

Covington Elementary



Ms. Sarita Williams, Principal

Husky Student-Parent Handbook 2020-2021

MISSION

Successfully Preparing All Students For Their Futures

**25811 156th Ave. SE, Covington, WA 98042 School Phone:
253-373-7652**

**Attendance 24 hours a day 253-373-2124 Web Address:
www.CovingtonHuskies.com**

<https://www.facebook.com/Covington415>

Covington Elementary

Staff 2020-21

Principal	Sarita Williams	sarita.williams@kent.k12.wa.us
Assistant Principal	Jonathan Chestang	jonathan.chestang@kent.k12.wa.us

Office Staff

Office Manager	Mayra Reveles	mayra.reveles@kent.k12.wa.us
Data Processor	Tina Hawley	tina.hawley@kent.k12.wa.us
Attendance	Opeta Sagapolutele	opeta.sagapolutele@kent.k12.wa.us
Nurse	Christie Welsh	christie.welsh@kent.k12.wa.us
Health Tech	Tatyana Gavriluk	tatyana.gavrilyuk@kent.k12.wa.us

Teaching Staff

Pre-School	Kenda Chambers	kenda.chambers@kent.k12.wa.us
	Christina Graves	christina.graves@kent.k12.wa.us
Support Center	Calynda Pula (Primary)	calynda.pula@kent.k12.wa.us
	Susan Bailey	susan.bailey@kent.k12.wa.us
Kindergarten	Lola Kurtzhals Kling	lola.kurtzhalskling@kent.k12.wa.us
	Sarah Faulk	sarah.faulk@kent.k12.wa.us
	Deborah Cosacchi	deborah.cosacchi@kent.k12.wa.us
	Brandy Jones	brandy.jones@kent.k12.wa.us
1 st Grade	Christy Holder	christy.holder@kent.k12.wa.us
	Carrie Detamore	carrie.detamore@kent.k12.wa.us
	Laura Debruler-Behrens	laura.debruler-behrens@kent.k12.wa.us
	Kathleen Mertens	kathleen.mertens@kent.k12.wa.us
2 nd Grade	Victoria Cichy	victoria.cichy@kent.k12.wa.us
	Sally Allen	sally.allen@kent.k12.wa.us
	Tiffany Weston	tiffany.weston@kent.k12.wa.us
	Christine Mullen	christine.mullen@kent.k12.wa.us

	Ruth Harrison	ruth.harrison@kent.k12.wa.us
3 rd Grade	Susan Behrens	susan.behrens@kent.k12.wa.us
	Kayla Garcia	kayla.garcia@kent.k12.wa.us
3 rd Grade Cont.	Kristina Scott	kristina.scott@kent.k12.wa.us
4 th Grade	Julie Hagen	julie.hagen@kent.k12.wa.us
	Michelle Heilman	michelle.heilman@kent.k12.wa.us
	Elreen Roberts	elreen.roberts@kent.k12.wa.us
4 th /5 th Grade Split	Julie Thompson	julie.thompson@kent.k12.wa.us
5 th Grade	Denise Baxter	denise.baxter@kent.k12.wa.us
	Debbie Runyon	debbie.runyon@kent.k12.wa.us
	Michelle Jones	michelle.jones@kent.k12.wa.us
	Genes Seok	genes.seok@kent.k12.wa.us
6 th Grade	Jacob Crossfield	jacob.crossfield@kent.k12.wa.us
	Nya Savage	nya.savage@kent.k12.wa.us
	Morgan Brant	morgan.brant@kent.k12.wa.us
	Kylie La Porte	kylie.laporte@kent.k12.wa.us
<u>Support Staff</u>		
Counselor	Alice Carrillo	alice.carrillo@kent.k12.wa.us
Behavior Interventionist	Luke Nelson	luke.nelson@kent.k12.wa.us
Librarian/Media Tech	Rachel Coker	rachel.coker@kent.k12.wa.us
Librarian Aide	Cameron Quinn	cameron.quinn@kent.k12.wa.us
General Music	Jamie Lund-Widman	jamie.lundwidman@kent.k12.wa.us
Band/Orchestra	Jennifer Wahl	jennifer.wahl@kent.k12.wa.us
Band/Orchestra	Naomi Olson	naomi.olson@kent.k12.wa.us
P.E.	Dennis Oughton	dennis.oughton@kent.k12.wa.us
ELL	Ashley MacDonald	ashley.macdonald@kent.k12.wa.us
ELL	Nina Lee	nina.lee@kent.k12.wa.us
IP	Susan McFarland	susan.mcfarland@kent.k12.wa.us
Psychologist	Jordan Grande	jordan.grande@kent.k12.wa.us

OT/PT

Cheri Scarff

cheri.scarff@kent.k12.wa.us

Custodian

Janis Jardine

Covington Attendance Policy

To report an absence:

Email: opeta.sagapolutele@kent.k12.wa.us

Or Call 986-867-0376 - 24 hours a day to report absences

Attendance During Virtual Learning

What counts as attendance?

Students are marked present when one of the following conditions are met:

- Engaging in work via Canvas or other teacher approved Learning Management Systems
- Interactions with a student's teacher in the form of messages, emails, phone calls, or video meeting
- Evidence of participation in a task or assignment

Tardiness

During virtual learning we do not adhere to the same tardiness rules. Student attendance is still compulsory, however, students are not marked tardy. It is still of the utmost importance that students login on time for class.



Planned Absences

Please contact the Attendance office by email at or by phone (above) at when you are planning an absence. Be sure to include whether or not your student will still be logging in for video sessions and/or work. Principal approval and an extended absence form is required for absences of 5 days or more. A prior approval for absences of 2 days or more is **required**.

Help with School Attendance

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. Please contact the attendance office, school nurse, counselor, or your child's teacher if you need support. We will track attendance daily, document when your student is missing from class, communicate with you to understand why they were absent, and identify barriers and supports available to overcome challenges you may face in helping your student attend school.

