

**CONTINUOUS CURRICULUM SCHOOL
HANDBOOK
2023-24**



Continuous Curriculum School

CCS Core Values

Caring – We look after our school and our people. We show kindness and interest.

Belonging – We are welcome, accepted, safe, and connected to something greater than ourselves.

Dreams – We dream big. We start here.

Hope – We have high expectations of ourselves and others regardless of barriers.

Results – We can do hard things with perseverance and support.

CCS Vision for Students' Experience

I am included and accepted, and I'm connected to other students and to the school.

My knowledge and skills for the future are growing. There may be some things I don't understand yet, but that's okay because I'm becoming a lifelong learner.

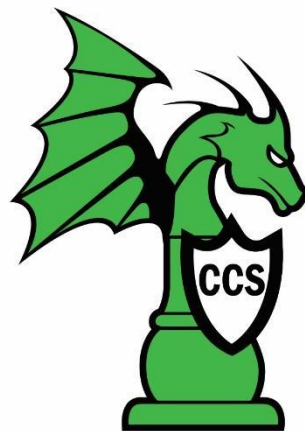
I can advocate for myself in a responsible and respectful way, and I am a friend to others.

School Wide Expectations

Be Safe.

Be Respectful.

Be Responsible.



Today is your day. Make it a good one!

GENERAL PROCEDURES

ATTENDANCE

- **Avoid missing school unless absolutely necessary.**
- **Use calendar breaks for vacation time.**

Key Point

Attendance is important.

Regular school attendance is necessary for mastery of the educational program provided to students. Students are expected to attend all assigned classes on time each day and make appropriate efforts to learn.

If your child is going to be absent, please notify the school at **(509) 241-5575**. In order for an absence to be considered excused, notification to the school office must be made within **3 days of the absence**. Notification shall include child's name, date(s) absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be considered unexcused. Parents, please do your best to schedule all appointments before or after school. However, if your child needs to be released early for an appointment or afterschool plans have changed, please call 927-3210 by 1:00. Parents of students who are picked up early on a regular basis will be contacted by the principal/designee to discuss the reasons and to develop a preventative plan.

Office – 927-3210

Attendance Line – 241-5575

ATTENDANCE REQUIREMENTS- Unexcused RCW28A.225

1. Any unexcused absence – A reasonable effort will be made to contact the parent/guardian to obtain explanation via telephone as to the student's absence

2. 3rd unexcused absence – Letter sent home reinforcing the consequences of non-attendance and request a conference with parent/guardian and school official.

3. 5th unexcused absence (in one month or 10 in a year) – Principal/designee will schedule family to attend EVSD's Truancy Board (CARB). A truancy petition may also be filed with the Spokane County Courts.

ATTENDANCE REQUIREMENTS- Chronic Absenteeism* RCW28A.225

1. 5 excused absences in a month or 10 in a year – Conference with parent/guardian and school official except when (1) prior written notice was given or a doctor's note was provided; and (2) an academic plan was put in place to keep the student on-track.



Times to Remember

Arrival Times:

Breakfast students: 7:15

All other students: 7:30

Bell: 7:40

Classes starts promptly at 7:45

Lunch: 11:00-12:00

Dismissal Time:

Middle School Sports: 2:00

All students: 2:15

School Office Closes - 3:00 PM

Professional Learning Days (Monday AM)

Breakfast - 8:45

Classes start at 9:15

CCS is a Choice School

CCS is a choice school with an alternative calendar serving K-8 students in the East Valley School District and surrounding area. EVSD provides busing for resident students. Non-resident students must complete the Inter-District Transfer form annually, which must be approved by EVSD prior to enrollment.

Key Point

Non-resident families must complete the Inter-District Transfer form annually.

Before School

There is no supervision for students before 7:15. If students arrive early and there is no supervision we cannot ensure their safety.

Key Point

7:15 is the earliest time students should come to CCS.

Late Arrival and Absences

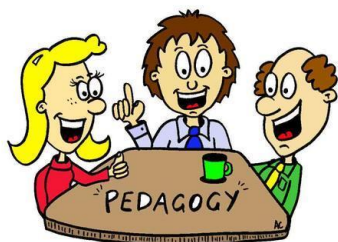
If a student is late he/she will need to check in to the office before going to class. If your child will be absent, please call the office. If a call is not received the office staff will make follow-up calls on all children. Please remember that students must attend regularly to be successful.



