

MUCKLESHOOT TRIBAL SCHOOL

STUDENT HANDBOOK



Muckleshoot Tribal School
15209 SE 376th Street
Auburn, WA 98092

253-931-6709 (School Office Phone) 253-939-5568 (fax)
253-261-1329 (Transportation) 253-951-3654 (Parent Liaisons)
mts@muckleshoottribalschool.org (email)
Office Hours 7:00-5:00 (School Days), 8:00-4:00(Non School Days)

Student Rights

The Muckleshoot Tribe recognizes that students, as citizens, have certain constitutional rights. The school may, however set some reasonable limits on those rights in order to meet the school's obligation to educate, and to protect the health and welfare of students and staff

Students have FREEDOM OF SPEECH and may express their personal opinions. That freedom does not allow personal attacks, swearing, threats of violence, or interference with other people's rights to express themselves.

Students have the RIGHT TO ASSEMBLE peaceably. Any such gathering, which interferes with the operation of the school or classroom, is inappropriate and prohibited.

Students have the RIGHT TO PETITION appropriate school authorities when they feel that they have been treated unfairly.

Students have FREEDOM OF THE PRESS and may express their personal opinions in writing. However, they are not allowed to make personal attacks or publish libelous or obscene material.

Students have the right to FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE while at school. For the protection of all, however, the following rules apply:

- General searches of school property, including lockers and desks, may be conducted without notice or consent
- Students may be subject to search of their persons or personal property as permitted under applicable law.
- Items such as firearms, other weapons, firecrackers, or anything else that might reasonably be a threat to safety or security or disruptive to the educational process may be seized and removed from a student's possession.

Students have the right to EQUAL EDUCATIONAL OPPORTUNITY. They shall not be unlawfully discriminated against because of race, creed, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability.

Students have the right to FREEDOM OF RELIGION. Students are free from being controlled or influenced by a school teacher, administrator or volunteer of any particular religious point of view while they are participating in any school district conducted or sponsored activity, or while students.

d^zəlači? g^wəd^zadad ?ə tiit bəqəlšut ʃala?ltx^w:

SIX TRADITIONAL VALUES OF THE
MUCKLESHOOT TRIBAL SCHOOL:

1. ?ads.yayayə? ti?it adəx^wqič.
Your family is your wealth.
2. ?al?al ti?it dəx^wəstətlil tiit s.yayayə?.
The house is where the family dwells.
3. p̄aacut čəx^w -k^wi g^w(ə)ads?i?abil ?al k^wi s.duk^wil.
Try to be successful in change.
4. p̄əlcut čəx^wə t̄uk^wədtx^w k^w(i)adsʃaʃ.
Through discipline you achieve your goals.
5. ?aadx^w čəx^w k^wi səsčū?il ?al t(i) adshəli.
Put beauty in your life.
6. ?absʃəč tiit si?i?ab ?ə tiit education.
Education belongs to the minds of the si?i?ab.

This was created by Zalmie “Zeke” Zahir

Welcome to Muckleshoot Tribal School

From the Muckleshoot Tribal Administration and the School Board!

The Muckleshoot Tribe values education. The leadership of the Muckleshoot Tribe has identified that education contributes to the economic well-being of students and that of our families and communities. Education in a variety of subjects will equip students with a foundation for their future. A well-planned learning environment provides the best educational opportunities for students by allowing students to explore and understand different perspectives, understand the importance of work and finance and how performance, effort and decisions directly affect the future of each student. A student's educational experience is of profound importance. It is our responsibility to provide a safe learning environment, state-of-the-art curriculum, cultural relevance and meet the needs of all students to the best of our ability.

We encourage everyone to contribute to our school and student success. This handbook is intended to guide us through many of the services, rules, values, and expectations to meet the needs of our students.

As a parent and/or guardian, you are always welcome at the Muckleshoot Tribal School! Your assistance will aid in the partnership of creating a strong community school. Please feel free to call any of our Administrative Team members at (253) 931-6709.

Our Mission Statement: The Muckleshoot Tribal School is committed to a comprehensive, culturally-centered and academically challenging educational learning program that provides each student the opportunity to discover and develop his or her unique strengths and talents academically, socially, physically, and culturally and, therefore, become a productive, contributing member within the individual's familial, tribal and world communities.

STUDENT EXPECTATIONS

The future of the Muckleshoot Tribe is dependent on the Leadership created by the students of the Muckleshoot Tribal School. Therefore we introduce this Student Handbook with an identification of the Muckleshoot Tribal School' expectation for our Students.

Behavior

Appropriate behavior is expected from all students. Inappropriate behavior creates disruption and a substandard learning environment which can affect others. This creates a hardship for the students, the school, and the Tribe as a whole. The Muckleshoot Tribal School strives to attain an educational experience that is about standards and that treats the Muckleshoot Tribal School with respect and value.

School Values

- Be knowledgeable of our values and goals
- Treat others the way you would want to be treated
- Be kind, helpful, and respectful
- Be responsible and safe
- Learn from experience

Classroom Expectations

Student classroom expectations will be developed, discussed, and posted in each classroom. The students, teacher, and para professional will contribute to the classroom behavior expectations in each class. These expectations will emphasize the importance of behaviors that reflect respectful, responsible and safe actions.

GENERAL SCHOOL INFORMATION

Enrollment Process

The Muckleshoot Tribal School welcomes students that are enrolled members or descendants of a federally recognized tribe to the extent space and funds are available. The Registrar is located in the Coho Building offices and will assist parents/guardians with enrollment of each child and insure that all required documentation is complete and procedures are followed.

The following documents are required to complete enrollment at Muckleshoot Tribal School:

New Students:

- Enrollment Form
- Emergency Information Form
- Student-Parent-School Compact
- Original Birth Certificate
- Certification of Indian Blood or Tribal Enrollment Documentation
- Immunization Record
- Previous School Records
- Transcripts (High School Students Only)

Returning Students:

- Enrollment Form
- Emergency Information Form
- Parent-Parent-School Compact

The Registration process requires a minimum of three days to complete the following:

- Review by Special Services Director, Counselor, Dean of Students and Principal
- Set up Transportation
- Enter enrollment into Native American Student Information System (NASIS)
- Set up Student's individual schedule
- Enter enrollment into Enumclaw and Washington State Data Systems
- Notification of start date to teachers, parents/guardians, and student

Students must be fully potty trained and 5 years of age by August 31st to enter Kindergarten. Students are expected to complete their High School education in 4 years but may continue no later than their 21st birthday.

New enrollments will not be accepted after the 12th day of any quarter or after the start of the third quarter for the year. Exception may be granted to a student who is moving to the Auburn/Enumclaw area and transferring with an acceptable record of school attendance, behavior, and academic success. Students who have been suspended must serve the suspension in its entirety at the school from which they were suspended before consideration for admission will be given, subject to School Board review. Students not enrolled in a federally recognized tribe or their descendants may be accepted on a case by case basis after a review by the Muckleshoot Tribal School Board

ATTENDANCE REQUIREMENTS

Daily Attendance at school is critical to the success of all students. Attendance directly affects learning and proficiency on state tests. The standards set by the state and by the Bureau of Indian Education require students to meet Adequate Yearly Progress (AYP) standards which include proficiency on assessments and minimum of 90% attendance rate. Attendance also teaches students the importance of dependability required as an adult in college, careers, etc.

Excused Absence

An excused absence is granted after the parent/guardian provides notice which states the dates and reasons for the missed days. Failure to do so will result in an un-excused absence for the days missed. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in a manner provided by the teacher. Valid excuses are defined as:

- 1) Illness, health conditions, legally required appearance, family emergency purposes.
- 2) Absence resulting from disciplinary action or short-term suspension.
- 3) Any other absence approved by the principal including but not limited to cultural leave.

Exempt Absence (Pre-arranged Absence form must be completed and approved in advance)

Participation in school-approved activity including: education, athletic and cultural and religious.

Requests for an Exempt Absence may be disapproved when the absence will have a significant impact on the education progress of the student.

Un-Excused Absence

An un-excused absence is a result of:

- 1) Notice which does not constitute an excused absence as defined previously
- 2) Failure to provide notice by a parent/guardian upon student's return to school
- 3) Failure to complete pre-arranged absence form prior to actual absence
- 4) Truancy: Un-excused absence for more than half-day

Consequences of Unexcused Absences

The following steps will be taken when a student accumulates the following number of unexcused absences. All correspondence will be placed in student's file.