Withdrawals

If you are moving from the Covington Elementary School service area, or plan to home-school your child, please notify us via email at Tina.Hawley@Kent.K12.wa.us. We will provide the appropriate instructions and documentation for this process. Student records will be mailed to the student's new school upon the new school's request.

Transportation

During In-person learning, our goal is to safely transport students to and from school in a timely manner. The transportation office is open 7:30 a.m. to 4:30 p.m. Monday through Friday and is here to serve our families. For up-to-date information on School Closures & Delays, Bus Passes, Bus Rider Guidelines, and Frequently Asked Questions, visit the Transportation on the [Kent School District Website](#).

School Bus Conduct

Kent School District's school-bus-conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus transportation privileges for the student involved.

1. The driver is in full charge of the bus and students and must be obeyed. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver may result in the student's suspension or expulsion from the bus.
2. When a certificated staff member or volunteer is assigned to accompany students on a bus, that person shall be primarily responsible for the behavior of the students. However, the bus driver shall have final authority and responsibility.
3. A student may be assigned a seat permanently or temporarily at the driver's discretion.
4. Students shall ride their regularly assigned bus:
5. Elementary principals may grant permission for a student to ride a different bus, use a different stop, or allow a temporary bus assignment for a non-rider as long as it will not cause standees on the bus. The permission slip must be signed or stamped by the school office.
6. Secondary students will not be allowed to ride a bus other than their assigned bus, nor get off at a different stop.
7. When requested by the driver, students must identify themselves. For safety and security reasons, grade 7-12 students may be refused service if they do not show their bus pass or ID card upon request.
8. Students must arrive at the bus stop five minutes prior to bus arrival time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a full stop and the door is opened.
9. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind the bus. The driver will indicate that it is safe to proceed.
10. Emergency regulations are mandated by the state and must be strictly adhered to:
11. In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills.
12. When the bus stops at a railroad crossing, there must be absolutely no noise or talking.

13. Students are to remain seated facing the front of the bus while it is in motion. They may talk in a low, conversational tone.
14. No student shall at any time extend head, hands, or arms out of the windows whether the school bus is in motion or standing still.
15. Students will reimburse the school district for damage to school buses resulting from student misconduct and they may be subject to loss of riding privileges and suspension or expulsion from school.
16. Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment and bullying.
17. Students must not have anything in their possession that might cause injury to another (e.g: sticks, breakable containers, knives, laser pointers, scooters, skateboards, large musical instruments, or any type of firearms or fireworks.) No animal, reptile, fish, or fowl is permitted on the bus, except service dogs with prior authorization.
18. Smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking device on the school bus is prohibited. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.
19. Students must maintain clean bus interiors by keeping trash off the floor. Students will not throw refuse out the windows. Eating on a school bus is not permissible except when specifically authorized and supervised by school district personnel.
20. Aisles must be kept clear. Personal belongings, such as books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
21. Per state regulations, no student shall sit in the driver's seat nor activate any control or safety device.

Kent School District Nutrition Services Program

Kent School District Nutrition Services information can be located <https://www.kent.k12.wa.us/>. There you will find up-to-date information on Remote Learning Meals, Free & Reduced-Price Meals, Meal Prices & Payments, and much more!

Student's Personal Emergency Information

We are required to keep accurate emergency data for each child. It is imperative for the information to be up to date. **During In-school or Traditional Learning** we must be able to contact you or an alternate person in the event of an emergency. Please notify us immediately if there is a change in home phone number and address, your employment and work phone number, or emergency contact person. Please call the Covington Elementary School office to notify us of these changes at **(253) 373-7652**.

Remember, **we can only release children to people listed on the child's information sheet who have proper identification.** Please send a note or call school if you wish your child to go home with someone

not listed on his/her information card. **Our office staff is required to ask for photo identification of any adult who comes to pick up your child to ensure the safety of children.**

An Emergency Early Dismissal Plan / Disaster Plan form will be required for each child in your family that attends Covington Elementary School.

Communication

Husky Howler

The Covington Elementary 'Husky Howler' newsletter is our primary vehicle of school communication to our parents. It will be posted online, emailed home monthly. We encourage you to review its contents regularly. It is also posted to the Covington Elementary website, please add a favorite link in your web browser so you can access the newsletter at any time.

Homework Policy

As per KSD policy, homework will be assigned at all grade levels appropriate to the age and grade. Each classroom teacher will provide information regarding his/her respective classroom expectations. Parents are encouraged to review student homework each day.

Parent/Teacher Conferences

Twice a year you will be contacted by the school to set up a time to meet with your child's teacher. These conferences provide you with an opportunity to learn about the academic and social progress of your child, review student academic goals, and ask questions. As a partnership triad (student, parent, teacher), we ask that you make every effort to attend these important meetings **including your child**. Your attendance communicates how important you feel a quality education is for your child. Individual goals will be set for your child's performance. **Students are required to attend the conference with you.**

Parent/Teacher Conference Schedule

Parent/Teacher Conferences weeks are set yearly. Refer to our Student Calendar the [Covington Elementary Website](#).



via

Publication and Electronic Use Permission Form

As part of the Kent School District, students are automatically approved to participate in the use of the computer network and Internet as part of their school curriculum.

A parent must specifically request that their child DOES NOT have permission to the network/internet in writing to the school, it will be noted online.



use

Telephone Use and Messages

Each classroom has a telephone. Messages may be left for your child's teacher on the teacher's voice mail. Each classroom teacher releases the voice mail number upon his/her discretion. The office can forward your calls to the teacher's voice mail.

Message phone calls will not be delivered to the student (unless it is an emergency that affects the safety or security of your child). Please make arrangements for after-school activities with your child before your child leaves for school followed with a note to the office for the change.

Students are not allowed to use cell phones on school property.



If your child must have a cell phone at school, we must receive a signed cell phone permission slip(forms are available in the office) in order for the child to have the cell phone on site.

Permission slips are available upon request by contacting the main office. Cell phones are required to be turned off and stored in student backpacks the entire time the student is at school. Cell phone violations will be considered discipline infractions and will include the following actions in addition to progressive discipline:

1st violation - cell phone confiscated, logged in the office and parent notified. Phone sent home with student the same day.