Late Starts:

East Valley School District has several Professional Learning Days for its staff. These days are:

August 21	January 8, 22, 29
September 11, 18, 25	February 5, 26
October 23, 30	March 4, 11, 18
November 6, 13, 27	April 8, 15, 22, 29
December 4, 11	May 6, 13, 20



**Breakfast on late start days will begin at 8:45.
Class time will begin at 9:15.**

BEHAVIOR EXPECTATIONS

School expectations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Having clear school-wide expectations and knowing which behaviors are acceptable helps create a positive and respectful environment. We believe all adults are teachers for all children at CCS. All adults are to be respected and to show respect to students. Volunteers are expected to report any misbehavior they observe.

Students are expected to Be Safe, Be Respectful, and Be Responsible in all settings. Behavior that meets these expectations will be acknowledged through various award systems, such as Dragon Bucks (grades K-5), Positive Behavior Rewards (grades 6-8) and PACE Character trait awards. Students who meet expectations are also eligible for ASB positions, National Junior Honor Society membership, and a variety of other forms of recognition.

Behavior that does not meet these expectations will be addressed through the district discipline matrix. CCS documents inappropriate behavior choices in Skyward or the School Wide Information System (SWIS). Skyward documentation remains on a student's record for subsequent years; SWIS documentation is only used internally for the current school year.

Inappropriate behavior choices include:

- inappropriate comments
- inappropriate physical contact
- refusal to follow reasonable requests
- misuse of property
- not attending class
- refusal to work

Consequences include:

- conference with student
- Reinstruction
- conference with parent
- loss of recess
- lunch detention
- suspension from school

PLAYGROUND RULES AND EXPECTATIONS

The following guidelines and expectations are intended to help our students be safe, respectful and responsible. Here are the expectations of CCS students.

Use equipment properly and appropriately

- Jump ropes on blacktop only
- Swings: back & forth, sitting, stop to get off
- Monkey bars
 - Hang by hands only (no upside down)
 - One person at a time
- Slide sitting upright, going in downward direction
- Purple toy: give priority to younger students.
- Follow instructions of recess supervisors.

Key Points

- Play fair.
- Be nice.
- Have fun, and make sure everyone you're playing with is having fun too.

Be Safe

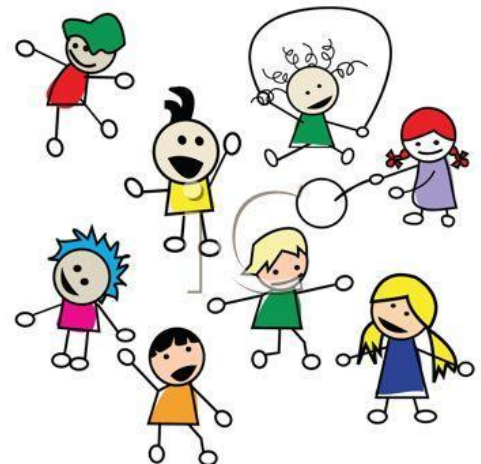
- Keep hands, feet and objects to yourself.
- Walk while on the blacktop.
- No food outside.
- No personal electronics or toys from home outside.
- No school issued devices outside.

Be Respectful

After use of equipment all must be returned to the carts or tubs
Whistle blows – stop playing, immediately line up carrying equipment to carts or tubs

Be Responsible

Hold play equipment in hands when in line
Use equipment properly
Tennis balls back to adults
Play fairly and share
Take turns



Use polite language
Ask others to join in
Apologize when necessary

Soccer Schedule for Grades 3-6

- Monday: TBD, para choice award from previous week
- Tuesday/Thursday
 - Big Goals, 6th graders
 - Small Goals, 4th graders
- Wednesday/Friday
 - Big Goals, 5th graders
 - Small Goals, 3rd graders

Middle School (grades 7-8) Phone Use at Recess

Be Safe, Be Respectful, Be Responsible. No photos or videos.

