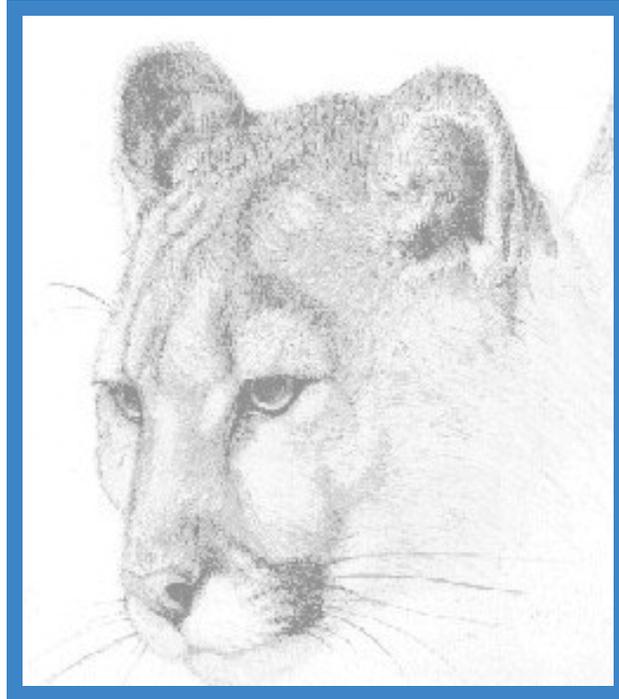


Conway School Student and Family Handbook

2019-2020



Welcome

Welcome to Conway School! Families are a very important part of our school, working hand in hand with our staff to meet the needs of our students. We are proud of our school and thankful to our amazingly supportive community.

This handbook is designed to provide you with some basic information about our school. Students should read the entire handbook very carefully with their parents/guardians. If there are questions or you need further clarification please call us at (360) 445-5785.

Please find more information about Conway School District and our school on our website: www.conway.k12.wa.us

Facebook: Conway School District & Conway Principal

Twitter: @SchoolAtConway & @ConwayPrincipal

Instagram: schoolatconway & conwayprincipal

EMPOWER-ENGAGE-EDUCATE

WE EMPOWR ALL STUDENTS TO COURAGEOUSLY
EMBRACE LEARNING OPPORTUNITIES, EXPLORE
THEIR PASSIONS, AND TAKE OWNERSHIP OF
THEIR LEARNING.

**19710 State Route 534
Mount Vernon, WA 98274
(360) 445-5785**

General Information

Residence: To attend Conway School, students must reside within the school district's boundaries, unless a waiver has been submitted from the home district and approved by Conway's Superintendent, Jeff Cravy. Waivers are good for one school year and must be resubmitted each school year along with a Letter of Agreement. Contact Angela Pederson, Auxiliary Services Manager, for additional information.

Emergency Information: Each year families are asked to fill out a Student Information Update Form. This information is of the utmost importance to us and to you in case of an emergency. Please fill in the information carefully and return it to school immediately. Accidents can happen at any time and we want to be able to readily contact families or their designated emergency contacts. ***If the information changes during the year, please advise us so we may update the records.*** We thank you for your cooperation in helping us maintain accurate emergency information for your family.

Phone System: Our phone system will allow you to leave a message for your child's teacher and any other staff member you wish to reach. Remember that teachers will be checking their messages in the middle of the day and after school is over. You will find a phone/email list on Conway's website on the contact us tab under staff directory.

Late Start Mondays: The Conway School Improvement Plan provides our dedicated faculty and para-educators with professional development time to learn current best practices in education and with time to collaborate about implementation of those practices. On late start Mondays campus opens at 9:15 am. and school begins at 9:45 a.m.

Grades: Students receive formal grade reports every trimester. It is the student's responsibility to share this information with parents/guardians. Teachers of students in grades 5-8 will provide families with online access to grades. It is important for families to check these sites weekly with their child and that a parent/guardian contact teachers with any questions they might have about classroom performance.

Conway Early Learning Program (CELP): CELP serves students from ages 3-6 in a preschool class environment. CELP is an inclusion program where our students with special needs learn along with our typically developing students. Toni Lockett is our CELP Director. To contact Toni, please call (360) 445-2076 or by email tlockett@conway.k12.wa.us.



Pick Up Patrol: Pick Up Patrol is an application that can be downloaded onto your phone, tablet, or computer. Once you sign up it allows you to make transportation changes for your child instantly. It is convenient and simple to make changes anywhere at anytime. It is safe and secure and will allow you to receive a confirmation email whenever a plan change is made. All plan changes in Pick Up Patrol need to be made by 1:30. If you need to make a change after 1:30 call the school office (360) 445-5785. **Please do not leave a message with your child's teacher without notifying the school office first.**



School Messenger: School Messenger is an online tool that allows the school and district to send out communication via email, text, or phone call to notify families of upcoming events, changes in schedule due to weather delays, as well as any other safety or emergency information.

If you would like these notifications please be sure to complete the opt in form with updated contact information.

School Closures: Severe weather or other emergencies may cause changes to the school day. When this happens, the school may need to close, start late, or dismiss early. Please ensure that the school has your family's current emergency contact information. Notifications will be sent out through our School Messenger system, Skyward, phone, email, social media sites, and local tv and radio stations.