2nd violation - cell phone confiscated, logged in the office and parent notified. Parent must come to school office to sign out the cell phone.

3rd violation - cell phone confiscated, logged in the office and parent notified. Cell phone no longer allowed to be brought to school. Parent must come to school to sign out the cellphone.

Lost and Found

We encourage you to mark all of your child's belongings, so they can be returned.

Unidentified items are displayed for students and parents every day. If items are not claimed, they are donated to charity at various times of the school year.

Inclement Weather

During inclement weather, families are advised to listen to local television and/or radio stations, and check the [Kent School District Website](#) for school closures or delays.

When ice and snow prevail, the first concern is the safety of the students. Therefore, with ice and snow conditions, bus schedules and routes may vary in time regarding pickup and return routes.

Schools may be closed or begin one or two hours late. If school begins one hour late, there will be no before-school activities. When school closes early there will be no after-school, evening or athletic events. Refer to the [Kent School District Website](#) for up-to-date information.

Dress Code Expectations

There is a strong relationship between safe schools, positive behavior and school attire. We ask that students and parents cooperate with Covington Elementary School to follow the expectations set for dress. Here is what is expected:

- Students should wear clothing that is clean, comfortable, and appropriate for the predicted weather. It should support the child's learning and school activities. Students should never wear clothing or present a physical appearance that is unsafe or disruptive to the learning of our children.
- Students may not wear clothing that advertises products or values that negatively reflect the positive standards our community has for children --- alcohol or tobacco products, violence, harassment issues, profanity, etc.
- Students may wear shorts and skirts as long as their length extends beyond the child's fingertips when the child's arms are held at her/his side. Students may wear spandex clothing as long as it is worn with another appropriate top or shorts.
- Sagging pants are prohibited.
- Footwear needs to keep the foot safe and secure. Shoe laces should be tied tight enough that when walking or kicking a ball, the shoe remains on the foot. **Lightweight sandals, slippers, shoes with high heels, or flip flops are not appropriate for recess or P.E. Shoes with rollers are prohibited.**
- Students should wear tops that are long enough to be tucked in at the waist when the child's arms are extended over her/his head. Halters, tank tops, and tops with spaghetti straps may only be worn in combination with another appropriate top. Sleeveless tops, **with a minimum two-inch strap width**, are appropriate as long as they are not revealing on the sides.
- No caps, hats, or elastic headbands are allowed to be worn inside the building. Bandanas and do-rags are prohibited on campus. Scarves are permitted as long as they are not an educational disruption. Exceptions may be made for medical, religious, or cultural reasons.
- Hair color and make-up should never be an educational disruption.

Students arriving at school with inappropriate attire may be required to change the attire and a phone call will be made to the parent/ guardian. Refusal to change clothing attire to appropriate attire will result in disciplinary action.

Protecting Our School

We are proud of our school facility, but like all school facilities, ours is at risk for damage. A small number of people can cause a great deal of damage. You can help by treating our school with pride and respect and by reporting vandalism. If you see anyone abusing the school or school grounds, **call 911**.

Covington Pledge

I'm a Covington Husky and I'm here to say, I'll be safe, kind, and responsible today. I'm a Covington Husky and I'm here to say, I'm a learner and my best is the only way!

Covington Code

Be Safe

Be Kind

Be Responsible

Be a Learner

Monthly Behavior Themed Acknowledgements

Students will be recognized at an all-school assembly for their efforts toward the following character traits:

Respect, Responsibility, Integrity, Kindness, Enthusiasm, Courage, and Dedication. Teachers will choose students, each month to recognize and parents will be invited to watch their child be honored in front of their peers and classmates.

Paw Pride Tickets and Golden Tickets

2018-2019 school year, an all-school positive behavior system to "Catch kids doing the right thing" will be implemented. The Paw Pride ticket is a school-wide all positive, prevention focused intervention. It applies to all students, all staff and all settings. Students can earn Paw Pride tickets anywhere throughout the school for following expectations. Weekly drawings of Paw Pride tickets will be held in the classrooms for small prizes. Each month, Paw Pride tickets will also be drawn for a monthly celebration.

If a student earns a Golden Ticket, he/she will come directly to the office in which he/she will sign his/her name in the celebrity book, post his/her picture on the Golden Ticket Winner Wall and get a positive phone call home with the Principal or Assistant Principal. These students will be automatically invited to the monthly celebration and their name will also be read aloud on the morning announcements. Golden

Tickets are handed out for students who go “above and beyond” and are rarer than a Paw Pride ticket.

Covington’s Student Behavior Intervention Plan

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students. School- wide PBIS focuses on the development and implementation of proactive procedures and practices to prevent problem behavior for all students and improve school climate.

We maintain a PBIS Matrix for both remote and in-person learning. Referring to these matrices helps staff and students focus on proactive practices that promote good behavior.

Remote Learning Matrix

Live-online Classes	Pre-recorded Classes	Live-Small Group	Live One-on-One	Assignment Completion	Student Check-ins
I will watch for the quiet signal I will pay attention to the teacher or person speaking I will avoid distractions (on and off my screen) I will be kind to others I will wait my turn to talk	I will watch pre-recorded classes the same as live ones I will watch all classes assigned to me I will watch the entire recording	I will treat small group the same as whole class sessions I will follow instructions for small group I will be on time for small group appointments	I will apply myself during one-on-one sessions I will ask questions when I don’t understand I will be on time for one-on-one sessions	I will complete all work assigned to me I will turn in assignments on time I will ask for help when I don’t understand the assignment	I will let my teachers know when I cannot attend class I will request and watch recordings of classes I missed I will request and complete any assignments I missed

We maintain a PBIS Matrix for both remote and in-person learning. Referring to these matrices helps staff and students focus on proactive practices that promote good behavior.