- Each unexcused absence : Call from attendance office
- Three (3) unexcused absences in a quarter: Letter sent home to parents
- Five (5) unexcused absences in a quarter: Require meeting with parents and student, Letter sent home
- Nine (9) unexcused absences in a quarter: Parent conference required and student placed on attendance contract.

Per Federal regulations any student with 10 consecutive unexcused or excused absences will be in dropped from enrollment. Parent and student will need to meet with Principal to discuss the possibility of re-enrollment.

Make-up Work Due to Absences

Teachers shall give students the opportunity to complete and receive all assigned work missed during an absence. Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher. Credit for participation-based learning experiences or a teacher-selected alternative may be allowed for school exempted absences.

Tardies to School

A Student is tardy to school when he/she arrives after class has started. Students who arrive to class more than 10 minutes late will be counted absent and must report to the Office before going to class.

Consequences for Un-Excused Tardies

Tardies will be handled through the Progressive Discipline Process

TRANSPORTATION

Bus Transportation

Free bus transportation is provided for all Muckleshoot Tribal School Students who live within the transportation service areas. During the first couple weeks of school we ask for your patience as the routes change as a result of enrollment changes. We do our best to inform you of your child's bus assignment, pick up/drop off times and when there has been a delay or change. If you have any questions about routes, pick up/drop off times please contact the

School office at 253-931-6709 or 253-939-3311, ext 3717. After 5pm, please contact Transportation at 253-261-1329.

All bus route changes (i.e. Students riding a different bus home, etc.) must be in writing to the office the morning of the scheduled change. For safety purposes, all changes must be submitted to the office no later than noon. Students are expected to comply with the transportation rules listed below. Bus transportation is a privilege. If there is an issue with buses, please contact the School Office or Principal for an incident report.

Transportation Rules

The majority of our students ride the school bus to and from school daily. From a safety standpoint, it is imperative that proper behavior be rigidly adhered to at the bus stops as well as during the ride on the bus. Parents will be notified if infractions occur and of any consequence as a result of the infraction with a bus report.

Students are expected to be at the bus stop five minutes prior to the bus time; however, students who arrive too early tend to have problems caused by too much unsupervised time. Please work with your child to develop a schedule which will allow them to arrive at the bus stop on time, but not so early as to create a problem at the bus stop.

1. Students must stand completely off the roadway while waiting for the bus. Board and depart the bus in an orderly manner. Cross only in front of the bus after receiving consent from the bus driver.
2. Every student will get on and off the bus at his or her regular stop unless written permission is given beforehand by school authorities after receiving a note from a parent/guardian which contains an address of the temporary stop.
3. Students are to remain seated while the bus is in motion. Students must ask permission prior to changing seats. Only items that can be held comfortably on your lap are allowed on the bus.
4. Appropriate conduct will be required while on the bus. Seats must be shared. Eating, drinking and gum chewing are not permitted. Fellow students will be treated with courtesy.
5. Keep hand, head and feet inside the bus. Get permission from the driver before lowering windows.
6. The possession or use of tobacco, alcohol and drugs is prohibited. Matches, lighters, glass, skateboards, sharp items and flammable materials may not be brought onto the bus.
7. Aide dogs assigned to students with special needs are the only animals allowed on the bus.
8. All students must actively participate in emergency evacuation drills. In the event of an emergency, evacuation procedures will be followed.

Riding the bus is a privilege that may be suspended at any time for inappropriate or dangerous behavior. Student misconduct will be sufficient reason for transportation to be discontinued

and parent will need to make other arrangements for transportation. Students and their parent/guardian will be held financially responsible for any act of vandalism.

The following consequences may be implemented should discipline become necessary:

- | | |
|-------------------|--|
| Incident #1 (B-1) | Verbal reprimand with a seat assignment and parent contact by the driver. |
| Incident #2 (B-2) | Discipline report with a five-day bus suspension following parent contact. |
| Incident #3 (B-3) | Discipline report with a thirty day bus suspension following parent contact. |
| Incident #4 (B-4) | Discipline report with a bus suspension for the remainder of the school year following parent contact. |
- Exceptional misconduct may result in immediate bus suspension.

Snow/Emergency Routes

The Emergency Communications System is designed to go into operation by 6:00 am. For updated information listen to your radio/TV station starting at 6:00 am. Announcements will be made for one day only unless otherwise stated. (Closure information can also be obtained via the Internet at www.schoolreport.org then select: private school) or call the school office at 253-931-6709.

The following announcements may be in effect:

1. Closed - No School - School and All Activities Canceled
2. Open with Limited Bus Transportation - follow routes below at normal times
3. Open, One hour late – follow routes below with student start times: MS/HS @ 8:30 & Elementary @ 9:30
4. Open, Two hours late - follow routes below with student start times: MS/HS @ 9:30 & Elementary @10:30

“Limited” means buses **will not** travel in the following listed areas for the entire day
(no pick up or drop off)

All Villages will be at their regular bus stops (Skopabsh, Cedar, Swan Flats, Davis Property)

Alternate Snow Route Bus Stop Areas Not Serviced due to Weather
Conditions

Bonney Lake @ Riverside Ford (166th & Hwy 410)	~10309-177 th Ave. E
Sumner, Lakeland Hills, Lake Tapps @ Auburn Riverside High School	~166 th Ave. E ~5718 Olive Ave ~411-196 th Ave. E
Lee Hill @ 8th N.E. & "R" Street	~11817 S.E. 319 th Place ~Stop @ corner of 124 th & 316 th ~30326-110 th Place N.E.
Riverwalk Road @ Casino Parking lot by Arco gas station	~Stop @ corner of Howard Rd & Riverwalk ~All 24 th , 25 th , 26 th & Forest Ridge ~MCDC
368 th S.E. Area @ Transit Station by Hamilton Fireworks	~All stops on 368 th (14735 & 14700 & 14627)
Additional Pick-up sites: All Public Transit Stops along Auburn Way So & Aub/Enclw Hwy up to 416th	

Closed Campus

Muckleshoot Tribal School is a closed campus. Age appropriate drivers must complete all necessary forms with Security and adhere to the regulations set forth. Violation of the regulations will result in progressive disciplinary action and may result in loss of driving privileges.

Student Drivers and Parking Permits

Students must present a copy of **registration, driver's license and proof of insurance** to the Security Department. Security will issue a parking placard with assigned parking space number. The placard must hang from vehicle rear view mirror, and be visible at all times. Student must park in assigned space for the vehicle. Student may drive onto campus at the beginning of regularly scheduled start time and may leave at the regularly scheduled time to leave. Students will not drive off campus during school hours. Students will not give rides to other students.

HEALTH, NUTRITION, SAFETY AND RESOURCES

Meals

All enrolled students are offered Breakfast between 7:30 am and 9:00 am. All enrolled students are offered a free Lunch between 11:00 am and 1:00 pm. Consumption of all food and drink is limited to the cafeteria with the exception of water in a closed container. Menus are available from the School office upon request. Parents whose children have food allergies should work with the School Nurse on appropriate substitutes.

Routine Health Screenings

Vision and hearing screenings are completed by the school nurse in the beginning of the school year. In addition, students who are referred by parents and/or teachers for symptoms of possible vision or hearing problems will be screened. If a student is found to have difficulty in an area, he/she will be re-screened in approximately 4-6 weeks. Parents will then be notified if the difficulty persists and be requested to seek further evaluation by a private physician. Other screenings such as head lice, blood pressure and height/weight may also be done. All Kindergarten and First grade students will be screened for speech/language and motor skills.

Medication While at School

All medications, including over the counter remedies, must be checked in at the nurse's office by a parent/guardian. A medication form must be completed by both the parent/guardian and a physician must accompany the medication. Under normal circumstances, students should be given medication before and after school. A violation of this procedure will result in school discipline process. Any medication given or sold by students will result in suspension.

Illness or Injury While At School

If a student becomes ill at school, he/she must get permission from the teacher in the classroom to get a hall pass to report to the nurse's office. Failure to report to the nurse's office and sign-in will result in truancy. The nurse will determine whether the student should be sent home, return to class or remain in the nurse's office. The student will be provided with a re-entry slip if he/she is able to return to class. If the student is to go home, he/she will remain in the nurse's office until the parent/guardian or the emergency contact arrives. The authorized adult picking up your child must sign the student out at the office. If the nurse decides that the student should be sent to a doctor, an authorization slip will be provided and the parent/guardian will be contacted at soon as possible. If parents/guardians have any

questions or concerns about the health of a student, please call the School Nurse at 253-931-6709.

