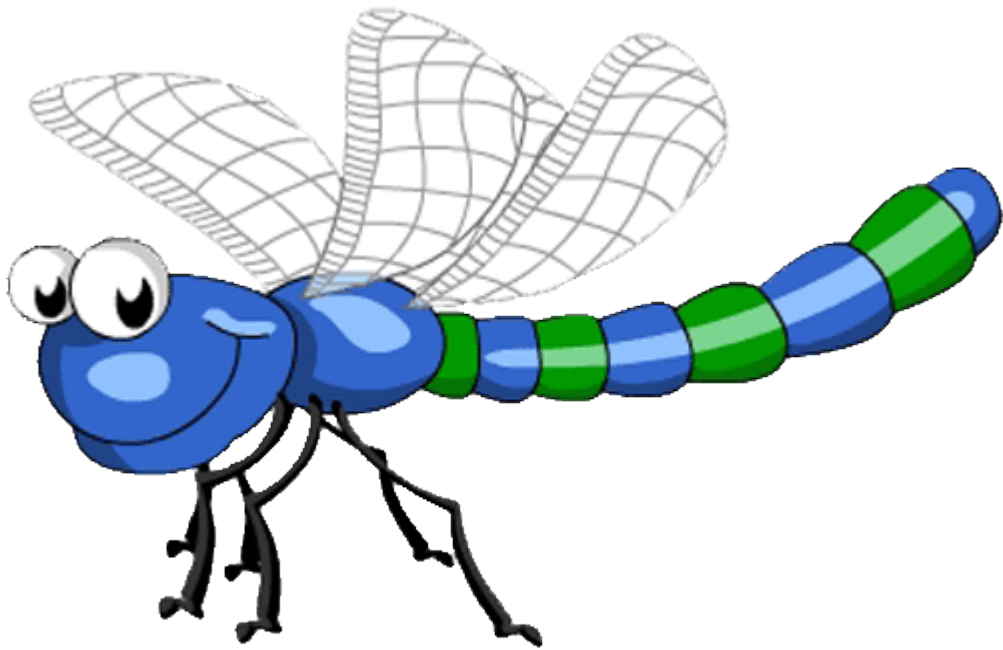


Crestwood

Elementary

Parent/Student Handbook

2018-2019



25225 180th Ave. S.E.

Covington, WA 98042

Phone: 253-373-7634 Fax: 253-373-7636

Website Address: www.kent.k12.wa.us/ksd/CW/

Kent School District Mission:

“Successfully Prepare All Students For Their Future”



Crestwood Elementary

253-373-7634

Please review the Crestwood Parent/Student Handbook with your student(s). The electronic version can be found at <http://www.kent.k12.wa.us/Page/5206>. After reviewing the handbook, please sign and return this page to the school by **September 14th**. Thank you!!

I have read the CRESTWOOD PARENT/STUDENT HANDBOOK and agree to follow school rules and procedures.

Parent's signature _____

Child's signature _____

Child's signature _____

Child's signature _____

Welcome to Crestwood Elementary!

Hello Crestwood Families,

I am so glad that you will be part of our school community for 2018-2019! I hope that you had a wonderful summer and that you were able to rest, engage in enjoyable activities, and feel prepared to come back to school.

At Crestwood we value student success. We strive daily to provide a challenging academic environment, a building environment that is respectful and safe, and opportunities to connect with school families and community members in order to foster meaningful partnerships and relationships. The team here at Crestwood also strives to make sure your student(s) can achieve success. As we diligently prepare for a great school year we invite you to partner with us in our effort to support and serve you and your students to ensure a successful school year. **You can partner with us by making sure that your student attends school every day, encouraging them to read daily for at least 20-30 minutes at home, monitor their classwork and homework, talk with them frequently about their learning, and stay in communication with your student's teacher about their learning progress.**

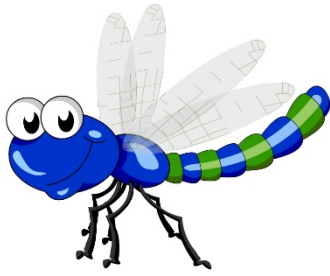
During the 2014-2015 school year Crestwood implemented "Positive Behavioral Interventions and Supports" (PBIS). We will continue to grow and implement PBIS in the 2018-2019 school year and look for ways to emphasize the outstanding character qualities and behavior(s) visible in Crestwood students. We understand the strong relationship between learning and good classroom behavior. Let's partner together to emphasize those outstanding behavior and citizenship traits that make students most successful.

Over the summer the custodial staff has worked tirelessly to provide a clean and welcoming facility. Teachers have worked many hours preparing for students in anticipation of a successful year. Office staff have also worked hard to ensure that student records and information are handled efficiently and correctly for the start of year. To every part of the Crestwood team I say THANK YOU!

We are excited to have your family back for this next school year. Thank you for your continued support. Have a great school year!

Ryan Preis,

Principal



Crestwood PTA

Welcome to another exciting and challenging school year! Crestwood PTA is set to make this year great for our students and families.

The PTA is involved in many aspects of our children's school life. We are focused on supporting education, but also want school to be fun. We support academic programs as well as many family events for our students. Below is a list of our activities.

Programs

Student Enrichment	Community Relations	Services	Family Fun
Raz-Kids	Clothing Bank	Scholastic Book Fair	Cocoa with Santa - FREE
Accelerated Reader	Media-Newsletter,	Popcorn Fridays	Bingo Night
Reflections	Website, and	Staff Appreciation	Science and Math Fun
Crestwood Reader's Club	Reader Board	School Picture Days	Night - FREE
6 th Grade Planners	Membership	Spirit Wear	Beach Party and Dance
Field Trip Supplementation		Watch DOGS	Crestwood Carnival
		Yearbook	
Passive Fundraising	Fundraising	Other	
Box Tops	McTeacher Night	Emergency Preparedness	
e-Scrip - Safeway Shoppers!	Magazine Fundraiser		
Smith Brothers			

Please visit our website at www.crestwoodpta.ourschoolpages.com for complete descriptions of the above.

Our children's future success depends on our involvement in and support for their education. Directly or indirectly, all students benefit from the volunteer efforts of the PTA. We can be more effective with your support and participation. We are hoping that all parents join with our PTA this year to give Crestwood students the best opportunities for learning and support the school the best way we can.

We welcome your questions, comments, and suggestions.

Sincerely,

Crestwood PTA

cwptaprez@gmail.com

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CRESTWOOD ELEMENTARY STAFF

PrincipalRyan Preis

Educational AssistantJennifer Hepworth

School Social Worker.....Kirsten Horton

Kindergarten.....Sonja Griffing, Ashley Inoue, Chris O’Brien, Liane Rizzo

Grade 1Denise Lawless, Catherine Molloy, Amanda Parker-Jones

Grade 2Joanne Barber, Kristal Burke, Elizabeth Gibson, Shelley Lapp

Grade 3Heather Anderson, Suzanne Davis, Benjamin Rowley

Grade 4Julie Badgley, Julie Robertson, Suzette Walsh

Grade 5Jon Jancola, Jane Scott, HaLee Webster

Grade 6Janis Heedum, Jeff Schultz, Rachel Sherrer

PE SpecialistJeff Nettles

General Music.....Sarah Andersen

Special EducationAlycia Jones-Jhanson, Erin Anderson

Intervention Specialists.....Lynne Deskins

Library/TechnologyJenny Heath

ELL Specialist.....Lynne Deskins

Speech.....Jodi Madden

PsychologistStephanie Hames

CookJudy Sperle

CustodianBrian Reed

Office StaffJennifer Spreen, Debbie Hyde, Vicki Lesinski, Jennifer Henry,
.....Leslie Burpee, Candy Hess

Nurse.....Lori Hunt

Health Tech.....Jennifer Henry

Para StaffSandy Belmondo, Deana Schenk, Alice Greer, Danette Haisch,
.....Margaret Landry, Deborah Bartsch, Leilani Parquer, Heather Prell

Crestwood Dragonfly SOAR Expectations

Crestwood Dragonflies are expected to follow these expectations at all times:

SOAR

S	Safety
O	On Task
A	Academic Attitude
R	Respect and Responsibility

Our Philosophy

Our goal is to help each child develop self-discipline to make good choices. Together the home, school, and community share the responsibility for developing good citizens. Parents, staff, and students must work together to maintain a safe learning environment.