Traditional Learning Matrix

Restrooms	Bus	Recess	Halls	Assemblies
I will go I will flush I will wash I will return	I will follow bus driver directions I will keep hands and feet to self I will use an inside conversation voice I will stay seated	I will use kind words I will keep hands and feet to self I will line up when the whistle blows I will listen to all adults	I will have a hall pass I will use a 0 level voice I will stay directly behind the person in front of me I will keep my hands at my side I will face forward	I will enter and exit quietly I will watch for quiet signal (Husky Hush) I will listen to speaker I will sit on my pockets I will keep hands and feet to self
Drills/ Evacuations	Dismissal	Cafeteria	Building Wide	AM Arrival
I will be silent and serious I will follow adult directions I will walk quickly to designated area (evacuation only)	I will always walk I will go directly to my dismissal area I will follow hallway expectations	I will use a level 2 voice or lower I will always walk I will listen for the signal from adults I will clean up after myself	I will be Safe I will be Kind I will be Responsible I will be a Learner	I will enter the building quietly and use level 1 voice I will go to breakfast I will sit in my line and keep hands and feet to self I will choose an activity and sit in my line until 9:15

Disciplinary Report

A staff member reporting a student's misbehavior around major infractions writes a disciplinary report also known as a "Behavior Slip". The yellow copy of the slip is sent home for parents to review as well as discuss the infraction and appropriate behavior with their child. **A referral for a major infraction will be noted on a student's permanent record.**

We maintain a PBIS Matrix for both remote and in-person learning. Referring to these matrices helps staff and students focus on proactive practices that promote good behavior.

Discipline/Infractions

Preventive, proactive discipline supports the teaching and learning environment. Children who are well disciplined direct their interests, efforts and abilities toward greater achievement. Students who are not safe, kind, and responsible waste efforts and opportunities for learning for themselves and others. Classroom and school management is a joint effort of the teachers and the student.

Regular instruction of student expectations and Covington 'Guidelines for Success' is vital for a positive teaching and learning environment. Students who are aware of expectations and who have some input into classroom development through class meetings will have more ownership and buy-in. Student discipline will be administered with consistency and respect to meet the concerns of the individual students and situations.

Minor Infractions: All minor infractions are handled immediately through redirection (i.e., in the classroom, on the playground, or other common areas). Classroom teachers and recess supervisors will handle these occurrences. The recess teacher will issue a minor infraction to classroom teacher, who will then communicate this to the parent or guardian.

What are some examples of minor infractions? (Note--These could become major depending upon the severity of the incident or infraction)

- Disrespectful Communication with Others (name calling, teasing, put downs or insults, blurting out in class, gossiping)
- Inappropriate clothing (no hats allowed to be worn in building)
- Not following rules or directions
- Not keeping hands, feet, or objects to self

Appropriate consequences for minor infractions include:

- Teacher or staff member completes referral form (quarter sheet) & sends it home for parent signature.
- Sitting in a quiet area within the classroom or standing on a paw at recess for playground misbehavior.
- Buddy Teacher Reflection
- Completion of an appropriate choice form or note of apology to those involved that is to be signed by the teacher, student and parent. If it is a note of apology, a copy of the apology will go to the person or people impacted.
- Community Service, such as weeding flower beds, picking up garbage or sweeping hallways.
- NOTE: Chronic minor infractions by a student will be referred to the principal or behavior interventionist along with documentation of the attempted interventions and the timelines. The student's family will be notified and a plan of action with appropriate consequences will result. These infractions may impact the student's grade under "Behaviors that Promote Learning" on the report card.

Major Infractions

What are some examples of major infractions?

Assault – verbal/physical threat to another, Harassment – verbal/physical, Arson, Illegal substances, Cheating, Illegal items, Academic Dishonesty, Stealing, Defiance, Swearing, Destruction of Property, Truancy, Disruptive Behavior, Leaving campus, Extortion – getting money by threatening, Dishonesty, and / or Fighting or Fighting Involvement.

These and the items listed under the “**Zero Tolerance Sanctions**” from the Kent School District’s policies will result in the following:

1. Phone contact with the parent(s) by the classroom teacher, principal, or designee along with a completed discipline report, consequence, a student plan of action, and appropriate consequences.
2. If it is the second major infraction, all the items in #1 (discipline report, consequence/restitution) with a parent conference to develop a plan of behavior.
3. If it is the third major infraction, the school principal/assistant principal and parents will have a conference to determine the next steps of action.

Parent Opportunities

Volunteers:

Covington Elementary School students benefit enormously from our volunteers who work in the classrooms, media center, and school office. We can use as many volunteers as possible, including grandparents and other adults. Please consider the possibility of donating your time, energy and talents to make Covington a better place. When volunteering please keep the following in mind:

Volunteering at school

Kent School District Volunteer Process

Kent School District has a new program that will make the volunteer process more efficient, streamlined, and standardized across the District. VIPS – Volunteers in Public Schools is using a new online volunteer management system which includes: Standardized application process (completed online by the applicant)Renewal is required every school year.

Automatic approval and notification features at <https://volunteer.kent.k12.wa.us>

VIPS is for parents, families, and community members who are looking to assist in school learning, activities, competitions, or events. However, it is not for the fulfillment of court-required community service or other obligations imposed for violations of the law. Volunteer categories include:
Field trip volunteer driver, General volunteer, Interpreters

Those wishing to volunteer can select one or many schools to support and will be required to reauthorize and update the application and background check before beginning volunteer service each school year. Volunteers can make a difference in the lives of students every day, and a robust volunteer program is important to our schools, staff, and students in successfully preparing them for their futures.

All volunteers must...

- Be cleared by the office **prior** to volunteering

- Sign-in at the office, put on a temporary guest pass, or wear your official pass.
- Make arrangements for child care of preschool aged children.

For more information, please call the main office at **(253) 373-7652**.

Parent Teacher Association (PTA)

The PTA strives to bring further enrichment to Covington's students through the utilization of resources provided by parents, teachers, students, and the community. The PTA sponsors many enjoyable activities and since your child directly benefits from these, your active participation is strongly encouraged. You will be receiving a regular newsletter that informs you of upcoming activities and how you can be involved.