Please keep your child home if they have:

1. A temperature that is over 101
2. Experience vomiting or diarrhea in the previous 12 hours
3. Cold symptoms, such as constant runny nose, congestion, coughing or sneezing (unless allergy related)
4. A sore throat lasting long then 3 days
5. Red, inflamed, swollen eyes with discharge or crusting (not related to allergies)
6. Weeping cold sores or other lesions such as impetigo until under treatment
7. Rashes that are not yet diagnosed
8. Untreated head lice

Maintenance

The Muckleshoot Tribal School Facilities department is available to provide maintenance support for students, staff and community member while at the School facility. If you need assistance please notify the School Office of this request. Any use of the School Facilities must be pre-approved through the School Board.

Security

The Muckleshoot Tribal School Security department provides security at the school. There is also a school resource officer to assist in security and interacting with students. If you need assistance please notify the School Office of this request.

Safety Drills

Regular Fire, Earthquake and other safety drills will be implemented throughout the school year. These drills are coordinated by the Safety Manager as to limit the disruption in student learning. The School will implement the most up-to-date and accepted procedures to provide for the safety of the students. As a result, as new and better procedures are approved those will be implemented at the School.

Emergency Release

When the school is operating under emergency conditions that disrupts the normal school routine for the entire school which results in the need to release students at other than the regular release time the following emergency procedures for the release of students will be implemented.

- 1) All students must check out through the School Office/Designated Area prior to leaving. This includes students who are normally released early as well as students with already approved early dismissal notes.
- 2) No student will be released by phone contact. A parent or a pre-designated emergency contact person must come to the School Office/ Designated Area and sign the student out of school.
- 3) The School will attempt to contact each parent or guardian via the students emergency contact information to alert the parent or guardian that the student will be released early or secure arrangements to have the parent or guardian pick the student up.
- 4) If school buses are to be used to transport students home, no Kindergarten student or other student as directed by the School Board will be left at home without a parent or guardian present. If no parent or guardian can be reached the student will be cared for at a safe location with proper supervision until a parent or guardian is contacted.

Visitors/Volunteers

Muckleshoot Tribal School is a closed campus. Visitors are not permitted on campus without prior permission from an administrator. After permission is granted, a visitor's pass must be obtained in the main office. The pass must be displayed at all times and returned to the office at the end of the visit/business. Visitors will not be allowed in classrooms or work areas without permission from Superintendent or Principal.

Volunteers must complete a Volunteer application, sign a release, meet with Principal for approval, complete background check and drug screening prior to volunteering in the School.

At no time will visitors or volunteers have unsupervised contact with students.

Contractors shall provide assurances that all persons working for the contractor on the Muckleshoot Tribal School Campus that may have contact with students has taken and passed a drug test and background check before the employee arrives on the Muckleshoot Tribal School Campus.

Pets and Animals

Students and visitors are not to bring animals to school. Any request to do so must be pre-approved by the Principal, including service animals. Failure to comply will require that the animal be removed from campus. Time missed for this will be considered unexcused.

Family Outreach Team

The Family Outreach Team includes Parent Liaison, and Counselors. If you are in need of resources to support your child's educational progress please contact members of this team through the School Office.

Elders' Room

When a student needs traditional redirection, the Elders' Room will provide a place for elders to connect with the student in need of assistance. The Counseling Center will provide additional support for students dealing with personal issues that interfere with their learning.

School CARE Team

The School CARE is a team of professional staff or those with expertise in a specific area that would advocate for the student to achieve identified academic and behavioral outcomes. This team would include a counselor, community elder or representative, teacher, and school administrator. The team may also include individuals or resource people external to the school that would share ideas to further strengthen the child's Student Learning Plan, (SLP). The Student Learning Plan is a data driven "plan of action" that addresses the student's academic and behavior needs. The team is established to provide the student and the community with a support.

ACADEMIC PROGRAM

Curriculum

Elementary – Elementary students in Kindergarten through Fifth grade will have daily opportunities to receive instruction in Reading, Spelling, Writing, Mathematics, History, Science, Computer Skills, Physical Fitness, Art, Native Language and Culture as schedule allows. All core content instruction will be based on Washington State Standards and taught using Creating Sacred Places and other Culturally Relevant teaching resources to meet the individual needs of students enrolled in Muckleshoot Tribal School.

Secondary – Middle School and High School students will have opportunities to work with their Advisor and/or Guidance Counselor to register for classes that align with requirements for graduation and student success. Core classes will include classes from the areas of: History, Language Arts, Math and Science. Elective classes may include classes from the areas of: Native Language, Native Culture, Weight Training, Sports and Fitness, Sports Skills, Physical Fitness, Marine, Small Engine, Auto Shop, Culinary Arts, Independent Living/Child Development 1 and 2, , Art Exploration, Ceramics, Jewelry, Native Flute, Drumming, Instrumental Music and Wood Projects based on student interests.

Field Trips

Opportunities for field trips to extend the classroom learning into the outside world are encouraged. Teachers will plan field trips and provide notice to parents/guardians that may want to chaperone. We require both male and female staff to supervise field trips and strive to have 1 parent/guardian volunteer for every 5 elementary students or 10 secondary students. Chaperones are expected to ride on the shuttles/bus with the students and may not bring additional children on field trips.

Daily Sample Schedule

Elementary - Specific schedules for Kindergarten, Grades 1 & 2, Grades 3-5 are in place to accommodate specialist schedules, please check with your child's teacher for their daily schedule.

Elementary Sample

8:30	Breakfast
9:00	Reading
10:30	Write/Spell
11:00	Sci/History
11:30	Recess
12:00	Lunch

12:30	Sci/History
1:00	Math
2:00	Reading
2:30	Specialist
3:30	Bus

Secondary - Classes will average 55 minutes in length, 6 periods per day.

Secondary Sample

7:30	Breakfast
8:00	L.A.
9:10	Science
10:05	Elective
11:00	Lunch
12:30	Math
1:30	History
2:30	Bus

Student Placement

Each year we have a number of parents who would like to request a specific teacher. Request will be honored consistent with space availability and the needs of all students.

Grades

All teachers will establish clear expectations for all students based on a culturally relevant curriculum that is aligned with state standards and assessed frequently.

Elementary – Grades are based on a 1-4 scale with 1 as beginning, 2 as progressing, 3 as proficient and 4 as advanced.

Secondary – Grades are based on an A, B, C, D, F or Pass/Fail scale. Students will receive a syllabus with specific objectives and criteria for which a student is graded for each subject area.

Make-up Work

Teachers shall give students the opportunity to complete and shall accept all assigned work missed during an absence. If your child has a pre-arranged absence or extended illness you can request their homework by contacting your child’s teacher. Credit for participation-based learning experiences or a teacher-selected alternative will be allowed for school absences.

Homework

Homework is for enrichment and practice and for the purpose of increasing the students' academic performance. Students starting in Kindergarten will have daily or weekly homework with a recommended minimum of 20 minutes a day of reading. Parents/Guardians/family members are responsible to provide a place for their child to study/complete homework, show support for the child's effort, establish a routine and have basic supplies available like: paper, pencil, dictionary, etc. Parents/guardians and family members are encouraged to read to their young children. Please contact your child's teacher if your child is having difficulty with their homework. Assistance in homework is available at the school.

Friday Report Cards

Each Friday of the School year all students will receive a progress report known as the "Friday Report Card". The purpose of the Friday Report Card is to inform parents/guardians of the students progress, areas that need to be addressed, attendance, and behavior. If a parent/guardian has questions the parent/guardian should contact the students teacher(s). Friday Report Cards shall be acknowledged by the parent/guardian and returned to the School.

Progress Reports

Reports are sent out at the middle of each quarter for students enrolled in Secondary courses. If you have any questions please contact individual teachers.

Parent/Teacher Conferences

Conferences are scheduled quarterly to discuss your child's educational progress with respect to the objectives for each course; meeting state standards and proficiency for state assessments. Parents may call and request an appointment for a conference at anytime during the school year.

Retention

Based on student's academic performance, parents will be notified no later than the end of the third quarter if adequate progress is not being achieved and student may not be ready to advance to the next grade level. At the end of the fourth quarter a conference will be scheduled with the parents and Principal or his/her delegate to discuss retention if necessary.

Report Cards

Report cards are given to Parents/Guardians at conferences each quarter or sent home quarterly. If you have any questions please contact individual teachers.