SCHOOL BUS PROCEDURES

All children who attend East Valley Schools and meet the eligibility requirements for bus transportation prescribed by the district may use the transportation services of the district. **School bus riding is a privilege**; any misconduct by a student that, in the opinion of the bus driver, is detrimental to the safety and welfare of any other student or to the safe operation of the school bus, will be sufficient cause for discipline and/or suspension of bus riding privileges. Students may use electronic devices on the bus, as long they are being safe, respectful and responsible.

Key Points

- Follow the bus rules or risk losing bus riding privileges.
- All school rules apply to/from the bus stop, while at the stop and while on the bus in addition to the classroom.

Transportation administrators will impose discipline and/or suspension of bus riding privileges when a citation is issued. Parents will be notified by the administrator of his or her action regarding the imposition and additional discipline.

A student suspended from bus privileges shall continue to fulfill all school attendance requirements. Parents are solely responsible for the transportation of their son/daughter to and from school when the student is prohibited from riding the school bus as a result of disciplinary actions taken under this procedure.

Warning and Suspension Notices – Guidelines

When in the opinion of the bus driver, there has been an infraction of rules or misconduct by a student, the bus driver shall first document on-the-bus informal discipline procedure; such as: verbal warning, assigning the student to a different seat.

- **First Citation:** Issued when there has been an infraction of rules or misconduct by a student which endangers the safety or welfare of other students or the safe operation of the bus, but for which the student has received previous oral warnings or informal discipline, or if the infraction is severe enough to skip steps, the following procedure will apply:
1. A Misconduct Citation will be completed by the bus driver and submitted to the Transportation Director or designee.
 2. A letter will be sent from the transportation office to the student's parent/guardian indicating the violation that occurred along with a copy of the Rules and Regulations for Student Conduct on Buses. This copy will contain Transportation Department guidelines for Second and Third Citations as well.
 3. A copy of the citation, letter to parent/guardian will be sent to the school principal and homeroom teacher.



Destination / Transportation Changes After School

For the safety of your children, the office needs to be notified by a parent when a child's transportation or destination after school has changed. This can be in the form of a phone call or a note. **In our effort to teach responsibility, please communicate with your child regarding after school plans before they leave the house in the morning.** When this isn't possible we will be happy to relay a message, however please call by **1:00 PM**. Children will be discouraged from calling you at home or at work to change or verify plans. Please help us reinforce this with your child.

Students are not allowed to ride a bus other than the one they are scheduled to ride.

EVSD Transportation

509-926-6371

MISCELLANEOUS PROCEDURES

Communication

Communication will be sent home regularly in the form of newsletters or school information on Skyward. These newsletters will contain important dates, information and updates. The school reader board is also a good source of information, as is our website, notes and reminders sent home by teachers and the school. Many teachers use take home folders. Some teachers use social media sites as well. Please ask your children if they have information for you. Check with your child's teacher to determine the best way to give/receive more specific information. Please give updated contact information to the teacher & the office.

Key Point

Email is the most common way to communicate. Social media communications are also becoming popular. Sometimes a phone call or meeting is best.

School Supplies

The district is providing most school supplies this year. If students have specific supply needs beyond standard provided supplies, please contact the school.

Fall / Spring Conferences

The East Valley School District uses November and March conferences to include parents in setting the direction for their child's education. Parents use an online site (SignUp.com) to schedule their conference. Parents will be invited to come and bring their child so that the parent, the student and the teacher can work together on goals for the year. At that time, current assessment data will be shared with you. More information will be sent closer to conferences so that you can prepare for this meeting. During the spring conference students will share the progress they have made on the goals set in the fall. Please feel free to call your child's teacher or the counselor to set up additional conferences as needed.

Key Points

- Attend all conferences.
- Set up additional conferences when necessary.

Assessments

CCS participates in the state's annual spring assessments for grades 3 – 8. Also, CCS students take the iReady Math and Reading screener in the fall, winter and spring. These assessments help teachers design instruction, monitor student progress and set instructional goals. Please ensure your child's device is fully charged for assessment events.