The PTA board looks forward to partnering with you to make a difference this school!

Other Information You Need to Know!

Music Choice

Fifth and sixth grade students have two musical options from which to choose: band, or orchestra. An orientation will be presented on the first day of school.

Following the orientation students are required to choose an option and remain with that option for the entire school year. Students will bring home a contract to be signed by both parent and student. Students in grades K-4th have general music class.

Student Council

Student Council is an elected representational body of students that work with the student body and teachers to bring about school pride and school leadership. Student Council provides valuable learning experiences through special projects, fundraising, community service, and school spirit days. Elections this year will occur in the fall.

Spirit Days

Our school colors are royal blue and white and our mascot is the Husky. School spirit days are on Wednesdays. College wear days are on Mondays. Special event days are scheduled throughout the year in coordination with our monthly SPIRIT Assemblies.

Valuables

We ask that students do not bring toys, valuable heirlooms, or electronic devices such as games or cell phones to school. Items from home are the student's responsibility and may be confiscated by a teacher to be handed over only to a parent.

Classroom Celebrations

Goodies brought to school for classroom celebrations need to be store bought due to health regulations. Please check with your child's teacher for the best time to bring the treats to school. Check with your child's teacher for food allergy concerns such as nuts.

We will not accept any treats that have nuts in them, nor if the label reads that it was processed on machines that could have been manufacturing that may include nuts. Please check the labels of the items before you purchase them. We want all kids to be safe.

Technology

Kent School District Online Access



<http://www.kent.k12.wa.us/>

Kent School District students are fortunate to have a high level of access to technology. With this high level of access is the necessity to have clear expectation around the use of this technology. The following guidelines outline a student's use of technology in the Kent School District.

The following are the student requirements of the Acceptable Use Policy 2022. In order to view the entire document please visit the [Kent School District Website](#) (see Kent School Board).

1. The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources as an essential part of learning, working, and interacting with the community. The Kent School District strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. These procedures are written to implement Kent School District Policy 2022 Electronic Resources and to promote the appropriate and responsible use of technology in furtherance of the district's mission and board of directors' goals. Any employee, student, or other individual engaged in activity that involves the district's electronic resources must comply with the established policy and procedures contained in 2022 and 2022P.

2.0 Public Records

2.1 Because the Kent School District is a public agency under the Washington Public Records Act, chapter 42.56 RCW, any information or record relating to the conduct of government or the performance of any governmental functions that is prepared, owned, used, or retained by the district is a public record subject to disclosure upon request by any person. Such information may include retained records related to communications by or through district resources or records of Internet activity accessed by or through district resources. Whether such records, or any portion of such records, fall within the narrow exemptions of the Public Records Act will be determined once a request is received.

3.0 User Responsibilities

3.1 It is expected that staff and students will use electronic resources provided by the Kent School District in work and study. However, the failure of a staff member, student, or any other

person to comply with these procedures while using the district's electronic resources may result in restricted access up to and including a complete denial of access.

3.2 All use of the electronic resources must be consistent with the mission and objectives of the Kent School District, further district goals established by the board of directors, federal and state laws, and in compliance with district policy and procedure.

3.3 District staff must at all times maintain the confidentiality of confidential student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and corresponding state law.

4.0 Acceptable Use

Acceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

4.1 Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with district policy and procedure.

4.2 Participation in approved electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with District policy and procedure.

4.3 Participation in district-sponsored social media to inform and communicate with members of the school district community consistent with the educational mission of the District and in compliance with District policy and procedure.

4.4 With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.

4.5 Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.

4.6 Connection of any personal electronic device consistent with all guidelines in this document.

4.7 Use of electronic resource accounts solely by the authorized owner of the account for the authorized purpose.

5.0 Unacceptable Use

Unacceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

5.1 Unauthorized access or unauthorized disclosure of personal information of students, staff, or other individuals for whom the district retains records. "Personal information" includes education records, employment records, and personal addresses, phone numbers, or email addresses.

5.2 Contributing to cyberbullying, chain letters, harassment, intimidation, denigrating comments, discriminatory remarks, and other similar conduct.

5.3 Using or forwarding profanity, obscenity, vulgar language, racist terms, or other language that is offensive to a reasonable person.

5.4 Any use of the electronic resources for individual profit or gain; for product advertisement;

for political action or political activities; or for excessive personal use. "Political action or political activities" includes support of or opposition to political campaigns, candidates, ballot measures, or lobbying for or in opposition to legislation;

5.5 Playing, accessing, or streaming/downloading in relation to intentionally blocked or restricted games, social networking sites, , file sharing locations, and audio/video sites unless specifically authorized by a teacher for instructional purposes.

5.6 Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.

5.7 Using an electronic account authorized for another person.

5.8 Making use of the electronic resources in a manner that serves to disrupt the use of the network or other electronic services by others.

5.9 Destroying, modifying, or abusing hardware and/or software.

5.10 Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.

5.11 Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner other than use that falls within the scope of "reasonable fair use." The "Fair Use Doctrine" of the United States Copyright Law (Title 17, USC) permits the duplication and/or distribution of materials for educational purposes under most circumstances. Questions regarding whether the duplication or distribution of copyrighted materials violates federal law should be directed to the General Counsel's Office.

5.12 Using electronic resources to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the network.

5.13 Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

5.14 Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.

5.15 Using any electronic resources for unlawful purposes.College Bound Scholarship Program

The College Bound Scholarship program is an early commitment of state financial aid to eligible students who sign up in middle school and fulfill the scholarship pledge. Students must complete the application for this during their seventh or eighth grade year.

<http://www.readysetgrad.org/college/College-Bound-Pledge>

Compulsory Attendance Law

Did You Know?

- **Maintaining good attendance is one of the most important things a student can do to be successful.**
- Attendance is important in all grade levels, from Pre-K through 12th grade. Students who attend regularly are much more likely to be at or above grade level standards. Poor attendance at any grade increases the likelihood of falling behind academically.
- All absences (excused and unexcused) have the potential of harming students academically.