What is Crestwood SOAR success?

Crestwood has established a “Crestwood S.O.A.R. Success” program for the entire school. The S.O.A.R. program is a researched-based, positive program to recognize students for appropriate behavior. Each student who shows respect, works together, accepts responsibility, exhibits appropriate manners, and is prompt and prepared is acknowledged with praise and celebrations.

Crestwood SOAR Success

- Expectations for student behaviors are defined by a building based team with input from staff.
- Appropriate student behavior is taught throughout the day.
- Positive behaviors are publicly acknowledged.
- Problem behaviors have clear consequences.
- Discipline is implemented consistently by staff and administration.
- Student behavior is monitored and staff receives regular feedback about student progress.

Crestwood Schedule

School Day

All grades (Kindergarten through 6th) 9:00 AM-3:40 PM (Students in line by 8:55) on M/T/TH/F. Every Wednesday is a 2 hour early dismissal at 1:40 PM. The exception to this is during secondary conferences; these Wednesdays elementary schools have a full day. Likewise, during elementary conferences the secondary schools have a full day. This is due to transportation issues. Each week your student will bring home a "Friday Packet." Please watch for PTA bulletins, district information, teacher letters, field trip notices, and other announcements in this packet. You will be notified of any additions and/or corrections to this handbook in the packet during the school year. The monthly calendar and the Crestwood Newsletter will be emailed and can be found on the Crestwood website.

School Governance

In accordance with School Board Policy 2010, a School Improvement Team (SIT) has been established for Crestwood Elementary. The core mission of the Learning Improvement Team is to increase student achievement.

Administrative Contact

If you would like to make contact with the Crestwood administration, please call the school office phone number at 253-373-7634. In addition, you may also email the principal at ryan.preis@kent.k12.wa.us. If after communicating with the Crestwood administration you need to inquire with the district regarding matters of discipline, a decision that is made, or other matter, please contact Executive Director of Learning Improvement, Dr. Wade Barringer. He may be contacted by email at wade.barringer@kent.k12.wa.us.

Crestwood Leadership Team (CLT)

Our Crestwood Leadership Team is a group of dedicated staff members and parents that work together to constantly improve the educational program at Crestwood. This team examines our educational program and works with the staff to suggest directions and actions we can take so that we offer the best education to our students. CLT members meet every month during the school year to discuss matters with an educational impact.

Student Leadership

Student Leadership consists of student representatives from grades three through six. The Student Leadership deals with such issues as playground rules and problem solving, school and community service projects, assemblies, school pride and appearance, student elections, and associated student body funds.

Kent School District

Student Calendar

2018-2019

Note: In the event of school cancellation by the district, the make-up day(s) shall occur on March 29 and April 29. If more days are necessary, they will be added to the end of the school year in June.

M	T	W	T	F
AUGUST				
27	28	29	#30	31

SEPTEMBER				
(3)	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER				
1	2	3	4	5
8	9	10	11	@12
15	16	17	18	19
^22	^23	^24	^25	^26
29	30	31		

NOVEMBER				
			1	@2
5	6	7	8	9
(12)	13	14	15	16
19	^20	^21	(22)	(23)
26	27	28	29	30

DECEMBER				
3	4	5	6	7
10	11	12	13	14
17	18	(19)	(20)	(21)
(24)	(25)	(26)	(27)	(28)
(31)				

JANUARY				
(1)	2	3	4	
7	8	9	10	11
14	15	16	17	18
(21)	22	23	24	25
@28	29	30	31	

#School Starts 8/30
2 School Days

() Labor Day 9/3
*Kindergarten Starts 9/5
19 School Days
[] 2-Hour Early Release

@ No School - Teacher Workshop
22 School Days
[] 2-Hour Early Release
10/24 Not An Early Release
^ Elementary Only - Conferences
3-Hour Early Dismissal

@ No School - Teacher Workshop
() Veterans Day Observed 11/12
() Thanksgiving 11/22 & 23
18 School Days
[] 2-Hour Early Release
11/21 Not An Early Release
^ Secondary Only - Conferences
3-Hour Early Dismissal

() Winter Vacation
12/19 - 12/31
12 School Days
[] 2-Hour Early Release

() New Year's Day 1/1
() M.L. King Day 1/21
@ No School - Teacher Workshop
20 School Days
[] 2-Hour Early Release

M	T	W	T	F
FEBRUARY				
				1
4	5	6	7	8
^11	^12	^13	^14	^15
(18)	(19)	(20)	(21)	(22)
25	26	27	28	

MARCH				
				1
4	5	6	7	@8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	^29

APRIL				
1	2	3	4	5
(8)	(9)	(10)	(11)	(12)
15	16	17	18	19
22	23	24	25	26
^29	30			

MAY				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
(27)	28	29	30	31

JUNE				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	#21
24	25	26	27	28

() Presidents' Break
2/18 - 2/22

15 School Days
[] 2-Hour Early Release
2/13 Not An Early Release
^ Elementary Only - Conferences
3-Hour Early Dismissal

@ No School - Teacher Workshop
[] Optional School Closure
Make-Up Day 3/29
19 School Days
[] 2-Hour Early Release

() Spring Vacation
4/8 - 4/12
[] Optional School Closure
Make-Up Day 4/29
16 School Days
[] 2-Hour Early Release

() Memorial Day 5/27
22 School Days
[] 2-Hour Early Release

Last Day of School 6/21
3-Hour Early Dismissal
15 School Days
[] 2-Hour Early Release
Additional school closure make-up days (if needed) will be added to the end of the school year

Crestwood Arrival and Dismissal Procedures

Please note: No students are allowed on campus before 8:40 AM

Arrival Procedures

Upon arriving at school, all students eating Breakfast should go to the multi-purpose room and then go to the playground. We ask that walkers time their home departure to arrive at school no sooner than 20 minutes before school begins. Crossing guards will be at their crosswalks at 8:40 a.m. Any student arriving after the opening time of 9:00 a.m. should report directly to the office for a tardy notice.

Morning Drop-Off

The pull-through lane closest to the building is for buses and daycare vans ONLY from 8:30- 8:50 am. Parents please do not use this lane during those times to drop off students. Parents who are dropping their students off should use the next lane (see map). Please pull as far forward in this lane as possible to help prevent a traffic back-up on the main street. Also, it would be helpful if students are prepared and ready to be dropped off quickly in this lane. No cars are to be left unattended while in this lane. If students have heavy or bulky objects that require parents to assist them, the parent should park in a parking space. If you park, use the crosswalk to escort your child to the curb. No students are allowed to walk through the parking lot unescorted.