Graduation Requirements

From ninth to twelfth grade, students must have earned a minimum of 22.5 credits, completed a senior project, and demonstrated the required proficiency on the Reading, Writing, Mathematics and Science State Assessments. Each student is expected to complete at least 3.25 credits in English, 2.0 credits in Math, 2.0 credits in Science, 3.0 credits in History, 2.0 credits in Foreign Language, 1.0 credit in Visual Arts, 1.0 credit in Health, 1.5 credits in Occupational Education or Career and Technical Education (CTE), 2.0 in Physical Education and 4.75 in Electives.

Transcripts

Will be mailed with fourth quarter report cards for High School students or when requested from the Registrar.

Assessments

Test scores are valuable tools in measuring needs and help identify areas that students and teachers need attention, assistance or modification in.

State Assessments (MSP and HSPE)

Tests are taken annually during the course of a school year based on a schedule set by the state of Washington.

Grades 3-8 take the Measure of Student Progress (MSP). These tests consist of Reading, Writing, Math and/or Science. All grades take the Reading and Math assessments annually, specific grades take the Writing and/or Science.

High School students take the High School Proficiency Exam (HSPE). Students in the 10th grade are required to take Reading, Writing, Mathematics and Science. Any 11th or 12th grade student that has not passed will be registered for future testing dates until such time they meet the assessment requirements.

Measures of Academic Progress Assessment (MAP)

This is given in fall, winter and spring to all students and yields rich data that can be used to individualize instruction, analyze programs and track student process. Looking at MAP data enables teachers to know precisely where each student strengths and weaknesses are and modify instruction/curriculum.

Extended Day/Year

Elementary – Based on student needs and interests an extended day may include: Homework Club, Scouting, Athletics and/or Tutoring. Transportation will be provided on the reservation and a snack for enrolled students.

Secondary – Based on students needs and interests an extended day may include after school elective classes, study table, athletics, clubs and/or tutoring. Transportation will be provided on the reservation and a snack for enrolled students.

Summer School - Summer School will be offered to students that would benefit from additional instruction in reading, writing or math. Cultural and enrichment activities will be incorporated into the Summer School program. Transportation will be provided on the reservation only and meals will be provided for enrolled students.

Student Support Services

Special Education

If your child has any problems that require special attention, please contact our Special Services Coordinator for information on assessment and program placement. Students have Individual Education Plans (IEP) written by a committee including the parent to assist with accommodations to make the child successful in school.

Section 504

This is a program within Special Education for students with mental, emotional or physical disabilities who don't qualify for Special Education services. For example, more and more children are being diagnosed with disorders related to attention deficit and hyperactivity (**ADHD**), conduct problems, depression, anxiety, etc. These students may fall under the 504 guidelines.

Gifted and Talented

These programs are for students whose needs are not met by the regular program. Children are placed into the program based on ability testing and teacher/parent nominations. If you feel that your child should be considered for placement, contact your child's teacher or the Special Services Coordinator

Counseling

Counseling services are available to help all students balance the demands for academic, career and social competence. Service includes classroom activities, group counseling, and individual counseling.

STUDENT CONDUCT

Telephones and Messages

The office telephones are business phones and should be used by students only in situations of a critical nature. Personal messages from incoming calls may not be delivered to students unless they are of a critical nature. The office staff is not responsible to deliver non-critical messages. If there is an emergency, please call the main office to leave the message. All CD players, cell phones, iPods, pagers, or other electronic device may not be used during class time.

- | | |
|-------------------|--|
| Incident #1 (E-1) | Device collected by the teacher for the period. |
| Incident #2 (E-2) | Device confiscated by the teacher and held by security until the end of the day. |
| Incident #3 (E-3) | Appropriate level of progressive discipline applied up to suspension. |

Hall Pass

No student will be out of class without a pass or permission slip. A student may not be excused from any class to work on an activity without prior authorization from the advisor or teacher (s) affected by the missed class time. Students out of class without a pass will be subject to tardy or truancy. Hall passes will not be given the first 10 minutes of class or the last 10 minutes of class.

Lockers

Secondary students will be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used. Students are expected to keep them in good, usable condition. Switching of lockers is not permitted unless approved by the appropriate school administrator.

Because lockers and desks are school property, the school has the right to make a school-wide search of these areas at any time as it is the schools duty to protect its students and ensure that school property is lawfully used.

Students are reminded that valuable items should not be stored in lockers. The school cannot assume any responsibility for items left in lockers. Lockers are issued as a convenience to students, but are not intended to provide storage for valuables.

Students are to use lockers between classes only.

Internet Use

Computers, computer network and internet access are services provided to the staff and students of Muckleshoot Tribal School and may only be used for school-related purposes. The Tribal School Acceptable Computer Use Policy sets out prohibited uses of the Tribal School Computers, computer network and internet access. By way of general example, that Policy prohibits the following:

- Violation of any applicable Tribal, federal and state laws and the Tribal School Policies.
- Violation of any copyright, privacy right, stealing of data, or plagiarism.
- Engagement in any harassing or bullying behavior.
- Attempt to access or download offensive material such as pornography, profanity, racial slurs.
- Malicious use of or vandalism, including the attempt to introduce a virus or other attempt to damage or corrupt the Tribe's computer or computer network.
- Engaging in or attempting to engage in criminal activities.
- Unauthorized access to chat rooms or news groups.
- Non-school related uses.

Use of the internet and computer network access through the tribal school is a privilege, not a right. Any inappropriate use will result in disciplinary action, up to and including suspension and/or possible legal action.

Students and their parent/guardian must complete an internet agreement prior to using school technology. A student's use of the Tribal School's computers, computer network or internet access is subject to monitoring by the School. There is no expectation of privacy when using the Tribal School's computers, computer network or internet access.

Dress Code

The following types of clothing/attire are **examples** of inappropriate clothing:

- Clothing that promotes alcohol, tobacco, other drugs, sexual innuendo, displays profanity, or promotes violence
- Clothing that exposes inappropriate areas
- Gang-type attire, including bandana, sleeveless underwear shirts or do-rags
- Any clothing or accessory that is potentially dangerous.

Dress code guidelines will be developed to provide a safe, healthy, orderly, and positive environment for students. All clothing shall be age appropriate. Violation of the dress code policy applies to the entire school year and will result in the following actions:

- Incident #1 (D-1) Inappropriately dressed students will be required to change into clothing which is appropriate. Students who refuse to change into appropriate clothes will be subject to the progressive discipline policy.
- Incident #2+ (D-2) Parent notification and appropriate level of discipline (which may include suspension) will be determined.

ADDITIONAL REGULATED STUDENT CONDUCT

Tobacco

Muckleshoot Tribal School promotes and maintains a tobacco-free environment. Students and staff are prohibited from using tobacco products at any time within school buildings, on school property, school buses, or at any school related activity. The School may, but is not required to establish designated smoking areas on the School grounds where staff and students over the age of 18 may smoke. Such areas will be out of sight of students.

The Tribal School recognizes that smoking by minors is primarily a health issue. As a result, students under the age of 18 found violating the no-smoking policy will be referred to the school nurse or other Tribal health or smoking cessation program designed to reduce or eliminate minor smoking. The School will attempt to work with the student's parent or guardian. Persistent violation of this Policy after efforts to address the health issues will result in progressive disciplinary .

Firearms

Any student who is determined to have carried a firearm onto school property or who has possessed a firearm on school property, on school-provided transportation, in areas of facilities being used exclusively by the school, or at school-sponsored events or activities shall be suspended from the Muckleshoot Tribal School for not less than one calendar year. The suspension may be modified by the school on a case by case basis.

Firearm means a weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder. Realistic Fake firearm, dangerous instruments or explosives will be viewed the same as a real firearm, dangerous instruments or explosives.

Under this policy, students may not possess or use firearms on school property, on school-provided transportation, in areas of the facilities being used exclusively by the school, or at school-sponsored events or activities.

Props that look like guns and other toy firearms used in school-approved plays or school activities and starter pistols used for sports activities are permitted with prior approval of the building principal or athletic director.

Anti-Harassment/Bullying Policy

It is the policy of the Muckleshoot Tribal School to prohibit harassment, intimidation, and bullying by any means, including but not limited to electronic, including social networking computer bullying whether initiated from off-campus or on-campus, written, oral or physical acts, either direct, or indirect, when such intentional electronic, oral, written or physical acts, physically/emotionally harms, substantially interferes with a student's education, threaten the overall educational environment and/or substantially disrupts the operation of the school.

This policy includes, but is not limited to harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability.