Class Field Trips

Class field trips are occasionally taken to supplement the curriculum. All students who are making overall satisfactory progress are expected to participate in these trips. Students with behavioral concerns may be required to stay at school that day and work on an alternate project or be accompanied by a parent.

PTSA

CCS has an active Parent, Teacher, Student Association. The PTSA hosts many activities throughout the year. Families are encouraged to join the PTSA and help PTSA support the school through attendance at events and fundraisers.

Family Volunteers

CCS is pleased to invite you to participate in the educational experience of our children. There are many opportunities to volunteer. We would also like to invite you to work with students in reading, writing or math. You can also help teachers with clerical tasks, help in the library or with special events.

The PTSA is eager to involve as many parents as possible. If you aren't available for meetings you can still volunteer to help with activities. Once you let PTSA know what you want to do they will send a reminder to you when it is time to start work on that event. Please let the volunteer coordinator know how you would like to volunteer.

Key Points

- Volunteer opportunities are found everywhere; see your child's teacher.
- Background checks are mandatory.

Volunteers are a key part of the CCS program; Music, Library & PE need help too. **All volunteers must have a background check and paper work on file. The application form to be a volunteer is on the district's website.**

Homework

Teachers will assign homework to reinforce concepts taught and learned in class as appropriate for the student's age and development. The type, frequency and quantity are determined by each grade level. Homework may or may not require parental assistance. If you notice that your child is frustrated or confused and you are unable to help them, please discuss this with your child's teacher. Required homework will not be given during CCS breaks, although students may use CCS breaks to makeup work.

Key Points

- Homework is at the reasonable discretion of your child's teacher.
- Homework will not be given during CCS breaks.

School Programs

CCS has a variety of programs in which students can participate.

- Reading Counts. Students read books, take quizzes, earn points. These points qualify students for a variety of prizes.
- PACE awards. Each month is associated with a character trait. Teachers identify one student in class who represents that trait. Student recipients are recognized in monthly Zoom assemblies.
- Dragon Bucks. K-5 students are recognized for meeting CCS' expectations by their teacher. On Fridays, the ASB invites one student from each classroom for a group photo with the principal and to receive an appreciation item.
- Positive Behavior Rewards. 6-8 students are recognized for meeting CCS' expectations and can redeem points for prizes and privileges.
- National Junior Honor Society. Students in grades 6-8 can earn recognition in this group.

- School Clubs
 - Chess Club. Chess club meets on Monday afternoons. Members participate in occasional competitions.
 - Drama Club. This group puts on one performance each year.
 - ASB. Students are elected into the organization and participate in student leadership opportunities.
 - Sports. Students in grades 5-6 participate with other elementary schools. Students in grades 7-8 join East Valley Middle School for practices and competitions.

PEP

East Valley School District operates a Planned Enrichment Program (PEP) for Gifted and Talented students in grades 2-8. Teachers recommended students to be tested into this program. Parents who wish to recommend their child for PEP testing should talk to their child's teacher or the office.

Students who attend PEP usually miss one day of regular class per week. Students are still responsible for the regular class's learning targets and may need to complete some of the assignments in order to demonstrate proficiency on those standards.

Electronic Devices and Cell Phones

Grade K-6 Procedures

East Valley School District Board recognizes the value of technology as a tool in the learning process. The Board also recognizes that personal electronic devices may be used for student safety, communication purposes as well as for personal and recreational enjoyment. At the same time, EVSD is not liable for items that are lost, stolen, or broken. Items include cell phones, tablets, laptops, smart watches, handheld video

games, or mp3 music players. If parents allow students to bring these items to school, the items must be turned off or silent and left in backpacks or lockers. Electronic devices and cell phones are not to be used during the day (7:45-2:15) at any place on the campus (except as designated by the teacher). Electronic devices and cell phones found being used at school may be taken by staff members, and will be returned to the student after school, or can be retrieved by the parent from the office.

Key Points

- K-6: No cell phones or electronics
- 7-8: May have only at lunch

Grade 7-8 Procedures

CCS adheres to the same policies regarding electronic devices as other schools in EVSD. Therefore, **in addition to the above K-6 policy**, we follow East Valley Middle School's policy for grades 7-8 that states: Electronic devices may be used during 7th and 8th grade student lunchtimes (11:20-12:15) or at teacher discretion only. East Valley School District policies will still apply during this time—there is to be no videoing of students or school personnel; the district's anti-bullying policies apply to any forms of online bullying.