Safe Schools Alert: Safe Schools Alert is a tip reporting system that allows you to quickly, easily, and anonymously report safety concerns to school officials. The link is located on our school website under the *For Families* tab.

Library: The Conway School Library is open during regular school hours. Students are welcome to check out up to three books at a time. Books are checked out for a two-week period and may be renewed if necessary. No fines are charged for overdue books, but the books that are lost must be paid for so that they can be replaced. If a student has overdue books, he/she will be required to return the book(s) or pay a lost book fine before checking out additional books.

Birthday Treats/Invitations: Teachers will recognize students who celebrate their birthday, but treats will not be part of the school day.

We understand birthdays are a special time and sometimes people have parties outside of the school day. We ask that if you are not going to invite all the students in the class that you take care of this matter outside of the school day. The best way to do this is to mail the invitations or call. This will help to avoid hurting feelings or disrupting the learning environment.

Conway Gymnasium/Facilities Use: Conway students and community members have the opportunity to use our gymnasium for a variety of purposes. For information please contact Angela Pederson at (360) 445-5785 ext. 5509. ***Students may only use the gym under the direct supervision of a Conway Staff member before, during, or after the school day.***

Visitors: Families are always welcome to visit the school. All volunteers and visitors are required to report to the **school office** upon arrival to the building, sign in and wear a volunteer badge. Volunteers (anyone on campus in contact with children) including chaperones for field trips, must complete a Washington State Patrol background check and complete the volunteer training found on Conway's website. This form can be obtained at the school office. You will need to update it every two years.

Volunteers: Each classroom teacher determines his/her volunteer procedures for the school year. Some teachers request a great deal of volunteer help and others prefer that family members volunteer in the office or the library rather than in the classroom. Your child's teacher will share his/her procedures for volunteers at the beginning of the school year. **All volunteers must participate in Volunteer Training and have a current**

WA State Patrol background check on file in the school office. The only students allowed in the building during the normal school day are Conway students.

Food Services

Lunch and Breakfast Program: Conway School offers a complete hot lunch and breakfast program for your children. Breakfast is served between 8:00-8:20 each morning, 9:15-9:35 on Mondays. Each year the Board of Directors reviews lunch and breakfast prices. The goal is to offer the lowest price possible to the children, yet allow the program to be self-sufficient.

How to Pay for my kids Lunch accounts: This year we are excited to announce we continue online payments for lunch accounts as an option. You can find the pay online link on the website under "District" then Click on "Food Service" and you will find "Pay Online". You can still prepay on your child's account in the classroom or district office.

Free and reduced price breakfasts and lunches: Under the National School Lunch Act, are served at the school. Applications are sent home at the beginning of the school year and we urge all families who qualify to complete the form. Some important funding for our school is based on the percentage of families who complete the form and qualify. This information is confidential and is not shared. When students go through the lunch line they punch in their student numbers and are never identified outside of the confidential office setting. Meal pricing is available at the district office and on our website.

Meal Charges: The following procedures establish a consistent process for charging meals when students do not have money to pay, minimizing the identification of children who do not have money to pay, preventing meal charges, and collecting on unpaid meal charges. Such a procedure ensures that food services staff, school administrators, families, and students have a shared understanding of expectations in these situations.

Charging Meals: Any child who requests a meal will be served a fully reimbursable meal from the daily menu that meets the USDA's nutrition standards for school meals. Children are allowed to charge meals to an account even with an unpaid balance on the account. No a la carte charges will be allowed for any grade. Adult meals cannot be charged.

Children who have money to pay for a reduced price or full price meal at the time of service must be provided a meal. The money may not be used to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

Preventing Meal Charges: To prevent meal charges, the Food Services program will:

- Notify families of low account balances using Skyward emails nightly

- Ensure that all eligible families are certified for free and reduced-price school meals by:
- Providing all households with school meal applications prior to the start of the school year;
- Providing school meal applications in the primary language of the parent or guardian.

Households with questions or who need assistance with completing an application may contact Angela Pedersen at (360)445-5785.

Notifying Households of Low and Negative Account Balances: The district will notify parents of negative account balances via our Skyward email system or through a letter home. The district may also send negative account balance statements home with the child in a confidential envelope/notice. Households that are certified for free or reduced-price meals at a point later in the school year will not be required to repay school meal debt accrued earlier in the school year.

Lunch and Breakfast : All students must eat their breakfast and lunch in the cafeteria, unless announced differently. (Middle School students assigned to the Study Hall or CRASH will eat their lunches in the appropriate rooms). Our Paraeducators supervise our students during lunch/recess time and their job is to allow our students to have relaxation while following the cafeteria and playground rules. It is the responsibility of every student to follow our cafeteria and playground rules including the demonstration of respectful behavior toward their peers and their supervisors. Students are expected to choose a place to sit for lunch and remain in that seat for the duration of the lunch period. Students are expected to keep their food on their own tray and clean up after themselves. Sometimes seats are assigned for a variety of purposes. Sharing food with other students is not allowed for safety reasons.