This prohibition shall apply to all Muckleshoot Tribal School employees, volunteers, parents/guardians, and students, including conduct between students, between adults, and between adults and students.

Definition: **Harassment, Intimidation or Bullying**

Harassment, including sexual harassment, intimidation or bullying occurs where there is unwelcome conduct or communication that has the purpose or effect of interfering with a reasonable individual's performance, or of creating a coercive, hostile or offensive environment. This conduct can take many forms, including slurs, rumors, jokes, innuendoes, demeaning comments, drawing, cartoons, pranks, ostracism, physical attacks or threats gestures, or electronic, written or oral, or physical acts relating to an individual or group.

Public Display of Affection

Inappropriate displays of affection (such as making out or groping) can be embarrassing and disrespectful to adults and other students. The school building, school grounds, or school activities are inappropriate places to display affection. Students are expected to exercise self

control, proper judgment, and respect for reputation and comfort of others. Students who fail to conduct themselves appropriately are subject to disciplinary actions.

Juvenile Offenders

A student must notify the school if he/she has been convicted, adjudicated, or entered into a diversion agreement for any of the following offenses: a violent offense, a sexual offense, inhaling toxic fumes, a drug and/or liquor offense, assault, kidnapping, harassment, stalking, or arson. The administration must inform any teacher or personnel that must be aware of this information. The information may not be further disseminated. Notification by courts and/or social and health services may be given to the School Board.

Muckleshoot Tribal School Sex Offender Policy

Any person required to register as a Level I , Level II or Level III sex offender under any tribal, state or federal law shall be prohibited from entering the Muckleshoot Tribal School and shall be prohibited from entering the Muckleshoot Tribal School or participating in any related programs or activities. Access to Muckleshoot Tribal School grounds and facilities shall be denied to individuals regardless of Tribal affiliation, based on the high probability that they will re-offend. The purpose of this restricted access is solely to protect the children and other vulnerable members of the community who will use the Muckleshoot Tribal School.

The principal of the Muckleshoot Tribal School shall provide written notification of this policy to all identified convicted Level I, Level II and Level III sex offenders who attempt to gain access to the school's facilities for any reason whatsoever. Written notification of this policy to other identified convicted Level I, Level II and Level III sex offenders shall be provided at the principal's discretion.

Notification of Rights Under The Family Educational Rights And Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA parents/guardians of students under age 18, and students over age 18 ("eligible students") have certain rights with respect to the education records of a student. If the student is 18 years old, even if living with the parent/guardian, student has all the rights under the Act. These rights are:

1. The right to inspect and review their education records within 45 days that Muckleshoot Tribal School (MTS) receives a written report.
2. The right to inspect the amendment of education records for a student that the parent or eligible student believes are inaccurate or misleading. If MTS decides not to amend

the record, MTS will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified to the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the educational records of a student, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by MTS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the School Board; a person or company with whom MTS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); an accrediting organization; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health or safety emergencies; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and state and local authorities, within a juvenile justice system, pursuant to a specific State law. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, MTS discloses education records without consent to officials of another school in which a student seeks to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MTS to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them

SEARCHES WITH K-9 UNITS

The Tribal School Superintendent may request the assistance of the King County Sheriff's K-9 unit through the Muckleshoot Tribal Police to conduct searches on the School grounds for contraband. Searches may be either random or based on reasonable suspicion. Searches with the K-9 units shall not be of students. Searches may be of general areas such as classrooms,

hallways, lockers, desks, parking lots and other school common areas, or specific areas identified by the Superintendent. A School staff member shall accompany any K-9 search taking place on the School grounds. The School shall develop specific procedures to implement any K-9 searches. Notice of the possibility of a search for contraband using a K-9 unit will be transmitted to all parents and students at the commencement of each year. A student may be subject to criminal prosecution or school discipline as a result of a K-9 search depending on the nature of the contraband found.

Elastic Clause

This student handbook does not include everything that may possibly occur during the school year. If any situation that is not specifically covered herein should arise, the administration shall make every effort to act fairly and quickly. The best interest of the majority of the students, school, and community shall be considered. Each situation may be unique and warrants examination on its individual merits.

Muckleshoot Tribal School

Student-Parent-School Compact

"This compact is a voluntary commitment made by individuals to support your child's education."

As the Superintendent, Principal and Dean We Will ...

- Provide a Tribal School setting that allows for positive communication between the school and home,
- Have high expectations for all our students and staff,
- Expect and support community/parent involvement, and
- Accept the responsibility to provide a quality curriculum and opportunities for all students to learn and grow in a safe educational environment which promotes cultural awareness.

As the Teachers We Will ...

- Have high expectations for myself and my students every day,
- Communicate and work with families to support student learning and parent involvement,
- Show respect for each student and expect students to show respect for each other, and
- Accept the responsibility to provide a quality education with an emphasis on cultural awareness to enable each child to grow to his/her fullest potential.

As a Parent/Guardian I Will ...

- See that my child attends school regularly, on time and prepared to learn,
- Encourage my child to read daily at home and/or read to my child daily at home,
- Insist that all homework is completed and returned to school on time,
- Communicate with the school when my child is ill, changes in school routine, and/or when circumstances change at home that could affect my child's learning, and
- Accept the responsibility to support Tribal School policies and staff to the best of my abilities as well as take an active role in support of the school.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

As a Student I Will

- Attend school and all classes regularly, on time and be prepared to learn,
- Demonstrate respect by listening to my teachers/Tribal School Staff and follow their directions,
- Take care to not interfere with other's learning in class and throughout the school,
- Complete all class work and homework to the best of my abilities and on time, and
- Accept the responsibility to do my best in my school work, attitude and behavior at all times.

Student Signature: _____

Receipt of Acknowledgement

All students who attend the Muckleshoot Tribal School shall comply with the written policies, rules and consequences of the school, shall pursue the required course of studies and shall submit to the authority of staff.

I have received a Muckleshoot Tribal School Parent Student Handbook and I understand my responsibility to comply with the stated policies, rules and consequences.

Student

Date

All parents who have children that attend the Muckleshoot Tribal School shall support the written policies, rules and consequences of the school.

I have received a Muckleshoot Tribal School Parent Student Handbook and I understand my responsibility to support the stated policies, rules and consequences.

Parent

Date

APPENDIX A – DISCIPLINARY PROCESS

Due Process Rights of Students

The Muckleshoot Tribal School believes that due process means that students must be treated fairly and with regard for their rights under the law. This means that any discipline or corrective action of a student who has violated rules must be administered fairly and for good and just cause. Students have a right to tell their side of the story of an incident and receive a fair punishment for their behavior. School officials will take corrective action only after a thorough examination of the facts and the facts must always be reasonably related to the nature and circumstances of the violation. Students have the right to appeal corrective action that they feel is unjust or unjustly administered. It is the goal of the School that students receiving discipline, including both short and long term suspensions, be afforded continuing educational services and instruction during any suspension commensurate with available resources and consistent with the safety of students and staff

Progressive Discipline Process

Disruptive Classroom Behavior

The classroom teacher will attempt the following when a student is disruptive in class, unless the behavior is exceptional or severe behavior as defined herein. Tardies will also be handled through this process. Depending on the age of the child and the extent of the problem, the following actions may be taken by the classroom teacher. A teacher shall have discretion in the order in which the remedies set out below may be used in order to best meet the needs of the student and protect the interests and safety of all other students:

1. **Informal talk** – Prior to referral- Teachers will talk to the student and discuss the problem. Generally, this will be done in private. This process is used in minor problems, and parents are not usually notified.
2. **Discussion with parent** – The Teacher will contact the parent and discuss the problem to seek agreeable solutions. The Teacher will document this contact and share the information with appropriate school staff.
3. **Referral to Guidance Counselor** – The Teacher will contact the Guidance Counselor to talk with the student in order to resolve the problem.
4. **Written notice** – A written notice will be sent to the parent indicating the problem and proposed solutions. The student must explain his/her actions to the parent. The notice should be returned signed by the parent.
5. **Formal conference** – A documented conference will be held including the student, the parent, and any appropriate staff member.

6. **Care Team** –Utilize the Care Team.
7. **Behavioral Contract** – A document developed by the student, student’s parent/guardian, staff member, and a dean or principal to clarify expected student’s school behaviors. The document will include goals, objectives, consequences, positive reinforcement, and a timeline for implementation.
8. **Refer to Dean** - If behaviors do not improve; the learning environment is affected the Student may be referred to the Dean for possible suspension.
9. **Exceptional Action** - In those rare cases where the wellbeing of the students, or the safety of the class requires immediate action before formal contact with the parent, the student may be referred to the Dean with recommendation that the student receive a short term suspension pending discussion with the student’s parent or guardian.