Afternoon Pick-Up

Students who ride the bus and/or Daycare vans are dismissed at 3:40 at the first bell on Mondays, Tuesdays, Thursdays, and Fridays. On District early release days, they are released at 1:40.

Students who walk or are picked up by parents are released at 3:44 at the second bell on Mondays, Tuesdays, Thursdays, and Fridays. On District early release days, they are released at 1:44.

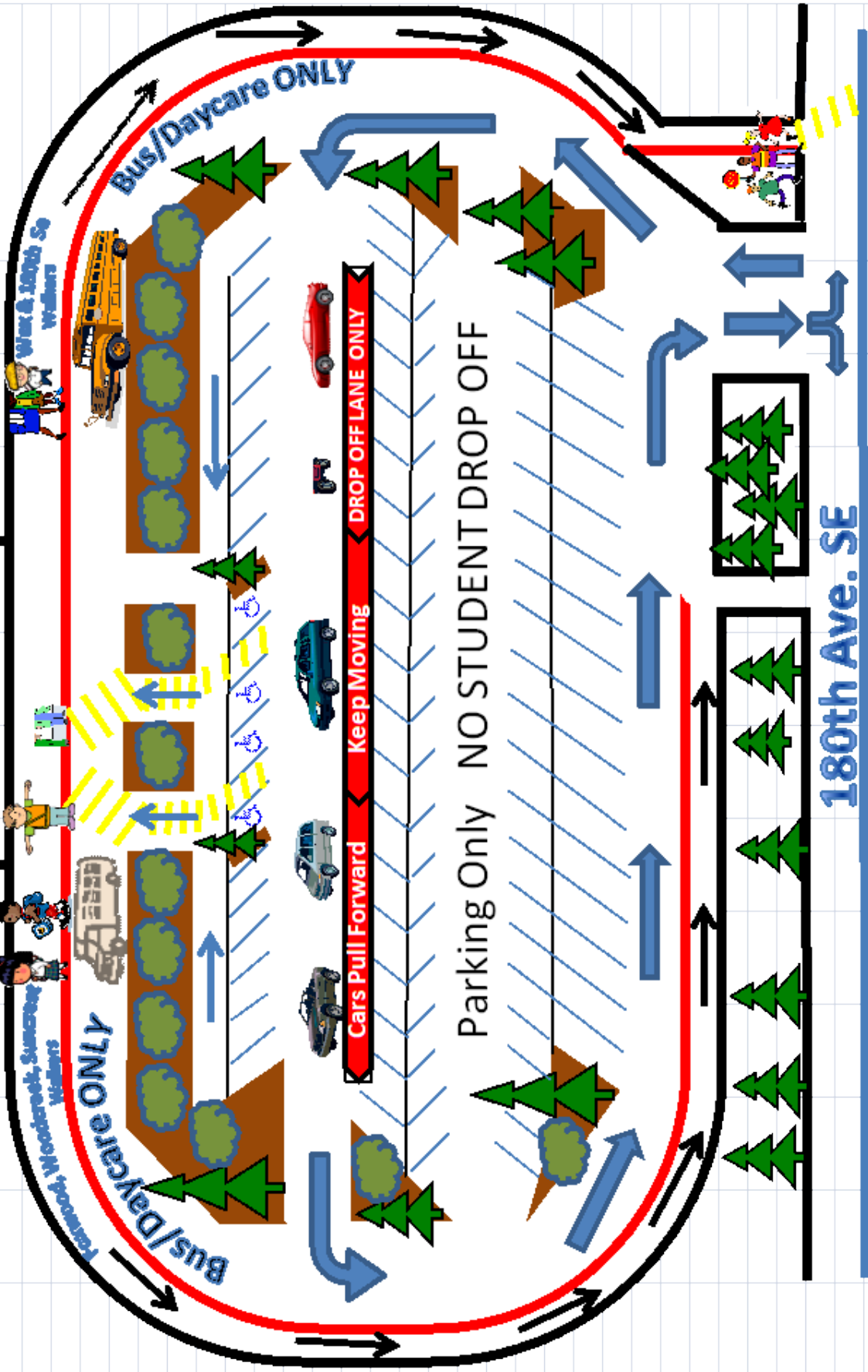
The pull-through lane closest to the building is for buses and daycare vans ONLY from 3:40-3:50 pm. Parents cannot use that lane during those times to pick up students. Parents who are picking up students should use the next lane (see map). Please pull as far forward in this lane as possible to help prevent a traffic back-up on the main street. Also, pick up quickly in this lane. No cars are to be left unattended while in this lane. If students have heavy or bulky objects that require parents to assist them, the parent should park in a parking space. If the pick-up lane is full (i.e. the line of cars goes to the end of the lane), please consider parking in a space. If too many cars are lined up waiting to pick up, the traffic backs up onto 180th. This prevents buses from getting into the lot. If you park, use the crosswalk to come to escort your child to the car.

No students are allowed to walk through the parking lot unescorted. Parent pick-up is not dismissed until approximately 3:44 p.m.

Please DO NOT come to get your child from the classroom at the dismissal bells. They will come out to you. If at all possible, use the parking spaces at dismissal time and come to escort your students to your car after they have been dismissed.

Crestwood Elementary

Bus Lines



Transportation and Walkers

Bus Riding

Many Crestwood students ride buses. We want the ride to be safe and pleasant. Bus drivers and teachers review SOAR bus safety rules and expectations with students. These rules and expectations are strictly enforced for the safety of all students. Students can be suspended from the bus if they do not follow the expectations.

Glass items, balloon bouquets, and pets are not allowed on school buses for safety reasons. Students should be extremely careful at bus stops and when crossing streets. Children should understand that bus stops become dangerous when pushing and shoving occur. **Children should arrive at the bus stop no more than 5 minutes before the scheduled time.**

Changes of Transportation

If a student, for any reason, wishes to change his/her regular bus transportation, he/she must bring a note of approval from the parent or guardian. **For your child's safety we will not allow any child to change means of transportation or walk home without your written and/or verbal permission.** A written note must be stamped in the office in the morning **before school or during recess** for approval. Changes in transportation may be necessary for such things as: Camp Fire, Girl Scouts, Boy Scouts, sports, and daycare. Since it is possible a bus route may be over-crowded and no extra students can ride that bus, please check with the school before making such plans.

Student Walkers

Students walking to and from school will be crossed by adult crossing guards at the crosswalks in front of the school, on Wax Road, at 256th, and at Parke Meadows. Please speak with your child about walking in a safe and orderly manner. There is heavy traffic before and after school and safety is a top priority. Walkers need to go directly home after they are dismissed unless their parent has sent a signed note stating an alternate plan. All notes need to be brought to the office before school or at recess time. Students that walk are not allowed to play on the playground or be on school property after dismissal for safety reasons.

Kids on Wheels (Bikes, Scooters, Skateboards)

Only students in 4th, 5th, or 6th grade may ride a bike, scooter, or skateboard to school. Students must also be walkers (Not bus riders). Students must wear helmets and must lock their bikes in the rack outside of the school. **A permission slip needs to be completed and turned in BEFORE students can ride to and from school.** Kids on wheels need to follow all of the laws that govern the equipment. If a student breaks any of the rules as outlined on the permission slip, their privileges for riding to school may be taken away.

