Bowling (Girls)/ Swimming (Boys)/ Wrestling

SPRING SPORTS

Baseball/ Fastpitch/ Lacrosse/ Soccer (Boys)/ Tennis (Girls)/ Track/ Water Polo (Girls)

CO-CURRICULAR ACTIVITIES

Speech & Debate/ Yearbook/ Choir/ Drama/ Band/ Orchestra/ Photography

ATHLETIC CODE OF CONDUCT

University Place School District's Student Athletic Code exists in order to provide specific guidelines to be followed by students who represent their school in athletics. In addition to this Student Athletic Code, athletic program participants are also governed by their school's student handbook, school district policy, and W.I.A.A. requirements. *(For more information and definitions on the Student Athletic Code, please find the complete handbook on the CHS Athletics website.)*

All students who participate in the athletic program of the University Place School District will comply with the rules and regulations and will submit to the reasonable discipline of school authorities. Any student having registered and/or participated in the athletic program is subject to the athletic conduct and control for student athletes from the first participation until graduation from senior high school.

The following acts by a student athlete on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity will constitute sufficient cause for athletic discipline, probation, suspension or dismissal: disruptive conduct, disobedience of reasonable instructions of school authorities: refusal to identify oneself:

unauthorized absence from turnout or game; cheating; immoral conduct; vulgarity or profanity, destruction or defacing property; extortion, intimidation or harassment (including racial/gender) of another student or employee; assault of another student or employee; stealing; possession or use of any dangerous weapons or objects; possession, use, or sale of tobacco, alcohol, or drugs; and, the commission of any criminal act as defined by law.

CITIZENSHIP

Student athletes are expected to behave in manner that brings positive recognition to the school and community. Any civil law infraction or conduct that is determined by school administration to be detrimental to the athletic program, school, or school district will result in athletic probation, suspension or expulsion.

SCHOLARSHIP

The student athlete must pass five out of six classes and earn a grade point average of no less than 2.0 at the completion of the immediate preceding semester/quarter.

A student athlete who fails to pass five out of six classes will be subject to the consequences applied by the WIAA. Fall athletes will be placed on probation until the last Saturday in September. Winter athletes will serve a probationary period the first five weeks of second quarter. Spring athletes will serve a five week suspension the beginning of 4th quarter

A student athlete that fails to meet the 2.0 grade point average requirement will be placed on probation the Monday after grades are submitted by teachers. After twenty days of the next quarter, the student athlete may be reinstated for interscholastic competition, if he/she has a grade point average of no less than 2.0. For fall athletes the probationary period will be ten days.

Student athletes may attend summer school to regain athletic eligibility. Classes taken during summer school will be averaged with the student athlete's second semester grades. If a class is retaken, the summer school grade if higher will replace the previous grade.

Ninth grade student athletes that participate on high school teams will be required to comply with the High School academic requirements.

Exceptions to this minimum grade point average requirement can only be made by the principal. The principal will review all petitions for any relaxation of this requirement on an individual basis and will base his/her decision on the degree to which the petitioner can make a case that the grade point average was uniquely affected by exceptional circumstances outside of the control of the student athlete or parent/guardian.

SCHOOL ATTENDANCE

Any student athlete participating in an activity must attend all classes on the day of a competition. In cases of weekday contests, attendance in all classes the following day is also expected. Failure to comply with these attendance regulations may result in the student athlete being placed on suspension from the next contest. An exception may be made when a coach makes specific arrangement for an individual case with the district athletic director.

SCHOOL DISCIPLINE

A student athlete that receives school discipline that includes suspension will serve an athletic expulsion during the suspension.

TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES

A student must be free from actual or constructive possession of tobacco, alcohol, controlled substances, and legend drugs.