Dean of Students Discipline Process

Misconduct - Referred from the classroom teacher or other school staff:

1. **First referral to Dean of Students(M-1) Any one or more of the following may occur**
 - a. Conference with student
 - b. Parent contact by phone
 - c. Form sent home for parent’s signature
 - d. Student completes one hour of school detention or appropriate consequence
 - e. Second referral to Counselor/Family Outreach Team/Dean of Students.
2. **Second referral to Dean of Students(M-2) Any one or more of the following may occur**
 - a. Place student on a Contract applicable to the situation or problem.
 - b. Contact parent for a meeting with student and parent.
 - c. Meeting with CARE team.
3. **Third referral to CARE team (M-3)**
 - a. Three days suspension
4. **Further disciplinary issues may result in short or long term suspension(M-4)**

Severe Behavior – Any action which threatens the safety or welfare of people on campus and impedes the learning process. The disciplinary action depends upon the severity of the behavior; Any one of the following may occur.

Short Term Suspension – 10 or less days, depending on the grade level of the student.

Long Term Suspension – 10 or more days

Under extreme circumstances or where required by applicable federal or tribal law, out of school suspension may be through the end of the semester or school year depending

on the severity of the infraction. It is the intention of the School that most suspensions be served in-school and that during a suspension educational services be provided the suspended student to the extent practical and consistent with available funding.

Exceptional Misconduct - Actions that are legally prohibited on campus. Exceptional misconduct may be punishable by suspension on a first offense. The following are considered examples of exceptional misconduct. In some instances, students may be referred to Behavioral Health for a mental health assessment. Completion of a mental health program may be a condition of re-entry to the school.

- a. Alcohol, Tobacco, Narcotics or Controlled Substances
- b. Destruction, Vandalism or Theft
- c. Misuse, abuse, destruction of school property
- d. Disruption of the Educational Process
- e. Fighting or Assault of a staff member or students, etc. An assault is defined as threatening bodily harm.
- f. Gang or Gang-like behavior
- g. Hazing, Harassment or Bullying
- h. Weapons, dangerous instruments or fireworks
- i. Violation by any local, state, or federal law by an individual that may impose danger to the educational community

Exception to Progressive Discipline Rule

The School Board will impose a long-term suspension for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed or the failure to impose a long term suspension will create a danger to the school, staff or students.

Short Term Suspensions

The Superintendent may impose a short term suspension where a student violates the Muckleshoot Tribal School rules contained herein, or imposed by the School. Superintendent as set out in the Due Process Section includes the Superintendent or his/her designee in all cases, unless expressly stated otherwise. However, before imposing a short-term suspension the Superintendent must:

1. Make a decision to suspend a student by considering the nature and circumstances of the rule breaking. The Superintendent must reasonably believe that a student deserves a short-term suspension.

2. First apply the progressive discipline process contained herein before imposing a short term suspension unless a student engages in “exceptional misconduct”, or another exception applies.
3. Not impose a short-term suspension on a student in Kindergarten through Grade 4 for more than five (5) consecutive or cumulative school days during any quarter.
4. Not impose a short term suspension on a student in grade five or above for more than ten (10) consecutive or cumulative school days during any quarter.
5. No loss of grades or credit can be imposed because of a short-term suspension. Any student who receives a short-term suspension will be allowed to make up assignments and tests missed because of the short-term suspension and where the short term suspension is being served in school, will be given a reasonable opportunity to work on school work while serving the suspension.
6. Any student who has received a short-term suspension may request a lesser corrective action, including being allowed to return to the classroom immediately. This request is made to the Superintendent either verbally or in writing.

Notice to Parents/Guardian and Student of Short-Term Suspension

A student is entitled to a conference before he or she has received a short-term suspension. The conference shall be conducted by the appropriate Dean. During the conference, the student must be given orally or in writing:

1. An explanation of the alleged misconduct or the school rule that was allegedly violated;
2. The evidence that supports the allegations;
3. An explanation of the corrective action that will occur; and
4. An opportunity to explain him or herself.
5. The progressive discipline applied or why progressive discipline was not appropriate.
6. The process for making an appeal.

Notwithstanding this entitlement to have a conference prior to receiving a short-term suspension, a student may receive a short-term suspension without a conference if he or she refuses to participate in, or has made himself or herself unavailable for a conference, or the student is removed from a class period by the teacher as permitted under School Policy.

A parent/guardian is entitled to a verbal or written notice of the proposed disciplinary action that includes:

1. An explanation of the alleged misconduct or the school rule that was allegedly violated;
2. The evidence that supports the allegations;
3. An explanation of the corrective action that will occur; and

4. An opportunity to explain him or herself.
5. The progressive discipline applied or why progressive discipline was not appropriate.
6. The process for making an appeal

Grievance Procedure: Short-Term Suspensions and Other Disciplinary Actions

A short-term suspension or other disciplinary action may be grieved as provided herein. The grievance procedure gives the grieving party an opportunity to dispute a short-term suspension. During a grievance hearing, the grieving party may try and convince the Superintendent to overturn a discipline sanction because he or she believes that a rule was unfairly applied to his or her child, the discipline was not appropriate in relation to the offense or that there was something wrong with the way the child was disciplined. There are two steps in this process:

Step One: Parents and/or guardians appealing a discipline sanction have the right to request an informal grievance conference with the Superintendent or designee within three business days of learning of the discipline sanction. The request may be made by calling the Superintendent. The school official who disciplined the student will be told that the discipline is being grieved.

During the informal conference, the Superintendent or designee can question the person grieving, and the person who is grieving can question school staff which were involved in the incident that resulted in discipline. The Superintendent or designee will decide whether the discipline sanction should stand.

Step Two: If the person grieving is dissatisfied with the decision in their first grievance with the Superintendent, he or she may present an appeal to the School Board.

A student receiving a short term suspension or other disciplinary action must begin his or her suspension immediately or, as the case may be, be subject to the disciplinary action immediately. The exclusion from the classroom continues even if the grieving party appeals unless the Superintendent waives this requirement.

Short term suspensions shall be served in school unless: (1) removal from the school is required to avoid a danger to the school, staff or students; or (2) a student while serving his or her in-school suspension has not complied with the requirements of the in-school suspension in which case up to three days may be added to the suspension which additional suspension time shall be served as an out-of-school suspension. Provided, during all short suspensions, whether in-school or out-of-school, the student shall receive educational services and instruction.

Long –Term Suspension

The Superintendent may recommend and the School Board may impose a long-term suspension for violating the Muckleshoot Tribal School rules contained herein or imposed by the School. However before imposing a long-term suspension the School Board must adhere to the following:

1. The School Board must reasonably believe that a student deserves a long-term suspension or expulsion. The School Board must make a decision to long-term suspend by considering the nature and circumstances of the offense.
2. The School Board may not impose a long-term suspension unless they have used progressive discipline; the offense is categorized as “exceptional misconduct” as defined herein; the failure to impose a long term suspension will create danger to the school, staff or students, or when it is believed that no lesser corrective action will change the student’s behavior.
3. No student can be suspended for non-attendance unless required by applicable law.
4. The School Board cannot long-term suspend students in kindergarten through grade four, except as required by federal law.
5. The School Board may impose a long-term suspension in grade five and above, but those students may not lose academic grades or credit as a result of a single long-term suspension.

Location of Long-Term Suspensions

It is the policy of the Muckleshoot Tribal School to the extent possible to allow a student who receives a long-term suspension to serve that suspension on the school grounds in a private, monitored room or in a class room specifically set aside for the purpose of allowing students who receive a long term suspension to serve those suspensions. However, if applicable federal or tribal law requires that a student’s conduct and resulting long-term suspension requires that the student serve the long-term suspension out of school the School will make all reasonable efforts to provide the student learning opportunities during the suspension.

Notice to Parents/Guardian of Long-Term Suspension

Before the School Board can impose a long-term suspension, the student and his/her parents(s) or guardians(s) must receive a written notice. This notice must be either delivered in person or by certified mail. The notice must:

1. Explain the alleged misconduct and/or the school rule(s) alleged to have been violated;
2. Identify the corrective action or discipline being proposed;
3. The past progressive discipline applied which led to the long-term suspension or why progressive discipline was not appropriate.
4. Explain the rights of the student, parent(s) and/or guardian(s) to a hearing, and the process for appealing any decision regarding long-term suspensions.