Attendance Policies and Procedures

Attendance

Students develop good and bad attendance patterns early in their school experience. At Crestwood Elementary, we recognize that punctual attendance has a positive effect on student learning and achievement. Parents can help their students develop good attendance patterns by having them stay home only when necessary.

- **If your child is absent from school, please call the office at 253-373-7634 by 9:20 am.** You can also report absences any time by leaving a message on our voicemail system or on the Crestwood website under Report Absence Online.

BECCA LAW

In accordance with Washington State Law, Senate Bill 5439 (commonly referred as the BECCA Bill) and Kent School District policies require that parents make sure their child attends school in the district in which they reside. The absentee rates of students are closely monitored by staff members at Crestwood. The district is required to file a truancy petition with the King County Superior Court in cases of students who have five or more unexcused absences in a month or ten or more unexcused absences in a year. Although the BECCA Law provides primarily for unexcused absences, there is a provision for students with excessive excused absences, especially when those absences affect the academic progress of the student.

Excused Absences

According to the Kent School District, absences for the following reasons may be excused:

- Personal illness or health condition
- Doctor/Dentist appointment
- Bereavement
- Religious observance
- Prearranged family vacation
- Extreme family emergencies

Unexcused Absences (including tardies and early dismissals)

- Missed bus/off bus for discipline reasons
- Overslept
- Babysitting siblings
- Finishing homework
- Excursions-such as attending the fair, sporting events, etc.
- Doctor/Dentist appointment for someone other than the student
- Not reporting to school when delayed due to weather

Absences

- Make-up work will be allowed for absences. To request homework, the parent/guardian should call or send a note by 8:45 AM to the school office.
- Students who are absent from school on the day of a co-curricular activity or program will not be allowed to participate in that activity. Exceptions will be made for certain situations.
- Students must bring a note from home upon returning to school stating dates missed and reason for absence. This must be done within 48 hours of returning for the absence to be excused.

Tardiness

An excessive number of tardies can negatively affect student learning. At Crestwood, three tardies in a month is considered excessive. Please help your child be responsible by getting to school on time. Students who come late to class often miss out on the focus for the day. When your student is on time it also helps them develop positive workplace skills, which will serve them well into the future. Our start time is 9:00 am.

- Tardy Arrival between 9:01 and 11:30 am
- Half-day absence Arrival after 11:30 am or leaving before 1:00 pm
- Early release/tardy Leaving after 1:00 pm and not returning

****Adjust for late arrival/early release days***

Early Dismissal

Occasionally you may find it necessary to take your child from school before the end of the regular school day. When a situation of this nature arises, we ask that you follow the procedure listed below:

- Send a note to the teacher so preparations can be made
- Sign your child out in the office

Regularly using Early Dismissal for personal convenience can have a negative effect on your child's learning. Class ends at 3:40 and those last few minutes are often spent establishing homework and reflecting on the learning for the day. Your child misses out on the chance to extend their learning or be productive the next day if they miss this important closing time.

The school should be notified immediately of changes of address, telephone, employer and emergency numbers so we may call you in case of emergencies. Please update your child's emergency contact information with the office. We can only release a child from school to someone listed on that student's emergency contact list. **To reduce disruption to the class routine, no early dismissals will be permitted after 3:20 pm.** Thank you for your cooperation.

Vacations

Students are discouraged from missing school to take vacations during the school year or leaving school prior to the normal closing date. It is difficult to duplicate the classroom learning experience where group activities and in-class participation are essential to the understanding of the lessons presented.

The procedures for a pre-arranged vacation are:

1. The parent/guardian **must** send a note to the school office documenting the reasons for the absence along with expected duration **one week** in advance of the absence. All extended vacations must get prior approval to be considered an excused absence.
2. **Homework/classwork will be accumulated over the duration of the absence and will be given to the student upon return.** Students will be allowed one day for each day absent to complete homework/classwork. (Example: If a student is gone five days, work will be due five days after return.) Responsibility to complete all work rests with the student. Work not completed within the allotted time will not receive credit, and grades may be adversely affected.

Crestwood Breakfast and Lunch

Hot lunches are served daily. Menus are available on the school and district websites. The lunch order is placed with Central Kitchen by 9:20 a.m. each morning. Breakfast is served between 8:40 AM and 8:55 AM in the multi-purpose room.

You may deposit any amount to the account at any time. When your student purchases breakfast, lunch, or milk the account is debited. "Low Balance" notices, (pink in color) will be sent home weekly in the Friday packet. Please watch for them and keep your child's lunch account current. These notices are printed on Thursday morning. Please note the date to calculate the actual balance. There may be 2 lunches remaining on Thursday when the notice is printed that have been used by the time you receive your "Low Balance" notice on Friday.

- The Kent School District uses an Auto-dialer telephone system to alert families when their student's account has a negative balance of \$1.00 or more.
- You may use your credit or debit card to purchase school lunches by telephoning Central Kitchen at 253-373-7275. You may also find "Lunch Money Now" on the district website under "online tools for parents." The minimum amount for using credit/debit cards is \$20.00.

If you have any questions concerning your child's account, please call KSD Food and Nutrition Services at 253-373-7275. Additional nutritional information found at www.kent.k12.wa.us/KSD/CK

Free and Reduced Lunches

Under the provisions of the National School Lunch Act, free and reduced price lunches are available to children of families who qualify. Free and reduced lunch application forms will be sent to all families. The form must be completed, signed and returned to Crestwood or Food Services. Occasionally a change in family income or size during the school year may qualify students who were not previously eligible, should this be the case, please contact the office for the appropriate form.

- A student's Free/Reduced meal status from the previous school year expires on September 30. Please complete a new form every year.

General Information

Students Use of School Phones

Each classroom has a telephone. There are also telephones in the office. Students may use the phones at a staff member's discretion. Students cannot use the phone to make alternate arrangements for going home or to make plans with friends after school. Those things need to be arranged in advance, and a note needs to be sent to school from a parent so we know the parent is aware of the changes.

Student Cell Phones

At the beginning of the school year and when necessary, classroom teachers will discuss the cell phone policy with students and hand out permission forms. The school recognizes the evolving nature of technology and the ability for multiple kinds of electronic devices to have cell phone capabilities (Ex: tablets, watches, etc.). Hand-held electronic devices with cell phone capabilities need to remain out of sight during school hours. Watches with cell phone capabilities may be worn provided the phone function is not used during school hours. For students to have any device with cell phone capability, a cell phone permission form is required. In the event of a cell phone violation (phone is used between 9:00-3:40), the teacher should check the permission file and then take one of these steps:

- If a student has a form on file, the phone is confiscated and kept by the teacher for the remainder of the day.
- If the student does not have a form on file, the phone is confiscated and delivered to the main office. The teacher will call the parent and let them know that the phone is available for them to pick up in the main office.
- If there are repeated violations (with or without the permission form), the phone will be sent to the main office for an administrator to take progressive next steps.

Pets at School

As per Kent School Board Policy 2030, pets are **not** to come to school unless they are registered service animals. Please aid us in ensuring the safety of students by keeping dogs at home. Because of state regulations, animals may not be transported on school buses. Stray dogs on the playground can be dangerous. We will make every attempt to contact the owner to come and pick it up. Otherwise, we may find it necessary to call Animal Control.



Lost and Found

Our lost and found is located in the foyer. If your child has lost something, please have him/her check to see if it has been turned in. Twice yearly, articles that have not been claimed are donated to charity. Items left on buses are usually kept by the bus driver and given to the office the next school day if not

claimed. It is extremely helpful if parents put the child's name on articles in order to help us return them if lost.