ASB CLUBS

Art Club	Gay Straight Alliance
A.S.B./Student Council	HOSA - Health Occupation Students of America
Astronomy Club	Japanese Club
Band	Key Club
Cheerleading	Knowledge Bowl
Chess Club	Nat'l Honor Society
Choir	Latino/Spanish Club
Curtis Companions	Math Team
Curtis Students for Life	NJROTC
Curtis Youth Fellowship	Orchestra
Cultures United	Pep Band/Drum Line
Danceblast	Prevention Team
D.E.C.A. (Distributive Education Clubs of America)	Science Olympiad
Drama (Curtis Theatre)	Skills USA
Environmental Club	Speech and Debate
FCCLA (Family, Careers, and Community Leaders of America)	Valhalla (Yearbook)
Gaming Club	Viking Crew

ASB Clubs at Curtis High school exist for members of the respective club to engage in club business. To be an official ASB club: *(For more information, please see the ASB Handbook on the CHS Website)*

- A constitution must be created and approved by the Student Council. Constitutions must be kept up to date on club website as well as in book keeper's office.
- All club activities (outside of general meetings) and fundraisers must be pre-approved by the ASB. Clubs must submit applicable forms to the office for approval at least two weeks in advance. All club activities should be posted on club website calendars and open to all CHS students.
- Clubs may only advertise with office approved posters/announcements meeting times and locations for their respective club meetings, and may put the advertisements on the **brick wall under the 300 building, on the wall outside the cafeteria, or on CHN when time is available.**
- At club meetings, club business may be discussed and activities relevant to the club enjoyed. Club meeting notes must be recorded and posted to the club website as well as submitted to the bookkeeper.
- Club fundraising must follow all applicable district policies and state/federal fundraising laws.

INFORMATION ON FOOD AND FOOD SALES FOR ASB CLUBS INCLUDES:

- Food sales cannot create a deterrent or competition to compete with Food Services. Food cannot be sold on campus from 6:30 AM to 2:30 PM (excluding the DECA Store.)
- A club may use funds to buy food and then **give the food away**, but this must occur in the mall or other areas away from the cafeteria.
- Candy/sugary foods cannot be sold on campus unless they meet nutritional guidelines found in Board Policy 6710p. However, a club may give candy away on a

limited basis as determined by frequency, not size of the candy (Please see the Assistant Principal in charge of ASB for clarification on frequency.)

- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
- The district allows a special exemption for infrequent fundraisers that do not meet the nutrition standards.
- It is highly recommended that all University Place Schools, PTSA, and other associations or organizations make an effort to follow the guidance and suggestions of the USDA Smart Snacks in Schools for fundraiser philosophy.
- Sales of competitive foods and beverages (with the exclusion of a la carte items sold by Child Nutrition Services and CHS Student Store) are not permitted during the time when the school breakfast and lunch programs are serving food.

ASSEMBLIES, CO-CURRICULAR ACTIVITIES, & EXTRACURRICULAR EVENTS

These events are held for the education and enjoyment of students, staff, parents, and the community. Students are expected to extend every courtesy as an audience and to maintain a high standard of conduct.

DANCE POLICIES – (for a further list of dance policies, please see the respective dance contract)

All dances require students and cleared guests to sign a dance contract. The times and ticket prices for each dance will be set and publicized before purchase of tickets by students.

- Students will not be allowed to purchase dance tickets until they have cleared all outstanding fines.
- We reserve the right to deny guests due to past conduct and/or information provided from other schools.
- Students must arrive to dances no later than one hour after the beginning time, and after that time the doors will be locked. Once a student enters the dance they will not be allowed to leave and return.
- All students and guests are subject to search of their person and/or belongings. If contraband is found on their person, in a car, or in a bag, any/all students in that party are subject to school discipline and will not be allowed entry into the dance. No refunds of dance tickets/expenses will be provided.
- All CHS students are responsible for their guests. Any guest asked to leave or escorted out of the dance will result in the CHS student with whom that guest came also being escorted out of the dance. In this instance no refunds for dance tickets/expenses will be provided.
- A dance guest pass must be filled out completely by all parties, including a signature of approval by an administrator before purchasing tickets; only one guest per student.
- Guests must be between grades 9-12 and no older than 19 years & 364 days of age

GRADUATION

Students are expected to follow the Graduation Expectations provided by CHS administration before graduation. A minimum of 20 hours community service will be assigned to any student who defies ceremony expectations, including but not limited to blowing up beach balls or other inflatables, dancing or acting up on stage, stopping on stage to take a "selfie" photo, speaking/yelling out during the ceremony, or other disruptions. Completion of the hours must be completed before transcripts and diploma will be released.