Students who miss 10% (18 days) of the school year are defined as being chronically absent.

Students who are chronically absent have greater risk of falling behind one or more grade levels.

- A student can be chronically absent by missing 2 or more days a month. New state laws regarding attendance now require schools to address both excused and unexcused absences.
- Absences can affect the whole classroom if the teacher has to slow down learning to help students who were absent catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

Plan for Good Attendance

- Staying healthy is one of the most important things you can do to have good attendance. Get plenty of sleep, eat a balanced diet, wash your hands regularly, and make sure you are up to date on your immunizations. Don't stay home unless you are truly sick. Stomach aches and headaches can be a sign of anxiety not sickness.
- Make a plan for good attendance. Keep a copy of your school calendar accessible. Ask your parents to make appointments outside of the school day or on non-school days. Please schedule vacations and other trips on non-school days.
- Know when you need to be at the bus stop. Make a plan for it you miss the bus in the morning. Discuss with your parents what options you have (city bus, ride from a relative, ride-share services).
- Keep up on your school work. Students will often be anxious and be tempted to miss school if they haven't done their homework or studied for a test. Approach each day with confidence.
- If you are not attending because someone is harassing, intimidating or bullying you, it has become a serious issue and it is time to enlist the assistance of an adult. Find an adult at your school (teacher, counselor, safety officer) you trust and report the suspected bullying. Please review this section on Harassment, Intimidation and Bullying for more information on how to report suspected bullying.
- Students who have parents who emphasize the importance of attending every day will take their own attendance more seriously.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has **two unexcused absences in one month**, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure

regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after **five excused absences in any month**, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene. If your student has **seven unexcused absences in any month or ten unexcused absences** within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Workshop, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

For more information, you can visit Policies [3121 regarding Compulsory Attendance](#) and [3122 Excused and Unexcused Absence](#)

Vacation/Extended Absence

Pre-planned absences of less than 20 days usually require only parental permission by way of a phone call, fax, email, or written note explaining the reason for the absence and the dates involved. The absence must meet the criteria listed in Policy 3122 in order for the absence to be considered excused. Additional documentation (such as a doctor's note) may be required by the principal. Students are responsible for completing all assigned coursework from their absence.

For pre-planned absences extending to or beyond 20 days, students and/or parent/guardians are required to make an appointment with an administrator at the school prior to the absences occurring. A student with 20 or more consecutive days of absences may be withdrawn from the school and may not be able to be placed back in the class or even school in which they were previously enrolled.

Please try to schedule extended trips during scheduled school vacation periods (summer, winter, mid-winter and spring breaks).

Discipline Policy

The Kent School District supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of students. The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need.

Students who are in violation of school rules deprive themselves of the opportunity to learn and interfere with the progress of others. All students shall submit to the rules of the district. Refusal to comply with written rules and regulations established for governing the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action for misconduct must reflect good faith effort on the part of the staff.

All certificated teachers, school administrators, school bus drivers, and any other school employees designated by the board shall have the authority to discipline students for any disruptive or disorderly conduct while under his/her supervision on or off the campus. The sanctions will be the same whether the

violation was on or off campus.

No form of discipline shall be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements or adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences except to the extent that the student's attendance and/or participation is related to the instructional objective of the subject or course and such attendance and/or participation has been identified pursuant to school district policy as a basis for grading.

Corporal punishment is not authorized, but district staff may use reasonable force when deemed necessary to restrain a student or prevent harm to self or others.

The following information is a summary of the highlights of Policies and Procedures 3240, 3240P, 3241, and 3241P. For more detailed procedures, please reference the Kent School District Board Policies website.

The District will annually publish and make available to students, parents or guardians, staff, and the community the rules, policies, and procedures of the District that establish misconduct and the written procedures for administering corrective action. The publication will also define student rights and responsibilities relating to student behavior. The District will also, in consultation with staff, students, student's families, and the community, periodically review and update the District's rules, policies, and procedures related to student discipline.

Definitions

Discipline: All forms of corrective action other than emergency removal, suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator.

Detention: Detention may be given for up to 75 minutes after regular student dismissal time, but will not extend beyond bus departure time, unless prior arrangements have been made with the student's parents or guardians.

Emergency Removal: Immediate removal of a student from class or activity because, in the opinion of the teacher or administrator, that student poses either an immediate and continuing danger to him/herself, other students, or school personnel, or poses a threat of substantial disruption to the educational process. Emergency removal shall continue only until the danger or threat ceases or the principal imposes discipline, suspension, or expulsion. The principal shall meet with the student as soon as reasonably possible following the student's removal in order to initiate corrective action and not later than the commencement of the next school day.

Suspension: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for a stated period of time.

In-School Suspension: A suspension which removes the student from the regular classroom environment but permits the student to maintain his/her educational progress in the school environment and under school staff supervision.

Short-Term Suspension: A suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

Long-Term Suspension: A suspension that exceeds ten (10) consecutive school days up to length of an academic term.

Expulsion: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for an unstated period of time, but in no case longer than one calendar year.

Emergency Expulsion: Emergency Expulsion is immediate removal of the student from school for posing an immediate and/or continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the education process. Emergency expulsion must be converted into

some other form of discipline within 10 school days.

Exceptional misconduct: Is a violation of rules so serious in nature and /or so disruptive as to warrant an immediate short- or long-term suspension or expulsion. Behavior that constitutes exceptional misconduct in the Kent School District can be found in procedure 3240P.

Discipline

Short-term suspension: No student in grades kindergarten through four (4) shall receive a short-term suspension for more than a total of ten (10) school days in any semester or trimester, and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive short-term suspensions for more than a total of fifteen (15) school days in a single semester, or ten (10) days in any trimester. Any student so suspended may make up assignments and tests if they have a substantial effect upon his/her grades or if failure to make up the work would cause him/her to fail the course.