Internet Usage/Internet Opt Out Information

East Valley School District provides your student access to the District network Internet. Please stress to your student the importance of using only his or her account password, and of keeping it a secret from other

Key Point

Follow the rules or lose Internet privileges.

students. Your student should never let anyone else use his/her password to access the network. Your student is responsible for all activity that happens on his/her account. We also reserve the right to access and review any files or other electronic information stored on district network servers. With this permission, you and your student waive copyright on any material posted on the district network and website. Our district currently uses an Internet filtering system and our teachers monitor student use of the Internet. We also have established procedures and rules regulating the materials that students may search for on the network. Please be aware that there is inappropriate and controversial material on the Internet that your student might still access. If you DO NOT want your student to access the Internet while at school, please contact the CCS office to fill out an Opt-Out form and return it to your student's school. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing.

Bullying

Harassment, intimidation and bullying means any intentionally written or verbal message, or physical act, including one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the act:

- physically harms a student or damages their property,
- substantially interferes with a student's education,
- creates an intimidating or threatening educational environment, or
- substantially disrupts the orderly operation of the school.

If a student feels he/she is being bullied, they may report that to their teacher, another staff member or the counselor. Additionally, CCS has a bullying reporting form available in classrooms, as well as in the office. CCS also has a "Second Steps" curriculum, which teaches students skills, such as recognizing bullying, resisting bullying, how to not be a bystander, and how to report bullying. Bullying report forms can be found in the hallway, the classrooms and the Counselor's office.

Safety and Security

You are always welcome at CCS. We ask that you help us maintain a safe and secure building. All visitors must sign-in at the office and wear visitor identification.

If you are taking your child out of school early, you will be asked to sign your child out. Please follow the same procedure as above. The students will be called to the office to meet you. Children are not allowed to leave without the parent/guardian checking them out in the office.

Key Point
Please check in to the office when you enter the building.

Student Dress

Clothing that Demonstrates the "Be Respectful" expectation.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract, from the school environment or activity and/or educational objectives.

- Create a health or other hazard to the student's safety or to the safety of others.
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.
- All shirts and tops must cover the midriff at all times. Clothing must cover undergarments when sitting, standing, or bending.
- Students may not wear hoods in common areas (hallways, commons, etc.) of the building.

If the student's dress or grooming is objectionable under these provisions, administrators shall request the student to make appropriate corrections. If the student refuses, administrators shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, administrators shall take appropriate corrective action. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded any required safeguards before any corrective action may be taken.

Safe Shoes for PE/Health & Fitness and Recess

- Clothes appropriate for gym on PE/Health & Fitness days.
- Safe footwear is required (flip flops and heals are not safe footwear). For safety reasons, students will wear/bring appropriate gym shoes to school to participate in fitness classes or recess activities.

Quick Checks

- Do I have PE today?
- Is today a spirit or dress-up day?

Student Drop-off and Pick-up

We ask that everyone use caution to be aware of potential safety issues when dropping off and picking up children.

Families whose youngest child is in grades K-3 can use the east side loop in front of the building. All others can use the newer loop on the west side.

Please don't have children cut across the parking lots without your supervision. This will help children stay safe and will model consideration for others. **It is also important to not block driveways and/or the street.** We appreciate your patience during these high traffic times.

Key Points

- K-3 families use the east side loop.
- Grades 4-8 families use the west side loop.

Buses will still use the east side blacktop area behind the school.

Bicycle Policy for Grades 3-8

To ensure the safety of students we **highly recommend that students under 3rd grade not be allowed to ride bikes, scooters, or skates to school.** **It is also important to know that Spokane County law requires that children between 3 and 16 must wear a helmet when riding anything with wheels.**

Key Point

There are bike racks behind the school.

Children will need "bike" locks that they can manage independently. Bike racks are located behind the school. Scooters must be folded and carried in the building and individual teachers will decide if they have room to store such items in the classroom. All bikes, scooters, skates, etc. must be "walked" on the school grounds; and skates cannot be worn in the building. This includes skateboards and shoes

with skate wheels built in. The school complies with rules established by the Transportation Department.