Transportation

Conway School Parking Lot Procedures: Conway School's Parking Lot Procedures were developed in consultation with the Washington state DOT and Skagit County Sheriff's department. Please follow these procedures every day when dropping your child off at school or picking up your child. *The red curb area by the gym (fire lane)* is not for loading/unloading.

Students who are waiting to be picked up in the drive through area will wait on the upper sidewalk of the district office/middle school building. Students will walk down the stairs at the East end of the loading zone. Drivers are required to stay in line and in their car, continuing to pull forward in the loading zone until their child is loaded. If your child is not out and ready to be loaded in your car when you reach the end of the staging area, please pull further down past the staging area or pull around to park in the parking lot. Drivers should remain in their vehicle at all times.

The back (upper) parking lot is not a safe place to drop off or pick up your child. This area is used for our buses to enter and leave the parking lot. It is also used for staff parking during the school day. Please only use the main parking lot to drop your child off and to pick your child up.

Bus Transportation: Students have the privilege of utilizing the transportation services of this school district. Drivers are carefully trained and need to attend to their important job of keeping students safe on the bus. If a student plans to ride on a bus other than their usual bus, the plans should be changed in Pickup Patrol or a note sent with the student. For emergency changes or after 1:30 you may call the school office.

Our buses are full so we request students having a large party (**more than 2 or 3 friends**) use **parent transportation** rather than the school bus.

Bicycles on Campus: Conway School recognizes that some students may rely on a bicycle as a means of transportation to and from school. Students need to wear a helmet when riding a bicycle to school and on the school grounds. For safety, students should walk their bicycle to the bike rack when they arrive and will walk it off campus at the end of the day. This is a privilege and students need to take full responsibility for securing their bicycles in the proper area.

After School Activities: Students involved with after school activities must be in an area with their supervisor. If they are not participating in an activity, they should not be on campus. Students will not wander around campus before or after school hours (8:00-3:30) without permission. Students who are a spectator at games or other activities must remain with that activity and be supervised by their parent/guardian or have a note from their parent/guardian designating another adult who is responsible for them.

Programs and Organizations



WATCH DOGS: This program gives our dads, and other father figures, an opportunity to volunteer for the day at Conway School. Some of their responsibilities may include reading with students, playing math games, playing or refereeing games at recess, and eating lunch with students. These WATCH DOGS help build a foundation for success in the lives of their own children as well as other students at Conway. If you would like to be a part of this please contact our principal or school secretary for more information.

Counselor Support: Our School Counselor, Ms. Kombol, is a talented and skilled resource for our staff, students, and families. She will listen to concerns, suggest viable options, and help students resolve conflict. Our School Counseling program includes whole class lessons on respect, friendship, conflict management, decision making, positive behavior and anti-bullying, small group and individual support in all of these areas. Students who would benefit from more intensive support, will be referred to community resources.

On Site Mental Health Therapist: We are fortunate to participate in the County-wide mental health therapist program in schools. We have a therapist on site every Thursday. Our School Counselor has access to resources for parents and is happy to share information about where and how to access services.

Conway School-PTA : Our school community is fortunate to have a vibrant, supportive parent group focused on supporting students, teachers, and families at Conway School. Conway School-PTA plans fundraising events, fun family events, and educational experiences to enrich the lives of our school family. If you have questions or would like to volunteer, please contact the PTA at conwayschoolpta@conway.k12.wa.us

ASB Student Council (Grades 6th-8th): Our ASB Advisors are Mr. Townsend and Mrs. Penry. ASB is an opportunity to be a part of your student government and serve your fellow students and your community. ASB officers are elected in the spring for the following school year.

Attendance



Attendance: At Conway School, consistent and on-time attendance affects what students learn in their classroom. It is essential to attend school regularly and be on time to every class. The only time students can be out of class is if the teacher issues a hall pass. When it is necessary for students to miss school, the absence must be excused through Pickup Patrol, a written note, a phone call from their parent/guardian or e-mail to khutchens@conway.k12.wa.us. All absences are considered unexcused until the note or phone call is received.

It is important to clearly understand the following procedures regarding attendance:

- If a student is late to school, he/she will report to the office for a tardy slip **before** going to class.
- If a student needs an early dismissal, please enter the change into Pickup Patrol or send a note with your child to turn into the office or their teacher.
- To help teachers plan, if a student knows about an upcoming absence from school, the student will have all teacher(s) sign a pre-arranged absence form five school days before the planned absence.
- If a student is absent from school, it is the student/parent's responsibility to check with teachers at an appropriate time to arrange for make-up work.
- Parents/guardians are urged to contact the office for homework if absences will exceed three (3) days.
- Middle School students must be in school for at least 3.5 class periods, and the time missed must be excused by an administrator, in order to attend a school activity or participate in an athletic event on that day.

Truancy: State law requires students to attend school and be on time. Families will be notified if attendance becomes of concern and a meeting with the principal may be required. If attendance continues to be an issue a truancy petition will be initiated with the local Community Truancy Board. Students who are on an out of district waiver, may have their waiver revoked if absences become problematic.