Personal Items

Students should not bring ANY personal items to school (toys, sports equipment, iPods, video games, radios, cameras, extra money, etc.).

Emergency Information

The school should be notified immediately of changes of address, telephone, employer and emergency numbers so we may call you in case of emergencies. Please update your child's emergency contact information with the office. We can only release a child from school to someone listed on the school's information card. This information is needed in case of a child's illness or any other emergency.

Student Money

Many of the primary children who bring money to school forget its intended purpose. It would be appreciated if parents would place all money sent to school in an envelope. Be sure to label the purpose of any money brought to school by children in the primary grades. Children should not bring large sums of money to school as it could easily get lost or stolen.

Student Placement

Our goal for the placement process is to establish a learning environment in each classroom that will enable all students to learn and grow to the best of their abilities. The process entails three steps. In the first step current grade level teachers create class lists for the following year based upon an equitable distribution of academic achievement, special education status, English Language Learner (ELL) status, behavior, and gender. Teachers then look at students' academic, personal, and leadership strengths, and any social or emotional considerations. In the last step, the administrator assigns one of the class lists to a teacher.

Students designated as Highly Capable (HiCap) are required to be with a teacher designated as a HiCap teacher for their grade level. All of Crestwood's teachers are eligible and capable of being the HiCap teacher and frequently teachers rotate this responsibility. Crestwood's teachers are highly trained, professional, and provide rigorous instruction for all students.

Student Celebrations

As a school staff we are glad when students feel recognized and celebrated for their birthdays and enjoy knowing that students feel special because of the recognition. As a school staff we are also required to evaluate the different ways that birthday celebrations impact the instructional time teachers have with students. Since we value as a school both instructional time and the yearly opportunity to recognize student birthdays, Crestwood follows the following guidelines for birthday celebrations:

1. Parents/ guardians may bring an edible treat to the school for their student. These will be distributed during lunch only. Please be courteous to provide an alternative for potential food allergies.
2. Birthday balloons/ bouquets, stuffed animals, etc. will not be delivered to students or accepted at the office.

Dress Code

School is a place for learning and hard work. Students must dress appropriately and according to school rules. The Crestwood dress code helps students focus on learning, teaches students important life skills, and contributes to our safe and orderly school environment. Students who do not comply with the dress code will face disciplinary action.

Dress Code Expectations

- Coats designed for extreme, cold weather will need to be hung up on a coat hook upon entering the classroom. Students may wear sweatshirts with or without hoods, vests, light waist-length windbreakers, fleece jackets, shawls, ponchos, sweat jackets and cotton pullovers.
- Pants, shorts, overalls and shirts must be properly sized. Waistbands must fit securely at the waist, above the hipbone, with no underwear showing. No sagging or dragging is allowed. Straps on overalls must be fastened.
- Pants and shorts must be neatly and securely hemmed or cuffed, and may not touch the ground.
- Belts must be properly sized and worn through the belt loops.
- Shorts, skirts and dresses must at least reach the fingertips in the back and the front when hands are extended at the sides.
- Sleeveless tops, tank-top jerseys and other tank-tops must be worn with an undershirt with sleeves.
- Appropriate footwear must be worn at all times.

The following examples of inappropriate dress ARE NOT ALLOWED at Crestwood:

- For safety reasons, wheeled shoes, slippers, open toed shoes, and flip flops are **not** allowed.
- Clothing with pictures, symbols or words that promote or depict alcohol, tobacco, drugs, gangs, vandalism, bigotry, violence, sexual topics, suicide or have messages with inappropriate “double meanings”.
- Clothing that clings to the body, reveals a bare midriff (stomach) or torso when the students bend over or raise their arms.
- Hats, bandannas, visors, sunglasses, headbands, hoods, and other head gear.
- Clothing or accessories with spikes or chains.
- Clothing with excessive holes, cuts, or tears.
- Pajamas, beach wear and night clothes.

Students who are dressed inappropriately will be asked to correct the problem. Students who cannot correct the problem may not attend class, lunch or other school activities until the problem is fixed. Students who refuse to correct the problem will be disciplined. Repeated dress code violations will lead to more serious discipline.

PE Dress Code

- When your student has P.E., they must wear rubber sole/tennis type shoes (no backless tennis shoes). No open-toe sandals, flip-flops, platform, or dress shoes.
- Students may bring shoes to change into for P.E. Girls need to wear shorts under their dresses.
- A parental note is required for all students who are unable to participate in P.E. If the time is longer than 2 days, a note from their doctor will be required.

Eating or chewing gum is not allowed in the gym!

Playground Expectations

We want students to have a positive, healthy, and safe play experience at Crestwood. We have established the following expectations to keep our students safe. All students are expected to observe the following procedures:

- When the first bell rings at arrival time and during all recesses, students stop playing immediately, line up outside their classroom door, and get ready to enter their classroom.
- At arrival time, students put their backpacks and all other student items by their classroom doors before going onto the playground to play.
- Students get a pass from the playground supervisor to go into the building during recess (e.g. to go to the restroom, health room, office).

- If students are going to see a staff member during recess (counselor, classroom teacher, library aide, etc.), they need a pass from that person.
- Students walk to the playground area until they get to the red line. Once they get to that line, they can run.

We hope the information you found here was helpful in understanding the program at Crestwood. This handbook is for your child also and should be shared with them. In your role as primary teacher, here is a place to begin to prepare your child for a positive educational experience. If you have any questions, concerns or suggestions don't hesitate to contact the school.

This is a great opportunity and an important partnership we are engaged in. In fact, raising our children may be the most important work we do. Let's make the most of it for them.

Emergency School Closure

It is the policy of the Kent School District to hold school whenever possible. However, there may be days when school must be closed or start later than usual resulting from the weather or emergency conditions. Every effort will be made to give a day's notice should there be any change from the regular school and/or bus schedule. Arrangements have been made with the radio stations listed below to broadcast information regarding the operation of school during snow/ice/emergency conditions. The school closure information will also be posted on the Internet. **PLEASE DO NOT telephone the schools or the radio stations for information.**

If the Kent School District is not mentioned during the news broadcast, school will be open with buses operating on the normal schedule.

Radio stations:

KIRO	710 AM	KLSY	92.5 FM/1540 AM
KOMO	1000 AM	KING	1090 AM
KCMS	105.3 FM	KIXI	95.7 FM/880 AM
KRU	950 AM	KMPS	94.1 FM
KNBQ	97.3 FM	KRPM	107.1 FM
KVI	570 AM	KZOK	102.5 FM

ANNOUNCEMENTS START AT 5:30 A.M.

- **"CLOSED" OR "SCHOOLS CLOSED"** means **NO** schools in the Kent Public School District will be in session for that day.
- **"SCHOOL OPEN -- LIMITED TRANSPORTATION"** means that bus routes will be curtailed or canceled as listed on the back of the "Emergency Snow and Ice Bulletin."
- **"NO TRANSPORTATION"** means that classes will be in session, but there will be no bus service.
- **"ONE HOUR LATE"** means that classes will begin one hour later than normal. Students will be dismissed at the regular time unless otherwise announced
- **"TWO HOURS LATE"** –Buses will pick up students at their stops two hours later than the normal pick-up time. Students will be dismissed at the regular time unless otherwise announced.

Emergency Procedures and School Safety

*If limited transportation is announced, please dress your child for the cold or inclement weather, as they may have to wait at the bus stop a little longer than usual.