Post Long-Term Suspension for Violence, Drugs or Alcohol Related Violations

If the student has been long-term suspended for offenses involving violence, drugs or alcohol related violations, he or she may have to complete certain classes, or begin or complete treatment during the term of the long-term suspension prior to returning to class or school. If the student has completed all the requirements of his or her suspension, or, if applicable, is participating in a treatment program that will continue after the end of the long-term suspension, the student suspended will be allowed to return to the Muckleshoot Tribal School at the end of his or her suspension. Depending on the nature of the offense that led to the long-term suspension, the student may be required to obtain a certification from a health professional that the student's return will not pose a health or safety threat to students or staff; or if a treatment program is continuing after the end of the long-term suspension that the student continues to be participating in the program. A student who has been long-term suspended may petition for early return to class.

Appeal Process

When a student has received a long-term suspension, the parent/guardian or student has a right to appeal the decision to the Muckleshoot Tribal Court. The following process is used:

A. Timeline

1. The appealing party must request an appeal hearing from the School Board's decision within (4) four school business days after they receive notice of the suspension. The request for an appeal must be made with the Tribal Court. If the request for an appeal is not received within 4 (four) school business days after receiving notice of the long-term suspension, the school will impose the proposed long-term suspension, and the parent/guardian or student will not have any further opportunity to appeal the matter.

2. If the request for a hearing is received within the 4 (four) days time limit, the Tribal Court will attempt to schedule a hearing to be held within 7(days) school business days from the day the appeal was received and in any event as soon as possible. Additional time may be requested by the parent/student.

B. Parent/Guardian and student rights

Parents/guardians and students have certain due process rights before, during, and after their requested hearing. These rights include the following:

1. The appealing party has the right to inspect before the hearing any written or physical evidence that the school may be presenting at the hearing, including witness statements. Student names may be redacted.
2. The appealing party has the right to be represented by a private attorney or spokesperson at the student's personal cost. If the appealing party will be represented by an attorney, that party shall notify the School of the representation prior to any scheduled hearing.
3. The appealing party has the right to question and confront witnesses at the hearing. This right is limited when the Muckleshoot Tribal School has made a reasonable effort to produce a witness and is unable to do so or when it is not advisable for the student to appear due to an expectation and/or fear on the part of the school administrator that the student would be retaliated against if she or he appears as a witness.
4. The appealing party has the right to present his or her explanation of the alleged misconduct, including the presentation of evidence and witnesses.
5. The appealing party may request that witnesses who saw or have knowledge of the incident in question appear at the hearing.
6. The appealing party may request that witnesses who saw or have knowledge of the incident in question testify at the hearing.

C. School's Rights Before the Hearing

The school administrator or person presenting the school's case in the appeal has the right to inspect in advance of the hearing any written or physical evidence that the parent(s) or guardian(s) may be presenting at the hearing.

D. Hearing

1. The participants at the hearing will be closed and limited only to those with a relevant interest in the matter at hand, as determined by the Tribal Court Judge , unless the student/parents requests that the hearing be open.
2. Only the evidence presented at the hearing will be used to determine the truth or falsity of the allegations supporting suspension or expulsion. No information may be provided to the hearing officer outside of the hearing.
3. The Tribal Court Judge may utilize relaxed rules of procedure and evidence as he or she feels necessary to insure a fair hearing.
4. The Tribal Court Judge will provide a written decision which will be sent to the student and/or parent(s) or guardian(s) within one calendar week.

APPENDIX B – ATHLETIC PROGRAM

The Athletic Code shall be in effect 24 hours a day from the first day of fall practices through the final day on the school calendar, inclusive of weekends and holidays, and shall apply to all Muckleshoot Tribal School students involved in an activity where a letter award may be granted.

Academics

Students participating in athletics must meet both academic standards listed below:

1. MTS Standard – Be passing in all classes at each semester grading period.
2. WIAA Standard – (WIAA regulation #18, which is available from the Athletic Coordinator.)
 - a. Passing in a minimum of five classes at all times. Grades will be checked every five or six weeks.
 - b. Be enrolled full-time at the Muckleshoot Tribal School. (Running start and GED programs may apply. See the athletic coordinator for details.)

Academic Code Violation and Due Process

In the event a participant is not meeting the required academic standards, he/she will be required to either submit a request for waiver or appear before the Academic Eligibility Review Board. The participant will be advised accordingly by the Athletic Coordinator's office.

Academic Waiver Option

An Academic Waiver form is available in the athletic office and may be used only once in the participant's high school career. This waiver applies strictly to the MTS Standard listed above and does not apply to the WIAA Standard. A conference involving the parents, student and counselor is strongly encouraged prior to submitting the waiver.

Academic Eligibility Review Board

Positions on this board may consist of the Athletic Coordinator as facilitator, a representative from school administration, counseling and the faculty. The Board shall consider all evidence and give the student an opportunity to present their position at the hearing. At the conclusion of the hearing, the board shall record their finding and submit a recommendation to the MTS principal. The parent/guardian will be notified as to the findings of the Board. If the student is dissatisfied with the decision from the Principal he or she may present a written or oral grievance to the Superintendent.

Attendance

Previous Semester – The student shall have been in regular attendance as a full-time student during the semester immediately preceding the semester in which the season begins.

Regular Attendance – The student shall be enrolled and in regular attendance within the first fifteen (15) school days in a semester at the start of the current semester in order to participate in interscholastic contests during that semester.

Daily Attendance – Participants are expected to maintain attendance in good standing in all classes. An unexcused absence from any class during the day may result in ineligibility for participation on that day.

Conduct/Behavior

Conduct

Participants shall abide by all written training rules established for the sport in which he/she is participating and shall, at all times, behave in a manner that conveys respect for all individuals. Acts of harassment or hazing will not be tolerated. In addition, a participant shall conduct himself/herself with personal integrity and honesty at all times and in all situations; both as a participant and as a spectator. Unacceptable behaviors and/or misconduct may necessitate appropriate penalties as an attempt to reduce any behavior that negatively impacts the individual, the team and/or the image of Muckleshoot Tribal School. Participants who knowingly attend or willing remain at parties/gatherings where others are engaging in illegal activities shall be subject to misconduct. Each incident will be reviewed on a case-by-case basis by the coach/advisor, administrator or Athletic Board.

Drugs/Alcohol/Tobacco

Participants at MTS shall not use, consume or possess alcoholic beverages, cigarettes or tobacco in any form, steroids, illegal drugs including marijuana or paraphernalia related to the use of illegal drugs. Participants shall not abuse or misuse prescription or nonprescription drugs.

Code Violation Due Process (Drugs/Alcohol/Tobacco)

Participants suspected of violating the Athletic Code will be required to appear at a hearing before the Athletics Board. This Athletics Board may consist of the Athletic Coordinator as facilitator, a coach from each affected sport and the Dean of Students. Prior to a hearing the student and parent/guardian shall be notified of any suspected violation and be given the opportunity to inspect evidence, affidavits or exhibits which are to be submitted at the hearing. The student shall have the right to be accompanied at the hearing by a parent/guardian if so

desired. The Board shall consider all evidence regarding the suspected violation and shall give the student an opportunity to offer a personal statement and testimony. At the conclusion of the hearing, the Board shall record their findings and submit a recommendation to the MTS Principal

Code Violation General Penalty

Penalties imposed for a code violation regarding alcohol, tobacco or drugs, whether the first, second or third violation shall involve:

1. A period of suspension from the sport.
2. A recommendation for professional assessment and/or counseling.
3. Forfeiture of awards and related honors for that season.

Additional penalties may be imposed or substituted as determined by the Board.

Alcohol and Tobacco Penalty

The minimum discipline imposed:

For the first violation of the Athletic Code regarding Alcohol and Tobacco shall be immediate ineligibility for $\frac{1}{4}$ of the scheduled season. Should the discovery of the violation be determined by self-admittance during the initial state of investigation, the minimum discipline may be reduced to $\frac{1}{5}$ of the sport season. In the event the violation occurred at a time outside the sport season or at the end of the season, which does not allow time to fulfill the penalty period of ineligibility, the discipline imposed will be carried into the next competitive season in which the individual participates and completes. (Note: The sport season begins with the first date of practice and ends with the awards ceremony.)

A second violation of the Athletic Code regarding alcohol or tobacco shall result in immediate suspension from athletic participation for one full season; which may affect parts of two seasons if the violation occurred during active participation of one season.