Arrival at School: The buildings will be open for students at 8:20 a.m. Students may be on campus at 8:00 a.m. and should proceed to the supervised playground or the cafeteria and gym in inclement weather until the bell rings at 8:20. If a student's teacher would like to work with him/her before 8:20, the teacher will give the student a note, which will be presented to the playground supervisor upon arrival at school. **For security reasons, parents are not permitted on the playground, walk up area, hallways or classroom doors for dropping off students.**

Closed Campus: Conway School is a closed campus. Students will remain on campus during the school day. Students choosing to leave campus for any reason once they have arrived at school may be subject to disciplinary action.

Illness: If students feel sick, they should tell their classroom teacher and request to go to the school office. If a student has a fever, is vomiting, or has diarrhea, they need to be at home. All medications must be brought to the office in the original container with a form signed by your child's physician (you can find this form on our website on the *For Families* tab under nurse. The original container and specific directions will be kept in the office. Students are not allowed to carry any medication (including over the counter) unless the appropriate forms have been signed by a healthcare provider. See the nurse or School office staff for more information. Families will work with the school nurse and classroom teachers to maintain a schedule for regularly taken medications. Cough drops are allowed with a parent note and should be kept in the office.

School Safety and Discipline

Safe School: It is important for our school to be safe in order for students to learn effectively. It is not fair that any individual(s) be allowed to disrupt the educational process. Inappropriate student behavior will not be tolerated on school grounds, at school-sponsored activities either on or off campus, or in a location that will reflect negatively upon Conway School.

Positive Behavior Supports: At Conway, we have a school-wide behavior system called PBIS (Positive Behavioral Interventions & Support). PBIS is a framework to promote and maximize academic achievement and behavioral competence. As part of the PBIS framework, we have established clear rules for the behaviors we expect in all areas of our school. These expectations are explained in our Behavior Matrix, which you will find

on our website and see posted throughout the school. We will teach these expectations to the students throughout the year and provide reteaching lessons as needed. The expectations for all student behaviors will be clear throughout our classrooms, playground, lunchroom, gym, bathrooms, and hallways. We believe that by helping students practice good behavior, we will build a school community where all students can learn. Our expectations will provide a school environment where more time is spent instructing and less time spent disciplining. If your child does have a discipline concern, an office discipline referral will be completed

Conway School's FOUR B's

1. **Be Safe**
2. **Be Responsible**
3. **Be Respectful**
4. **Be Kind**

Conway School Expected School-Wide Behaviors

	Be Safe	Be Responsible	Be Respectful	Be Kind
Classroom	<ul style="list-style-type: none"> • Hands and feet to self. • Follow classroom procedures to leave. • Follow directions. • Use materials appropriately. 	<ul style="list-style-type: none"> • Be on time and prepared to learn. • Electronics and toys stay at home. • Stay on task. • Clean up after yourself. • Complete assignments on time. 	<ul style="list-style-type: none"> • Treats others and property with respect. • Follow directions. • Actively listen and let others listen. • Use appropriate voice level and language. • Wait to be excused. 	<ul style="list-style-type: none"> • Include others. • Speak positively about others. • Treat others like you want to be treated. • Help others appropriately.
Cafeteria	<ul style="list-style-type: none"> • Stand in line single file. • Keep hands, feet, and objects to yourself. • Keep food on lunch trays. 	<ul style="list-style-type: none"> • If a spill occurs, clean up after yourself. • Use a #1-2 voice. • Use appropriate language. • Use a 0 voice at dismissal. • Stay seated unless you are cleaning up. 	<ul style="list-style-type: none"> • Wait to be dismissed. • Leave your eating area clean of all debris. • Use appropriate language. • Use supervisor's name or title. 	<ul style="list-style-type: none"> • Make room for and welcome others at the lunch tables. • Respond with "please" and "thank you" to people. • Assist others.
Recess	<ul style="list-style-type: none"> • Equipment is provided by the school. • Stay within fenced areas unless granted permission. • Stay off of fences and goals. • Ball tag, dodgeball, or bombardment are not allowed. 	<ul style="list-style-type: none"> • Use equipment for intended purpose. • Return equipment to container. • All balls stay within the play area or you lose the privilege to play for that recess. • Keep hands and feet to yourself. 	<ul style="list-style-type: none"> • Restrict public displays of affection. • One captain per team with new captains and teams each recess. • Keep jump ropes off equipment. • Balls may be kicked against wall in covered area and tennis court walls. 	<ul style="list-style-type: none"> • Invite others to play. • Use positive language.
Hallways and Sidewalks	<ul style="list-style-type: none"> • Walk on the right-hand side and use right-hand door. • Walk in a straight line. • Keep playground equipment quietly in your hands. • Keep body to self. 	<ul style="list-style-type: none"> • Stop if any staff member asks to speak with you. • Correct behavior if requested by a staff member. • Use a 0 voice. 	<ul style="list-style-type: none"> • Behave in a respectful manner towards peers and adults. • Respect others property. 	<ul style="list-style-type: none"> • Hold doors open for people as appropriate.