The Crestwood Elementary staff is committed to maintaining a safe school environment. To keep our school safe, we all need to work together. If we all respect one another, make good decisions and report unsafe behavior to staff members or administration, our school will continue to be safe.

Emergency Procedures

Emergency drills are held each month during the school year and include fire drills, earthquake drills, shelter-in-place drills, and lock down drills. These drills are held so students and staff become familiar with what to do in case of an emergency at school. In case of an actual emergency during school hours, parents should not telephone the school since this only hinders emergency relief efforts. We will make every effort to provide for the safety and comfort of the students. Parents should not attempt to enter the school building during an emergency and should report to the main office or other designated area. Even in emergency situations, students may only be released by authorized school personnel.

Fire Procedures

1. When you hear a fire alarm, line up and follow directions given by your teacher.
2. Exit quickly and quietly according to the evacuation plan posted in your classroom.
3. Walk to your classroom's designated area on the field and line up.
4. Voice Level 0: No talking.
5. Your teacher or another staff member will take attendance on the field.
6. Wait for an announcement from the office stating the emergency/drill is over before returning to the building.
7. Follow the directions of your teacher(s) at all times.

Earthquake Procedures

1. At the beginning of an earthquake, students inside the building should "duck and cover," crouching underneath desks and tables. If there are no tables or desks to crouch under, stay **away** from windows and **near** inner walls and doorways. Voice Level 0: No talking.
2. Students outside the building should immediately get as far away as possible from buildings, power poles, trees, power lines and other tall objects which might fall.
3. After an earthquake, students should stay where they are until a teacher or staff member gives them directions. Students should follow their teacher's directions at all times.
4. Under no circumstances should any student approach or re-enter the school building until instructed to do so by a person in authority.
5. Under no circumstances should a student leave the school campus during or after an earthquake without permission from a person in authority.

Intruder Procedures

Students and staff will be notified of an Intruder Alert if an unidentified person has been noticed on or near the Crestwood Elementary school campus. Staff members will lock all classroom doors, shut and cover windows, and remain in lock-down until notified. During a lock-down, students should follow their teacher's directions at all times.

Finding Your Student in an Emergency

We have special procedures in place to keep your student safe in an emergency. Please help us keep all students safe by following these procedures during emergencies:

1. Do not call your student on a cell phone during an emergency. Crestwood staff members will provide students with directions on how to keep safe. Outside calls will be disruptive and confusing for everyone.

2. If your student calls you during an emergency, tell them to hang up the phone and listen to the directions of the Crestwood staff members in charge.
3. If you want to pick up your student from school, come to the Main Office or the Student Release Center which will be marked. School officials will locate your student and release them to you.

Emergency Preparedness

As an extension of our commitment of establishing a safe and comfortable learning environment for our students, we ask your participation in implementing Crestwood's Emergency Preparedness Plan. This includes remaining in designated areas when coming to pick up your student(s) during in an emergency.

Health Information

Emotional and physical well-being are closely related to the learning process. Healthy students make better learners! Good food, proper clothing, and adequate sleep are recognized factors in the student's health. When a student's appearance, performance or health findings indicate a possible problem, parents are consulted. Students will be sent home from school when a fever of 100.0 degrees or higher is recorded. Should head lice or pink eye be suspected, students will not be able to stay at school. Parents are responsible for the care of students who become ill. The school office must be able to contact you or another adult who will assume responsibility in case of emergency. It is very important that we have accurate home, work, and emergency telephone numbers on file at school. Please notify the office of any changes in telephone numbers. Students are expected to participate in all activities scheduled during the school day. Any request for limitation of a student's physical activity should be accompanied by a statement from your physician or discussed with the school principal.

School Nurse

The school nurse is in the building two days a week. She deals with any special health/medical concerns students at school might have, as well as making sure all of our children have their immunizations up-to-date. The nurse teams with the health tech and office staff to run the health room. This health team works with our children to keep them healthy and safe, conducts health and vision screenings and notifies parents if further attention by a doctor or other health professional is warranted.

Life-Threatening Treatment Plan

Washington law requires students with life-threatening illnesses or allergies to have treatment orders and medication orders from your doctor at school before the first day of school. A life-threatening condition is a health condition that could put your child in danger of death during the school day if medication or treatment orders are not in place. Examples include: severe food allergies, severe insect bite allergies/bee sting allergies, severe asthma, diabetes, heart disorders and bleeding disorders. Students with food allergies need to have a written notice, including a physician's signature, listing foods a child should not eat. This information will be shared with school staff and the cook.

Medications at School

Washington State law permits school staff to administer oral medication to students under limited conditions. A physician or dentist and parent /legal guardian are **REQUIRED** to sign a form authorizing medication administration. All medicines, including "over the counter" drugs, must meet this requirement. The medications must be in the **original** container with the pharmacist's label stating the child's name, doctor's name, medication, and dosage. Please bring only 2 weeks supply of medication.

If you do not have the paperwork, you may come to school and administer the medication yourself in the office. **Please do not send medications with your child** for self-administration, (this is a safety concern for all students). The office has forms available for the students who must take medication during school hours. You may also find the form on the district website, For Families tab, Student Services, then find School Nurses on the left.

Immunizations

Washington State law requires all children to be immunized for a variety of diseases before being allowed to attend school. Proof of immunization status must be provided on the "Certificate of Immunization Status." Complete details are available at the school.

Students with exempt status will be excluded from school in the event of an outbreak, (one case constitutes an outbreak), and will remain excluded for at least two weeks after the onset of the last case.

The following list of common illnesses is provided as a guideline for you when you are wondering whether or not to send your child to school. This is one area where no one really wants to "share the wealth."

- **Chickenpox** - Excluded minimum of one week from appearance of eruption and thereafter until all vesicles have been encrusted.
- **Colds** - Children with severe cold symptoms such as cough and/or drainage should not come to school. Colds spread very quickly.
- **Conjunctivitis** - Commonly known as pink eye. Exclusion of children from school and restriction to home premises until adequately treated. Very easily spread.
- **Fever** - Students should remain home for twenty-four hours after a fever is gone before returning to school. In no case should a child be sent to school with a fever.
- **Vomiting** - Students should remain home for twenty-four hours after vomiting. Any student who vomits at school will need to go home immediately.
- **Fifth's Disease** – Students experiencing a fever followed by a bright rash on the cheeks or the arms. Excluded from school during the fever or if in extreme discomfort from the rash.
- **German measles** - Excluded for three days after appearance of eruption.
- **Head Lice** – Any child with **live lice** will be excluded from school until adequately treated.
- **Impetigo** - Excluded until lesions are healed or until proper treatment has been started and is being satisfactorily continued.
- **Mumps** - Isolation for a minimum of seven days and until swelling of salivary glands has gone down.
- **Ringworm** – (Skin) Excluded unless adequately treated and covered. (Scalp) Excluded for one week of treatment. Cotton cap must be worn continuously at school.
- **Scabies** – Excluded until adequately treated.
- **Scarlet Fever** – Isolation until clinical recovery or twenty-four hours after initiation of treatment with an effective antibiotic.