Prior to the suspension, a conference with the student shall be held in which an oral or written notice of the alleged misconduct and violations, the evidence in support of the charge, and the corrective action to be taken shall be provided. The student shall then be given the opportunity to present his/her explanation. If the suspension exceeds one (1) calendar day, the parent shall be notified of the reasons and the right to a conference to discuss the length of the suspension and to resolve any other grievance relative to the suspension.

Grievance Procedure for all disciplinary actions except long-term suspension, emergency expulsion and expulsion (see below). This procedure includes in-school and short-term suspensions: Any student, parent, or guardian who is aggrieved by the imposition of discipline and/or short-term suspension has the right to an informal conference with the principal and staff members involved for the purpose of resolving the grievance. If, after the conference, the student, parent, or guardian is still aggrieved, he/she may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board at its next regular meeting, or at a special meeting held within thirty (30) days, whichever is earlier. A closed meeting will be held for the purpose of considering the grievance.

Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance process unless the principal, superintendent, or board elects to postpone such action.

Long-Term Suspension and Expulsion: No student in grades kindergarten through four (4) shall receive a long-term suspension and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive a long-term suspension that causes him/her to lose academic grades or credit for in excess of one semester, or equivalent, during the same school year. No long-term suspension shall be imposed until written notice has been delivered by certified mail or in person to the student and parent. The notice shall specify the violation; notify the student of his/her rights to a hearing and indicate that a request for a hearing must be received by the school authority by the end of the third day after the suspension letter was received. If a reply is not received within this three (3) day period, the right to a hearing shall have been considered waived and the suspension may be imposed.

Please see hearing procedures below.

Expulsion: No student shall be expelled unless other forms of corrective action or punishment have failed unless there is a good reason to believe that other methods would fail if employed. Carrying a firearm onto school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools shall result in expulsion. Notice procedure for expulsion shall be the same as for long-term suspension. See above.

Emergency Expulsion: This sanction may be imposed if the expelling authority has good and sufficient

reason to believe that the student poses an immediate and continuing danger to other students or school staff or is a threat of substantial disruption to the educational process. The emergency expulsion may continue for up to ten (10) days unless (a) rescinded by the superintendent or his/her designee or (b) modified or reversed pursuant to a hearing or appeal. Within ten (10) days of the emergency removal from school, the emergency expulsion must either end or be converted to another form of discipline. Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: The written notice must be delivered or post marked within 24 hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible; the student or parent shall have three (3) school business days in which to submit a written request for a hearing.

Hearing Procedure for Long-Term Suspension and Expulsion: Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by either a hearing panel of district administrators randomly selected from schools other than the student's schools at which he or she is currently enrolled or an officer appointed by the superintendent. Documentary and other physical evidence may be inspected by students, parents, and school authorities prior to the hearing. The students shall have the following rights at the hearing:

- The opportunity to be represented by counsel;
- The opportunity to express his or her explanation;
- The opportunity to present evidence and witnesses; *and*
- Examine evidence and the opportunity to question witnesses appearing for the district.

(Please see more details on 3241P, section 14.2)

Appeal Procedures to Board of Directors: Notice that the student wishes to appeal the decision from the hearing shall be provided to the superintendent's office within three (3) days of receipt of the hearing decision. If a timely notice of appeal is not provided to the district, the expulsion may be imposed as of the calendar day following expiration of the three (3) school business day period. The board of directors shall schedule and hold an informal conference to review the matter within ten (10) school business days from the receipt of the appeal. The suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

A long-term suspension or non-emergency expulsion may be imposed during the appeal period of no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;

An emergency expulsion may be continued during the appeal period so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and

Any days that a student is temporarily suspended or expelled before the appeal is decided, shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

The board shall render a decision within ten (10) school business days or schedule a second meeting to hear further arguments and render its decision within fifteen (15) school business days, or schedule and hold a meeting within ten (10) school business days after the date of the informal conference to hear the case anew. Any further appeal shall be made to the Superior Court within thirty (30) days of the board's decision.

Readmission: Any student who has been suspended or expelled may apply for readmission at any time by written application to the superintendent. The letter shall include the reasons for readmission, evidence which supports the request, and a statement assuring that the problems will not reoccur. The superintendent shall reply in writing.

Reengagement: School and district administrators will make reasonable efforts to assist students and

parents in returning to the educational setting prior to and no later than the end date of the corrective action or sanction. The school and/or district will convene a meeting to discuss a plan to reengage the student in a school program, with the student, and the student's parents or guardians, within twenty (20) days of the student's long-term suspension or expulsion and no later than five (5) days before the student's return to school. The school and/or district must create an individualized reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion. Additionally, the district will take reasonable steps to develop the plan with the participation and input of the student and their parent(s)/guardian(s) to ensure that it is culturally sensitive and culturally responsive. In developing the reengagement plan, the school should consider:

- shortening the length of time that the student is suspended or expelled;
- other forms of corrective action; and
- supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate.

Any reengagement meetings conducted by the school or district involving the suspended or expelled student and his or her parent/guardian are not intended to replace the student's right to petition for readmission at any time following long-term suspension or expulsion as stated in section 17.1 above. For more information, you can visit [Policy 3240 Student Conduct Expectations and 3241 Classroom Management, Corrective Actions or Sanctions](#)

Students With Disabilities

Decisions made regarding corrective action or sanctions upon students in the abovementioned groups will be made following special education programming and legal procedures.

Discipline procedures for students with disabilities are consistent with the Individual with Disabilities Education Act (IDEA). These procedures apply when:

- The student has an Individualized Education Program (IEP) or a 504 Plan.
- The student has been referred to special education (the referral is in process but eligibility has not yet been determined).
- The school has knowledge that the student has a disability before the behavior that precipitated the discipline action occurred.

Knowledge of the disability is defined as:

- Parent has expressed a concern in writing that the student is in need of special education and related services;
- The student's behavior or performance demonstrates a need for services;
- The parent has requested an evaluation of the student;
- The teacher, other school staff or an outside agency has expressed concern about the performance or behavior of the student to the director of special education or other school personnel.