Office	<ul style="list-style-type: none"> • Enter and exit doorways on the right. • Report strangers immediately. 	<ul style="list-style-type: none"> • Connect with your friends outside of the office. 	<ul style="list-style-type: none"> • Wait your turn patiently. • Ask for permission to use the phone. 	<ul style="list-style-type: none"> • State your purpose politely. • Be polite to visitors.
Technology Use	<ul style="list-style-type: none"> • Must be supervised by an adult. 	<ul style="list-style-type: none"> • Follow school's AUP policy. • Push in chairs, straighten keyboard when done. • All Tech devices are handled carefully. • Print with permission. 	<ul style="list-style-type: none"> • Work quietly. • Use only your assigned computer, iPad, or Chromebook. 	<ul style="list-style-type: none"> • Help others appropriately.
Restrooms	<ul style="list-style-type: none"> • Wash hands with soap and water. • Report problems promptly to a staff member. 	<ul style="list-style-type: none"> • Have permission to be there. • Flush toilet. • Keep water in the sink and toilet. • Leave promptly. 	<ul style="list-style-type: none"> • Respect property. • Place paper towels in garbage. 	<ul style="list-style-type: none"> • Give people privacy.
Assemblies	<ul style="list-style-type: none"> • Face forward. • Stay in your own personal space. • Remain seated until signaled by teacher for dismissal. 	<ul style="list-style-type: none"> • Use a level 1 voice while waiting for assembly to start. • Use a "0" voice once a person opens the program. 	<ul style="list-style-type: none"> • Stand and sit quietly for the Pledge of Allegiance. • Remain still and quiet. • Respect the space of others. • Demonstrate active listening. 	<ul style="list-style-type: none"> • Show appreciation through appropriate applause. • Show empathy and compassion for performers.
Bus	<ul style="list-style-type: none"> • Keep body parts inside the bus. • Follow boarding and exiting procedures. • Wear a seatbelt if available. • Remain properly seated. • Keep aisle clear. • All actions must be safe and within school rules. • Bus controls, emergency equipment/exits, and paperwork are for bus drivers, only. 	<ul style="list-style-type: none"> • Food and beverages may not be consumed without permission. • Ride the assigned bus unless family note was provided to the office in advance. • Put all litter in the trash can. • Electronic devices are allowed only if the bus driver approves it. • Behave properly at or near bus stop. 	<ul style="list-style-type: none"> • Follow the bus driver's directions. • Talk quietly. • Demonstrate respectful behavior to bus driver and others. • If a conflict occurs, report it to the bus driver as soon as possible. 	<ul style="list-style-type: none"> • Be friendly to those around you.

Discipline: In the event that students need help with personal discipline, they will receive appropriate consequences for their behavior. As a school, we believe that consistency is important as we support our students in making appropriate choices. Classroom referrals are assigned by teachers and will be communicated to families. If a student has ongoing disruptive behavior or sudden severe behavior, they will be assigned an office referral and will meet with Mr. Dickinson or his designee and the issue will be investigated. Parents/guardians will be notified about behavioral choices that are ongoing or more severe in nature as well as the assigned consequences. Consequences may include lunch detention, parent/guardian conference, service to school, in-school suspension, short/long-term suspension, expulsion, and other forms of discipline. The consequences students receive will depend on the nature and seriousness of the inappropriate behavior and the number of previous offences.

In-school or out-of-school suspension will cancel the student's participation in after school events on that day. Any detentions will be served before a student may participate in after school activities. Failure to serve an assigned detention may result in additional consequences.

If parents/guardians have any questions about incidents reported by their child, they are urged to contact the classroom teacher or the principal as soon as possible.

Misbehavior on the Bus: Consequences are at the discretion of the principal depending on the circumstances (and may include assigned seating, removal from the bus for one to ten days or permanent removal from the bus). Serious misbehavior on the bus may also be cause for disciplinary consequences including in-school suspension, short-term suspension, long-term suspension, or expulsion.

Weapons: Weapons are not allowed at school. Toys or other items that look like or are used as weapons may be treated as weapons.

If students ever accidentally bring an inappropriate item to school (like a pocket knife or lighter), if they give it to a staff member, they will be acting responsibly and will not be given a consequence. If they do not give the item to a staff member, they will be disciplined if the item is discovered.

POSSESSION OF WEAPON (S) State laws ([RCW 28A.600.420](#)) and [Policy 4210](#) prohibit any student from possessing a weapon or weapon look-alike on school district property, school provided transportation, or any school related event.

Violating this policy by possessing any weapon will result in immediate referral to legal authorities, parent/guardian notification and emergency expulsion from school for a minimum of one year ([Policy 3240](#), [Policy 3241](#), [Procedure 3241](#)).

The request for a hearing regarding the emergency expulsion of a student from school will follow the procedures set forth in [WAC 392-400](#). Appeals of the decision to expel a student from school will follow the procedures set forth in [WAC 392-400-525](#). This expulsion is subject to modification by the superintendent.

Bullying and Harassment: Bullying and harassment will not be tolerated. Students can talk with their teacher, counselor, principal or any adult they trust if they feel bullied or harassed. The adult will work with the students to make certain the unwanted behavior stops. In order to have a "bully-free" school, we have to work as a team of students, families, and staff to eradicate this behavior.

Bullying includes a wide variety of behaviors, but all involve an imbalance of power, a person or a group trying to harm someone who is weaker or more vulnerable; thus, causing the victim to feel unsafe and the behavior keeps happening. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting,

name-calling, making sexual remarks, stealing or damaging belongings, gestures, and other non-verbal communication) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone). See [Policy 3207](#) for additional information

All students have the right to be safe at school. With that right comes the responsibility to report to a staff member if the above behaviors are happening. Students and parents can also report bullying through the 'Bullying Incident Reporting Form' located on the 'For Students' tab under Bullying.