Volunteers, Visitations, and Conferences

VIPS: New Volunteer Process



We encourage parents to volunteer at our school in the classroom, student activities, and through PTA. We appreciate all the hours that families have given us in the past and we hope to see many of you as new or returning helpers this year. Please sign-in at the office on the volunteer register as you enter the

school and put on a volunteer badge each time you come. 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 a new online volunteer management system which includes:

- Online application process required to be completed by all applicants
- Automatic approval and notification features

This process must be completed each school year *prior to volunteering in any capacity at Crestwood.*

Those wishing to volunteer can select one or many schools to support. 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. **To begin the application process, please visit <https://volunteer.kent.k12.wa.us> or check your school's homepage.**

We look forward to working with volunteers to help children learn and make a difference in our schools.

- ✓ **Volunteers need to notify the teacher the day prior to arriving that they will be coming. If the classroom already has a volunteer for that day, you may be asked to volunteer elsewhere in the school.**
- ✓ Confidentiality is of the utmost importance in your association with teachers and students.
- ✓ What you see and hear at school is private. Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff. You may not discuss a child even with that child's parents. You must always refer any questions regarding students at Crestwood Elementary to the child's teacher or the principal.
- ✓ When you are volunteering at Crestwood you are demonstrating your support for education. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, do not bring any children with you when you are volunteering during school hours.
- ✓ Drivers or chaperones on fieldtrips agree to abide by Kent School District Board Policy as it pertains to safety and private vehicles used as transportation. Each driver on a field trip will complete the required forms. Volunteers may not bring other children with them on field trips.
- ✓ If you are on a fieldtrip we assume you are either driving or chaperoning. We are expecting your full attention for the children you are supervising on the field trip.
- ✓ Cell phones are to be turned off in the classrooms.
- ✓ Volunteers are not to discipline students.

Classroom Visitations

Because of recent events occurring in other U.S. schools, we are employing a strict visitor policy to maintain the safety of all children and staff. Crestwood enjoys having parents or guardians visit our school, however, we ask that the following guidelines be followed:

- **Visitors need to call the office to see if a visit is possible at least 24 hours prior.** Please call and let us know when you plan to come to avoid conflicts or changes of schedule.
- ALL visitors must enter the building through the main entrance, sign in, and wear a visitor's badge. This will enable all staff and students to readily recognize legitimate visitors. This is a security measure for the safety of all students, staff, and school visitors.
- Avoid visiting during the last few minutes of the day.
- Do not disrupt or interrupt the classroom activities or teacher. If you need to communicate with the class or individual students, ask the teacher before doing so.
- If you need to discuss something with your child's teacher, please call and make an appointment to meet with them before or after school. We work hard to keep our instructional periods uninterrupted.

- Due to crowded conditions and insurance liability, students are not allowed to bring friends or relatives with them to school for the day.

Playground Visitations

Visitors are not permitted on the playground during school hours without specific permission from the office. We are concerned for the safety of your children and we do not allow anyone other than school personnel on the playground without special permission. We also ask that preschool children or other visitors not be allowed to play on school grounds during school hours because of liability issues even if you are watching your children.

Parent-Teacher Conferences

Parent-teacher conferences are held in October and February. They are a way of mutually sharing information about a child's development as well as reporting student progress. Conference scheduling letters will be sent home preceding fall and spring conferences. We encourage conferences at any time of the year not just the scheduled fall and spring conferences. If you feel a need to have additional conferences, please contact your child's teacher. The earlier concerns and special needs are discussed, the better the results. Your child's teacher may also request a meeting to find a solution for a particular concern.

Electronic Resources

The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Kent School District 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 to promote appropriate and responsible technology use in support of the mission and goals of the Kent School District and its schools. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.

User Responsibilities

- Use of the electronic resources provided by the Kent School District is an expectation and privilege. Where they are available, these resources are offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of these procedures.
- All use of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the Kent School District.

Acceptable Use

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- 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.
- Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
- Connection of any personal electronic device is subject to all guidelines in this document.

- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.
- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

Unacceptable Use

- Providing unauthorized personal information such as an address or phone number.
- Contributing to cyber bullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- 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.
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
- 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.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network.
- 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.
- 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.
- Using any electronic resources for unlawful purposes.

Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to electronic resources procedures as well as with the mission and goals of the Kent School District.

- Staff should make reasonable efforts to become familiar with the electronic resources and their use so that effective monitoring, instruction, and assistance may be provided. Staff should report any misuse to their supervisor.

Kent School District Rights and Responsibilities

The Kent School District recognizes its obligation to protect the well-being of students in its charge. To this end, the District retains the following rights:

- To log electronic resource use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate including the right to determine who will have access to Kent School District-owned equipment.
- To exclude those who do not abide by the Kent School District's electronic resources policy or other policies governing the use of school facilities, equipment, and materials.
- To restrict electronic resource destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To monitor and maintain mailing list subscriptions and to delete files from the personal mail directories to avoid excessive use of fileserver hard-disk space.
- To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA. Other objectionable material may be filtered. The determination of what constitutes "objectionable" material is a local decision determined by the District's educational goals.

Disclaimer

The Kent School District cannot be held accountable for the information that is retrieved via electronic resources.

- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Network administrators have access to all email and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- The District reserves the right to monitor, inspect, copy, review, and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access; and any and all information transmitted or received in connection with network and/or email use.
- All such information files shall be and remain the property of the District, and no student or staff user shall have any expectation of privacy regarding such materials. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.
- Tape backup is made of email for the purpose of public disclosure requests and disaster recovery. Barring power outage or intermittent technical issues tape backups are made of staff and student files on District servers for recovery of accidental loss of deleted files. Recovery is not guaranteed.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- From time to time, the Kent School District will make determinations on whether specific uses of electronic resources are consistent with the Electronic Resources policy.
- The Kent School District will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.
- The Kent School District makes no warranties (expressed or implied) with respect to:
- The content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
- Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources.
- The Kent School District reserves the right to change its policies and rules at any time without notification.

Curriculum, Homework and Special Programs

Common Core State Standards

New standards, called Common Core State Standards (CCSS), are here for all students in Washington, beginning in the 2014-2015 school year. The CCSS is a state-led effort designed to improve educational outcomes for students by developing a set of consistent, clear K-12 academic standards in English language arts and mathematics. In 2009 the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO), the coordinators of the initiative, convened a group of leading experts to develop K-12 standards for math and English language arts in 2010. These standards are relevant to the real world, reflecting the knowledge and skills young people need to be prepared for both college and work in a global economy.

Smarter Balanced Assessment (SBA)

SBA assessments are aligned to the Common Core State Standards (CCSS) in English language arts/literacy and mathematics for grades 3-8 and 11. That means students in all states will be taught to the same high standards.

Smarter Balanced will provide parents, students, and teachers a clearer window on whether students are on track to graduate high school, ready for college and the workplace.

Please note we will still be assessing 5th grade students using the Washington Comprehensive Assessment of Science (WCAS) assessment.

Homework

An important part of a child's education is the carry-over of learning into his or her activities at home. Parents can be of great help here and are encouraged to participate in helping their children learn at home. Parents can be of greatest assistance by providing the proper atmosphere for working at home: a nice, quiet room, a well arranged desk, a regular time to be available for help.

You can help your child learn by asking questions which help your child clarify his/her thinking, listening to him/her read, proofreading a writing or spelling assignment, or reading aloud words to be spelled. You can serve as the audience for an oral report or help your child find the necessary research materials. The important thing is not to do the homework for your child. Very little learning takes place for your child that way.

We would encourage you to arrange a "family read" time each evening where reading is the activity everyone in the family participates in at that time. Children love to be read to, even when they are in sixth grade. Make reading a regular part of your evening activities; it pays off in all areas of schoolwork.