For more specific details regarding discipline and student with disabilities, please reference Kent School District Board Policy 2162.

Kent School District Guidelines for School Sanctions

School administrators will sanction a student for the following offenses within each listed standard range,

beginning at the standard sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. A full description of those factors are listed in the full text of Procedure 3240P. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

Please note that this is not a total list but instead is the most common discipline infractions. Additionally, each school has the authority to develop their own list of rules and regulations in which discipline can be administered.

ARSON

For purposes of school discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct.

ALLOWED RANGE OF SUSPENSION: 0-20 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: 0-1 Days

Secondary: 0-5 Days

ASSAULT

For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object.

This includes non-consensual sexual assault on school grounds or at school activities. See also Verbal Threats of Violence.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: 0 Days

Secondary: 0-5 Days

REASONABLE SELF-DEFENSE:

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others.
- The student is acting in a manner that a building administrator determines is reasonable

- and necessary in light of the circumstances.
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

DEFACING OR DESTRUCTION OF PROPERTY

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension Restitution will usually be required.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student, parents, or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

REPEATED DEFIANCE OF SCHOOL AUTHORITY

Refusal to obey reasonable requests, instructions, and directives of any school personnel (including volunteers or contractors working for the school) pertaining to the orderly operation of the school. Directives regarding safety need to be followed immediately. Lower, non-safety issues, students will be given multiple opportunities to comply before discipline is administered. Student's failure to engage academically will be addressed in ways that do not include disciplinary actions. (*Defiance of school authority is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

DISRUPTIVE BEHAVIOR OF THE EDUCATIONAL SETTING

An act at school or at a school related activity that a student should know will have the effect of:

- Insulting, mocking or demeaning a student, staff or group of students causing substantial disruption and/or interference with the orderly operation of the school; or educational setting
- Creating a substantial interruption to instruction or the safe orderly operation of the

school: or educational setting

(District Note: Disruptive Behavior is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

DISRUPTIVE DRESS

Student dress and appearance may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance;
- Damage to school property will result from the student's dress and appearance;
- A hostile environment will be established or perpetuated; or,
- A material and substantial disruption of the educational process will result from the student's dress or appearance. *(Material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use or promotion of obscene, lewd, racist, violent, sexual, drug, alcohol or tobacco-related messages.)*

ALLOWED CORRECTIVE ACTION: 0 Days of Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

ALLOWED RANGE OF SUSPENSION (Grades K-4): 0-10 Day Suspension ALLOWED RANGE (Grades 5-12): 0-20 Day Suspension

STANDARD CORRECTIVE ACTION FOR POSSESSION OR USE:

Elementary: Short-Term Suspension of 0-1 Day Secondary: Short-Term Suspension of 0-10 Days

STANDARD CORRECTIVE ACTION FOR DISTRIBUTION:

Elementary: Short-Term Suspension of 0-5 Days Secondary: Long-Term Suspension of 0-20 Days

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee.

Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

FIGHTING

For purposes of school discipline fighting is defined as actual or attempted hitting, striking or other wrongful physical contact between two or more individuals. *(Such offense is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary Short-Term Suspension of 0 Days Secondary Short-Term Suspension of 0-5 Days **FIGHTING**

INVOLVEMENT

Encouraging, promoting, and/or escalating a fight or assault by words or actions.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

GANG CONDUCT

For school discipline purposes includes:

- the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- the promotion of gang culture and/or gang violence, and/or
- the solicitation or recruitment of gang members

Gang imagery and symbols include, but are not limited to:

- apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur

under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

HARASSMENT, INTIMIDATION OR BULLYING

For school discipline purposes, "harassment, intimidation and bullying" includes:

- intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of Kent School District Policy 3207 and Procedure 3207P;
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability in violation of Kent School District Policy 3205 and Procedure 3205P and Kent School District Policy 3210 and Procedure 3210P

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: 0-3 Days Suspension

LEWD AND/OR OBSCENE BEHAVIOR

Behavior of a sexual nature including but not limited to acts of a sexual nature and possession of or accessing pornographic material while on school grounds or at school activities are prohibited. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities. Note: Non-consensual sexual misconduct please see "Assault" category. Use of profanity or obscene gestures not directed at another student please see "Disruptive Behavior". (*Lewd and/or obscene behaviors that do not constitute a "sex offense" is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

THEFT/STEALING

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required. (*Theft and stealing are discretionary discipline offenses under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 0-2 Days

Restitution will usually be required if property is not recovered and returned.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

THREATS OF VIOLENCE

A threat to cause bodily injury, significant property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

ALLOWED RANGE OF SUSPENSION: (Grades K-4): 0-10 Day Suspension ALLOWED RANGE OF

SUSPENSION: (Grades 5-12): 0-20 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: 0-3 Days Suspension

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions. (*Use or possession of tobacco or nicotine products is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

Elementary Students:

See sanctions for Repeated Defiance of School Authorities Secondary Students:

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

TRUANCY

A student is truant for disciplinary purposes when one or both of the conditions below are met:

- The student comes onto school property and then leaves without permission before the school day ends and/or
- Remains on school property but does not attend one or more periods

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

See Policy and Procedures 3122.

UNSAFE BEHAVIOR

Minor behaviors that create unsafe conditions (for example running in the hall, climbing on prohibited structures, engaging in mutual rough play, light pushing/shoving).

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

WEAPONS

This section addresses the possession or use of actual weapons in violation of Kent School District Policy 3245, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3245 should be addressed under other sections, as appropriate.

ALLOWED RANGE OF SUSPENSION (Weapon other than firearm): (Grade K-4) 0-10 Days Suspension (Grade 5-12) 0-20 Day Suspension STANDARD CORRECTIVE ACTION:

Elementary: Short-Term Suspension of 0-3 Days Secondary: Short or Long-Term Suspension of 0-11 Days

CORRECTIVE ACTION FOR FIREARM AT SCHOOL:

Emergency Expulsion (see below)

Any Kent School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420*, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case- by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under *RCW 9A.04.110* and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student. Early Learning