Sexual Harassment and Sexual Violence: It is the policy of Conway School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The school district prohibits any form of sexual harassment and sexual violence by students, staff, and other users and participants of Conway School. Students should report incidents to their teacher, principal or another staff member.

Sexual harassment may include *but is not limited to*:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.
9. Sexual language or behavior, which in itself causes undue offense to others. This includes jokes, hand motions, rumors, etc.
10. The School District will determine whether the complaint is substantiated and upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation, and in accordance with legal and district policy and procedures. ([Policy 3445](#))

Tobacco Products: No one is permitted to smoke or use tobacco products (including e-cigarettes or vaping products) on the school grounds or in a location that will reflect negatively upon Conway School. The consequences for having tobacco products in a student's possession are the same as if they are found smoking, chewing tobacco products, or using any type of e-cigarettes or vapor smoking devices.

Substance Abuse/Use: Students will not possess, use or be under the influence of alcohol, drugs, narcotics, inhalants, intoxicants of any kind, or those purported to be the same and/or related paraphernalia on school grounds, at school-sponsored activities either on or off campus, en route to and from school, or while in attendance during the school day. ***This includes Marijuana in any form.***

Students will not traffic (sell, trade, or distribute) any of the above-stated substances on school grounds, at school-sponsored activities either on or off campus, en route to and from school, or while in attendance during the school day.

Dress Code: The dress code at Conway School is an important part of creating a positive and non-disruptive learning environment for all students. School administrators, staff, and district personnel reserve the right to determine whether a student's attire is disruptive to the learning environment. Individual teachers may require specific appearance and attire with special consideration for safety and reinforcement of course curriculum.

Non-Allowable

- Clothing may not depict, advertise or advocate the use of drugs, alcohol, or other controlled substances.
- Stomachs and undergarments should not be visible
- Clothing may not threaten the health or safety of any other student or staff.
- Hats may not be worn in the buildings
- Clothing that implies gang affiliation will not be permitted

Food and Beverages: Food or beverages (with the exception of water) are only allowed in the cafeteria or with the permission of the teacher for a special occasion. Gum chewing is not allowed.

Cell Phones: ***We understand that many parents provide their children with cell phones for safety. They can, however, become a disruption at school.*** Cell phones are viewed by the school as electronic devices and should not be used during the school day without permission from a staff member. As with other electronic devices, if you have a cell phone at school, it should be turned off or switched to silent mode and must be kept in a pocket or backpack the entire time you are at school or on the bus. Students who choose to disregard this policy will have their phone temporarily taken by the teacher and a classroom referral will be written. On the second infraction, parent/guardian will be required to pick up the phone. **If a student chooses to bring a phone to school, the school is not responsible if the phone becomes missing or stolen.**

Electronic Devices: The primary focus at Conway School is to create a positive and productive learning atmosphere. Our community provides our students with amazing access to instructional technology. Cell phones, e-books, etc. are a few examples of technology that could be permitted on school campus. Students may not take pictures of their classmates during the school day unless they are on the yearbook staff. Students bringing technology items to school are bringing them at their own risk.

If a student chooses to use these items during school the school day without staff permission (8:00 – 3:30) or have them in public view, they will lose them until the end of the day or in subsequent incidents they will be released to the parent/guardian of the student. Students may use their devices to listen to music on the school bus, but are prohibited from using the camera on their device. It is the responsibility of the student to put the device away in his/her backpack before they exit the bus and to keep the device in their backpack throughout the school day.

Photos and Picture: Photos and pictures taken at school by both students or parents should not be posted on social media (with the exception of pictures of your own children) without permission. Photos should not be taken at school by students without consent of the student being photographed. If you find that photos have been posted please contact the individual/parent responsible and resolve the issue together.

Athletics and Activities

Student Yearbook (6th – 8th Grade): Students submit an application to Ann Penry (apenry@conway.k12.wa.us) in the spring to be considered as a member of the following year's yearbook staff and the opportunity to help put the yearbook together.

ASB Student Council (Grades 6th-8th): Our ASB Advisors are Mr. Townsend and Mrs. Penry. ASB is an opportunity to be a part of your student government and serve your fellow students and your community. ASB officers are elected in the spring for the following school year.

Ambassadors: Students will have an opportunity to act as hosts and welcoming ambassadors for new students. Please see Crystal Kombol for this volunteer opportunity (ckombol@conway.k12.wa.us).

Crossing Guards: Students in 5th and 6th grade may apply to be a school crossing guard. Applications are available from their teachers or in the school office. Crossing guards volunteer on a weekly basis before and/or after school. They will not be able to ride the bus home and require a parent pick up at 3:15. Crossing guards will be recognized for their efforts and rewarded with an end of the year celebration.

Music: The Middle School offers band that performs for the students and parent/guardian at special occasions and takes trips to perform before other school and community audiences. Instruments can be rented from Conway School or the local music store. Contact Mr. Rawson for more information (brawson@conway.k12.wa.us)

Young Authors (Grades 3-8): Students will have a chance to write and publish, and attend a special event(s) for those who complete a manuscript. This program may not be offered each year, check in with the school office for details on the program and for the advisor.