A third violation (or more) of the Athletic Code regarding alcohol or tobacco shall result in suspension for one calendar year from the date of violation.

Drugs Penalty

The minimum discipline imposed:

For the first violation of the of the Athletic Code regarding drugs, including anabolic steroids possession, sale and/or use, shall be immediate ineligibility for participation in the current sports/activity program for the remainder of the season. In order to participate in the next season, the student shall meet with the Athletic Board to request

approval to participate. The Board will recommend to the principal appropriate action to be taken. The minimum discipline shall be ineligibility for $\frac{1}{4}$ of the next schedule season in which the student participates. Should the discovery of the violation be determined by self-admittance during the initial state of investigation, the minimum discipline may be reduced to $\frac{1}{5}$ of the sport season.

A second violation regarding drugs shall result in suspension from athletic participation for a period of one calendar year from the date of the violation.

A third violation shall result in permanent ineligibility for the remainder of the student's high school career.

Clean Slate Rule

If a participant does not have a violation for 365 days, he/she can request a hearing with the Athletic Board to begin a new ("clean") slate. Any previous violations may be cleared if approved by the Athletic Board. The Board may request that specific conditions be met prior to receiving a clean slate. Participants can make this request only once during their high school career.

APPENDIX C – DISCIPLINE PROCESS AND REFERRAL FORMS

Muckleshoot Tribal School 15209 SE 376th Street, Auburn, WA 98092 (253) 931-6709

Contacts Special Education/GT: Helen Feiger ext 3700

Counselor: Erika Gonzalez(K-8) ext 3735, Krystal Adolph(9-12) ext 3763

Parent Liaison: Heather Williams ext 3710

REFERRAL FORM

To:

Special Education Coordinator

Gifted Talented Coordinator

504 Coordinator

Counselor

Family Outreach Team

CARE Team

From: _____

Date: _____

STUDENT NAME: _____

IEP: Y N GRADE: _____

PARENT/GUARDIAN NAME: _____

PHONE: _____

ADDRESS: _____

PARENT NOTIFICATION: Date: _____ Time: _____ How: _____

REASON FOR REFERRAL:

INTERVENTIONS BY TEACHER(ATTACH DOCUMENTATION):

NEXT STEPS:

Muckleshoot Tribal School 15209 SE 376th Street, Auburn, WA 98092 (253) 931-6709
Contact for Transportation: Victoria Noggle Ext 3717 or (253) 261-1329

BUS INCIDENT FORM - For details refer to page 10 of Handbook

TRANSPORTATION RULES:

- ___ Student did not wait for the bus off the roadway
- ___ Student did not board or depart the bus in an orderly manner
- ___ Student did not cross in front of the bus after receiving consent from the bus driver
- ___ Student did not get off at approved stop
- ___ Student did not remain seated when the bus was in motion
- ___ Student did not ask permission prior to changing seats
- ___ Student brought unacceptable items on the bus
- ___ Student's conduct was inappropriate while on the bus
- ___ Student did not keep hands, head and/or feet inside the bus
- ___ Student lowered windows without permission
- ___ Student had possession or used tobacco, alcohol or drugs on the bus
- ___ Student brought matches, lighters, glass items, skateboards, sharp items and/or flammable materials onto the bus
- ___ Student did not actively participate in emergency evacuation drills
- ___ Student vandalized the bus, costs to parent/guardian is \$_____

TRANSPORTATION CONSEQUENCES:

- ___ #1(B-1) Verbal reprimand with a seat assignment and parent contacted by the driver
- ___ #2(B-2) Discipline report with a five day bus suspension following parent contact by Dean
- ___ #3(B-3) Discipline report with a thirty day bus suspension following parent contact by Dean
- ___ #4(B-4) Discipline report with a bus suspension for the remainder of the school year following parent contact by Administrator
- ___ Exceptional misconduct – Immediate bus suspension, parent contact by Administrator

STUDENT NAME: _____ IEP: Y N GRADE: _____

ALLEGED MISCONDUCT: _____

STUDENT EXPLANATION: _____

DATE: _____ TIME: _____ BUS #: _____
DRIVER: _____ TRANSPORTATION: _____
PARENT: _____ ADMINISTRATOR: _____

Muckleshoot Tribal School 15209 SE 376th Street, Auburn, WA 98092 (253) 931-6709
Contact Deans: Gayle Beard(K-5) ext 3765, Mario Marsillo(6-8) ext 3703, Willard Bill Jr.(9-12) ext 3707

CD Players, Cell Phones, iPods, Pagers or other Electronic Device
For details refer to page 21 of Handbook

ELECTRONIC RULES:

___ During class time student used his/her
___ CD Player ___ Cell Phone ___ iPod ___ Pager
___ Other Electronic Device: _____

ELECTRONIC CONSEQUENCES:

___ #1 (E-1) Device collected by the teacher for the period
___ #2(E-2) Device confiscated by the teacher and held by security until the end of the day
___ #3(E-3) Appropriate level of progressive discipline applied up to suspension

STUDENT NAME: _____ IEP: Y N GRADE: _____

ALLEGED MISCONDUCT: _____

STUDENT EXPLANATION: _____

DATE: _____ TIME: _____ ROOM: _____
STAFF: _____ DEAN: _____
PARENT: _____ ADMINISTRATOR: _____

Muckleshoot Tribal School 15209 SE 376th Street, Auburn, WA 98092 (253) 931-6709
Contact Deans: Gayle Beard(K-5) ext 3765, Mario Marsillo(6-8) ext 3703, Willard Bill Jr.(9-12) ext 3707

Dress Code – For details refer to page 22 of Handbook

DRESS CODE RULES:

- ___ Student wore clothing that promotes alcohol, tobacco, other drugs, sexual innuendo, displays profanity, or promotes violence
- ___ Student wore clothing that exposes inappropriate areas
- ___ Student wore gang type attire, which may include bandana, sleeveless underwear shirts or do-rags
- ___ Student wore clothing or accessories that are potentially dangerous

DRESS CODE CONSEQUENCES:

- ___ #1(D-1a) Student was required to change into clothing which is appropriate
- ___ #1(D-1b) Student refused to change into clothing which is appropriate
- ___ #2(D-2) Parent notified and appropriate level of discipline (which may include suspension will be determined)

STUDENT NAME: _____ IEP: Y N GRADE: _____

ALLEGED MISCONDUCT: _____

STUDENT EXPLANATION: _____

DATE: _____ TIME: _____ ROOM: _____

STAFF: _____ DEAN: _____

PARENT: _____ ADMINISTRATOR: _____

Muckleshoot Tribal School 15209 SE 376th Street, Auburn, WA 98092 (253) 931-6709

Contact Superintendent: C. Michael Aaron ext 3701

PROGRESSIVE DISCIPLINE - EXCEPTIONAL MISCONDUCT

For details refer to page 30 of Handbook

EXCEPTIONAL MISCONDUCT:

Actions that are legally prohibited on campus. Exceptional misconduct may be punishable by suspension on a first offense.

- | | | | |
|---|-------------------------------------|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Tobacco | <input type="checkbox"/> Narcotics | <input type="checkbox"/> Other Controlled Substance |
| <input type="checkbox"/> Destruction | <input type="checkbox"/> Vandalism | <input type="checkbox"/> Theft | |
| <input type="checkbox"/> Disruption | <input type="checkbox"/> Fighting | <input type="checkbox"/> Assault | <input type="checkbox"/> Gang or Gang Like Behavior |
| <input type="checkbox"/> Hazing | <input type="checkbox"/> Harassment | <input type="checkbox"/> Bullying | |
| <input type="checkbox"/> Weapons | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Dangerous Instruments | |
| <input type="checkbox"/> Violation by any local, state, or federal law by an individual that may impose danger to the educational community | | | |

All documentation with dates, times and actions must be attached to referral

EXCEPTIONAL MISCONDUCT CONSEQUENCES:

Short Term Suspension Start Date: _____ End Date: _____

Location for Suspension: _____

Superintendent's Approval: _____

Long Term Suspension Start Date: _____ End Date: _____

Location for Suspension: _____

Superintendent's Approval: _____

School Board's Approval: _____

STUDENT NAME: _____ IEP: Y N GRADE: _____

ALLEGED MISCONDUCT: _____

STUDENT EXPLANATION: _____

DATE: _____ TIME: _____ ROOM: _____

STAFF: _____ DEAN: _____

PARENT: _____ ADMINISTRATOR: _____