Lockdown Terms and Safety Drills

To be as prepared as possible in case of an emergency, CCS will conduct monthly safety drills. In addition to evacuation drills (formerly called 'fire drills'), we will occasionally have "lockdown" drills where we shelter in place.

Key Point
School safety procedures will be practiced regularly.

In a "lockdown" drill, teachers lock all doors, close blinds in front of windows, cease instruction and everyone is quiet until the drill is over.

In a "shelter-in-place" drill, teachers lock all doors but continue instruction until the drill is over.

We recommend parents review these procedures with their children. We would like children to know the importance of these drills, but not to be afraid of them.

Pets

Due to the unpredictability of animals and the number of children with allergies, East Valley School District does not allow pets on campus. In the event that a pet does stray onto the school grounds we will make every effort to identify and contact the owner prior to contacting Animal Control.

Key Point
No pets at school.

Lost and Found

You can help protect your clothing and supplies by labeling them with the child's name. "Lost and found" items are in a box by the gym hall. If unclaimed, our lost and found items are donated to charity several times a year.

Lockers

Students in grades 7-8 have access to lockers. Locker location and combinations are distributed through the office.

Things from Home

Students should not bring playthings from home. Toys are not allowed at school or before school on the playground. The school cannot be responsible for items that are lost or stolen. Show and Tell items may be brought to school with permission from the teacher. Families may donate equipment to the school.

Medicaid—Children's Health Insurance Program

Your child could qualify for FREE or low cost health insurance. Children may be eligible, through Medicaid for free health insurance, or "wrap around" services for items not covered by your current policy. For more information contact the school nurse at 927-3210.

Key Point
All medications must be kept in the office.

Medication If it is necessary for your child to receive medication during school hours, a Medication Request Form must be on file. These forms are available in the school office and must be signed by the attending physician and the parent. All medication will be kept in the clinic or school office. Please don't send anything with your child that says, "Keep out of reach of children." This includes over the counter medications, cough drops, hand sanitizer, etc.

School Closures

In the event of an emergency school closure, during the day, please make sure that arrangements are made with your child in advance so they know where they can stay until a parent arrives home. **We MUST have updated home, work, and emergency phone numbers in the school office at all times. Thank you for helping us with this important safety measure.**

Please call the district snow line, **(509) 242-SNOW**, or tune into local TV and radio stations, or the EVSD website, concerning delayed start times or closures due to weather conditions.

Meals Served at School

Breakfast and lunch continue to be free for families this year.

Good Health

Children who become ill during the day will be sent home. If you have health-related questions feel free to call the school nurse (241-5504). Generally, students who have a fever or vomit will be sent home.

Sports Eligibility for Grades 7-8

These rules and regulations shall govern any and all athletes representing EVMS, as well as CCS students who play with EVMS in any interscholastic competition, and are in addition to state and local regulations. They are designed to promote the ideals of sportsmanship and pride in representing the school to ensure acceptable standards for participation. The rules apply to each athlete from the date of the first scheduled practice until the conclusion of the season.

- Academic Progress: Athletes must maintain passing grades in a minimum of five out of six subjects. Students not meeting academic eligibility will be pulled from competition until their grades move back to passing. Attendance: A student must attend school at least four periods during the day in order to be eligible to participate in athletics or extracurricular activities for that day. Exceptions may be made for doctor or dental appointments.
- Behavior: If a student is suspended (in or out of school) he or she is ineligible to practice or participate on the days of suspension. Any student suspended on a Friday will be restricted from a weekend contest or activity. In addition to attendance and suspension rules, an athlete will become ineligible to participate in athletics for any of the following reasons:
 - Dropping from a sport.
 - Suspension from the squad for cause (attitude, language, etc.)
 - Possession or use of tobacco, alcohol and/or drugs.
 - Behaving in a manner that may bring dishonor or shame to the school or community

YMCA Child Care

The YMCA is remaining off-site this year, and child care services are available at their Mirabeau location.

Please call the **YMCA** for information: (509) 777-9622.

Have a great year!