Math Counts (6th – 8th Grade): Students will have an opportunity to learn and practice advanced math, and then compete in competition(s). Please contact Mr. Townsend for this activity (townsend@conway.k12.wa.us)

Social Events for Middle School: We have lots of fun at the social events that the Associated Student Body (ASB) sponsors during the school year. Dances have the following expectations:

- Afternoon Dances are from 3:00– 5:00. Written permission is required from a parent/guardian for a student to leave early. A parent/guardian must pick up his/her student in the cafeteria/Gym. Once a student leaves a dance, he/she is not permitted to return.
- Dress for school dances is regular school clothes, unless the theme of the dance suggests otherwise.
- Only those currently enrolled and in "good standing" may attend. "Good standing" means that the student attended 3.5 or more class periods of that school day and that he/she has taken care of all disciplinary consequences for behavior or has permission from the principal.

Interscholastic Sports (Grades 7 & 8 & 6th - 8th grade Soccer) Requirements

Sports (6th – 8th Grade): Turnouts are before and after school. Academic progress and appropriate behavior are prerequisites to participation in all activities. Students are required to purchase an ASB card to play any sport. If you are unable to pay the fee, please ask the coach or Angela Pederson (apederson@conway.k12.wa) for a partial or full scholarship.

1. Each player must have parent/guardian's permission to participate.
2. A Washington Interscholastic Athletic Association rule requires that each participant be examined by a doctor. This examination is to be taken every 2 years, prior to the first sport for which a student is turning out, to be eligible for all sports.
3. Suspected Concussions are treated seriously under our state law. Students will be required to be examined by a medical professional and have a note clearing him/her to play, prior to returning to turn out.

3. All boy or girl participants must carry insurance. You may purchase school insurance or show proof of coverage on your parent/guardian' policy with signature on permission form.
4. A grade average of 2.0 must be maintained in core classes (math, social studies, science, and ELA) and athletes must be passing all other classes. Should classroom achievement fall below this, students may only be allowed to turn out, not to play, until improvement is shown.

Boys' Interscholastic Sports: Cross Country: Practice begins in the fall. The squad is open to all 6th - 8th grade students.

Basketball: Practice begins in November. The squad is open to all 7th- 8th grade boys.

Soccer: Practice begins in April. The squad is open to all 6th, 7th & 8th grade boys.

Girls' Interscholastic Sports: Cross Country: Practice begins in the fall. The squad is open to all 6th -8th grade students.

Soccer: Practice begins in the fall. The squad is open to all 6th - 8th grade girls.

Volleyball: Practice begins in the fall. The squad is open to all 7th -8th grade girls.

Basketball: Practice begins in January. The squad is open to all 7th -8th grade girls.

Sports (Cross Country, Volleyball, Basketball, & Soccer): When Conway students attend away games they are expected to ride the school bus to and from each event with their team. We understand that family schedules may necessitate taking an athlete directly from an away game. Students may only leave an event with a parent/guardian and you must sign your child out with the coach before departure to the event. The parent/guardian must have a face-to-face conversation with the coach before leaving the event with his/her child. Any unusual circumstances that require arrangements other than those mentioned above must be requested in writing prior to game day and must have written approval from the Principal.

The Conway Cougar's Athletic Code

1. I recognize that it is a privilege to play on a Cougar team. My attitude will always be, "What can I do for the school?" I will observe all guidelines for good athletics as established by the coaches and comply with their instructions at all times.
2. Prior to the first practice, the following forms will be completed, signed, and on file in the school office: medical physical, permission/insurance, rules/responsibilities, and emergency card.
3. By my attitude and conduct I will show respect for my school, my coach, the officials, my opponents, the fans, and myself. I will observe the rules of sportsmanship at all times.
4. Athletes must maintain a grade average of 2.0 in core classes (math, science, social studies, and literature) and be passing all classes. Should classroom achievement fall

below this, athletes may only be allowed to practice and are ineligible to travel to and participate in games, matches, or contests.

5. Punctuality and attendance is mandatory for practice. Athletes should wear proper attire and be attentive during practice. Advise the coach immediately if you are injured or ill.

6. Missing practice without being excused or ill will result in the athlete being ineligible the next game. An excused absence is one that has been prearranged with the coach.

7. To participate in a game, match, contest or practice, an athlete must be in attendance at school by 11:45 am on the day of the game, match, contest, or practice unless the absence has been prearranged.

8. Players must return to school on the bus. Players not wishing to return to school on the bus may only be excused to their parent or legal guardian. Following the contest, parents need to sign their athlete out with the coach if the athlete is not riding the bus back to the school. Notes to ride with other parents cannot be accepted. This is a school liability issue.

9. The coach and/or principal will be responsible for handling discipline matters with athletes at practice, games, or on the bus.

10. For any gross misbehavior, the coach reserves the right to remove an athlete.

Middle School Information

No backpacks in classrooms. For logistics and safety in halls etc... Students will unpack backpack into their lockers before their first class of the day. Supplies and pack should fit in lockers if students stay organized.

After the 3pm bell rings, all students go to lockers, pack up, and walk out of the building. Students are not allowed to take their backpacks with them to their last class of the day.

Lunchtime Study Table: Students who have not turned in assignments for their classes will be assigned to Study Table for lunch. This is an opportunity for students to eat quietly and complete assignments. Students who choose not to attend, when assigned, will receive a referral.

CRASH Room (Classroom Reset And Skill Help): Students who are not meeting behavior expectations or are in violation of school wide expectations may be assigned to the CRASH room for lunch. This could include reflection, reteaching of expected behaviors, problem solving, and a variety of other activities to improve the students' ability to be successful.

Honor Roll: Students who earn at least a 3.2-4.0 grade point average will be recognized on the Honor Roll.

Report Cards and Conferences: Report cards are issued three times each year. Parent/teacher conferences occur in the fall for all students. This is an excellent opportunity to learn more about your students progress and goals for improvement. In March, parent/teacher conferences are provided for students identified by our faculty. The specific dates are listed on the school year calendar. You can monitor your child's progress by logging into Family Access.

Helpful Procedures

Lockers: Lockers are assigned to you as a place to keep your books, backpack and coat. This locker will serve your purposes well if you use it properly.

Do not keep things of personal value in the locker.

1. Never share your locker combination with another student.
2. Keep locker door closed when you are not in the vicinity.
3. Keep locker free of waste papers, lunch sacks, and clothing. Too much in your locker jams the door.
4. Take the time to open and close the locker properly. Treat your locker well and it will work for you.
5. Be ready for locker inspection at any time. The school reserves the right to inspect your locker.
6. Don't change lockers without permission from the office.
7. It is an option for students may bring personal locks for each gym basket in the gym. Students should use a permanent marker to initial the back of their locks.
8. Students are not allowed to access the lockers of other students at any time.

State Testing: Per Title I federal requirements parents may request information on any state or school policy regarding student participation in any required assessments, which shall include a policy, procedure, or parental right to opt their child out of such an assessment. The following link gives additional information on [opting out of state testing](#).

- At the beginning of each school year, a local education agency [school district] that receives Title I, Part A funds must notify the parents of each student attending any school receiving these funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding any State or LEA policy regarding student participation in any required assessments, which shall

include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

DISTRICT INFORMATION

The Conway 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 or 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 employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Name and/or Title: Amanda Lewis
Address: 19710 State Route 534, Mount Vernon, WA 98274
Telephone Number: 360-445-5785
Email: alewis@conway.k12.wa.us

Section 504/ADA Coordinator

Name and/or Title: Amanda Lewis
Address: 19710 State Route 534, Mount Vernon, WA 98274
Telephone Number: 360-445-5785
Email: ckombol@conway.k12.wa.us

Civil Rights Compliance Coordinator

Name and/or Title: Jeff Cravy
Address: 19710 State Route 534, Mount Vernon, WA 98274
Telephone Number: 360-445-5785
Email: jcravy@conway.k12.wa.us

WHAT IS DISCRIMINATION?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public



Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

Conway School is a weapon, drug, alcohol, tobacco-free, and bully-free workplace and a place of learning.

Asbestos Notice: Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986 Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987 the U.S. Environmental Protection Agency (EPA) finalized a regulatory program that enforces the AHERA. In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is, however, important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes inspection and physical assessment reports, a training program for our custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM. Every three years a re-inspection by an accredited inspector must be conducted on all friable and non-friable, known or assumed asbestos containing building materials (ACBM)

to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM.

We conduct a periodic surveillance inspection every six months to check the condition of the remaining asbestos and to determine if any action is needed.

For further details on the locations of the remaining ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative office during regular office hours. Raymond Donahue of Specialized Environmental Consulting, Inc., is our designated asbestos program coordinator. All inquiries regarding the plan should be directed through Superintendent Jeff Cravy, 19710 State Route 534, Mount Vernon, WA 98274, 360-445-5785.

This notice is in compliance with AHERA regulations for public notification.

Quick Contact Reference:

<i>District Office</i>		
Jeff Cravy	Superintendent	jcravy@conway.k12.wa.us
Angela Pederson	District Auxiliary Service <ul style="list-style-type: none"> ● Transportation ● Lunch Accounts ● Free & Reduce Applications ● Facilities Use ● Choice Transfers 	apederson@conway.k12.wa.us
<i>School Office</i>		
Tim Dickinson	Principal	tdickinson@conway.k12.wa.us
Kelli Hutchens	Administrative Assistant <ul style="list-style-type: none"> ● Absences ● Transportation changes After 1:30 ● Volunteers 	khutchens@conway.k12.wa.us
Maggie Woodard	Nurse M-½ PM, W- All day & TH- ½ AM <ul style="list-style-type: none"> ● Student Medication ● Immunizations ● Student Health Plans 	mwoodard@conway.k12.wa.us

Conway School

Student and Family Handbook

Signature Page 2019-2020

This page is to be signed by the student and parent/guardian after receiving and reading this **Student and Family Handbook**. This will be kept on file.

I realize it is my responsibility to read the **Student and Family Handbook** and clarify any questions or concerns.

My signature indicates that I have read, understand and agree to adhere to the requirements as stated in the policies and procedures published in the **Student and Family Handbook**.

Name of Student (Print)

Signature of Student

Signature of Parent/Guardian