Finally, don't forget to provide encouragement. Foster the feeling that work is important and that it is important to do the best one can do. Let your child know that you are proud of his or her work and effort.

Requests for missed or additional homework will be accepted. Please give your child's teacher 24 hours to prepare assignments. You can make arrangements by contacting the classroom teacher or calling the school office.

Textbooks and Student Responsibility

Students are expected to take care of the textbooks, library books, math supplies, and other school property entrusted to them. They need to be handled with care and respect. Book-covers are a great aide in minimizing wear and tear on the books. As textbook replacement costs average twenty-five dollars per piece, students will be subject to fines for damaged or lost property.

Textbooks are adopted for all areas of instruction. We hope you take the time to look at your child's texts to become familiar with the things your son or daughter is learning.

Textbooks are adopted at the district level through a long and thorough process. Generally, the learning objectives are reviewed and sometimes revised for the particular curricular area being considered. The textbooks on the market are then examined to see how well they "fit" the curriculum that has been defined. Two or three of the best books are then piloted in classrooms around the district for a year to gain some "real life" experiences with the text. Parent and student questionnaires are sent home with the students involved in the piloting project. This data, along with teacher and administrator reviews, is all gathered together and a recommendation is made to the district Instructional Materials Committee. The IMC makes a recommendation to the Board of Directors, and a new textbook becomes adopted for use throughout the district.

Student Supplies

Students will be asked to furnish paper, pencils, erasers, and writing supplies throughout the year. Most teachers also request scissors, crayons, and notebooks or organizers of some type. Purchasing these supplies is voluntary. Crestwood will make provision for any student who cannot afford the suggested school supplies. The school furnishes textbooks, workbooks, and most art project supplies. The school will make available a list of suggested supplies needed during the school year.

Special Programs

Several special programs are offered at Crestwood.

- **Band and Orchestra** classes are available to students in the fifth and sixth grades. The students meet with their band or orchestra teacher on Mondays, Thursdays, and alternate Wednesdays each week. Crestwood has traditionally had one of the larger programs in the district. This program requires commitment and practice.
- **Highly Capable** classes, for children whose abilities classify them as such, are available. Children are tested once each year at the request of parents or teachers to determine their qualifications for the program. Crestwood Elementary has highly capable K-6 classes.
- **English Language Learners (ELL)** program provides support to those students whose primary language is not English.
- **WIN/LAP** classes are for students performing below benchmark. Students receive additional support through our Response to Intervention program.

Friendship Groups

To promote strong relational skills amongst students, and to help students foster character within the school community, the school social worker leads Friendship Groups using a district

approved curriculum. These groups are non-disciplinary, fluid in nature, and occur during the school day. Participation involves parental permission.

Academic Intervention

Academic Intervention (sometimes simply called intervention) is a process that provides intervention and educational support to all students at increasing levels of intensity based on their individual needs in Reading and Math. The goal is to prevent problems and intervene early so that students can be successful. The goal is to prevent problems and intervene early so that students can be successful. The process has three tiers that build upon one other. Each tier provides more intensive levels of support:

- Tier I includes high quality instruction. The school provides **all students** with access to high quality curriculum, instruction, and behavior supports in the general education classroom.
- Tier II includes additional targeted, supplemental instruction/interventions. The school provides interventions to small groups of students who need more support than they are receiving through Tier I.
- Tier III includes intensive interventions. The school develops and implements interventions to meet the individual needs of students.

Your child's progress is monitored and results are used to make decisions about additional instruction and intervention.

Special Education and Staff

The Kent School District offers an extensive program of special educational services. The Integrated Program at Crestwood is for students with specific learning disabilities. Students must meet specific state identified guidelines for this process. Typical students spend from thirty minutes to one and one-half hours a day with a specialized teacher in a small group setting.

Children needing special educational services can be recommended for testing by either parents or staff. A Student Support Team first reviews the children who are recommended. This team typically meets once a week and consists of the building principal, counselor, classroom teacher, an integrated program teacher, and the school psychologist. Other staff members such as the speech language pathologist, school nurse, occupational therapist, or physical therapist attend as needed. The team reviews the information available and the alternative educational approaches that have been tried with the child. If further testing by the school psychologist appears to be warranted, permission slips will be sent home for parent signatures before any testing is started. If the child qualifies for special education services, a recommendation for placement will be made at a parent conference, and an **Individualized Educational Program** will be developed to meet the needs of that child. Children are not placed in special education programs without parent permission.

The **psychologist** assigned part-time to Crestwood is trained and qualified to assist in the identification and diagnosis of children needing special instruction or accommodations. Our **speech language pathologists** also serve part-time at Crestwood. They screen children for hearing and speech problems, as well as serving as a member of the student support team. They offer specific training to help students with communication problems. The **nurse** gathers medical information and offers her expertise. The **physical therapist** and **occupational therapist** focus on fine motor and gross motor skills. Their services enable students to participate in and benefit from their special education program in the school environment.

Release of Information

Most information about Kent School District students cannot be made public without the consent of parents or guardians. Federal law prohibits schools or the district from releasing information without permission, except for what is termed “directory information”. According to the Federal Family Educational Right and Privacy Act of 1974, directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information.

Directory information is defined as the student’s name, address, and phone number; parent/guardian’s name, address, phone number; student’s photograph; student’s date and place of birth; student’s course of study; student’s participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous school attended.

Directory information is only released without parental consent when the request is for a directory, listing, or group of students. Examples would be requests for address labels or student listing by non-commercial groups such as the PTA, a foundation sponsoring a scholarship, a community group sponsoring a recognition celebration, and the citizens committee (levy/bond information). Directory information, particularly photographs, is also published in yearbooks, student/school newspapers, school handbooks, school or district web pages, etc., are considered public domain and can be reproduced by the media. Directory information on a specific, individual student (not part of a group listing) will not be released without prior parental consent. The school district will not release directory information for commercial purposes. Even if consent is given, the building administrator reserves the right to deny the release of directory information should he/she determines it would not be in the best interest of the student.

Release of Student Directory Information

Parents/Guardians or students 18 years of age or older who do not want any or all categories of directory information released without their prior consent must notify the school principal in writing no later than October 1. If no written denial to release directory information with prior consent is received by October 1, the school will assume that consent has been given.

Crestwood SOAR and Discipline Procedures

Our student behavior plan has as a foundation of four basic school rules (SOAR):

1. Safety
2. On Task
3. Academic Attitude
4. Respect and Responsibility

The Crestwood Elementary School Staff believes in fostering a nurturing, caring community where learning is respected and valued as the key to future success. In order to create that caring community where all children feel safe, capable, lovable, and an important part of society, we have established the following discipline plan. This plan is developed to assist all members of this community to learn skills on how to get along with each other in a way that produces a nurturing, safe environment of learning and gives them problem solving skills for the future. Since we believe discipline to be a positive learning experience where children learn to manage their own behavior in a responsible manner, all consequences will have a learning component. We believe for any discipline plan to be effective it must be consistent, communicated between staff, students, administration, and parents, and contain consequences.

The four school rules apply to all students at Crestwood Elementary. Each classroom has a system for dealing with minor infractions of these rules. Each classroom system is explained to the student by the teacher at the beginning of the year. For serious infractions of the four school rules, the student will

receive a behavior report to be taken home and signed by a parent or guardian. Example offenses include using foul language, being disrespectful to people or property, or acting in an unsafe manner.

Campus Safety

Be safe on campus by walking at all times in designated areas. Students are not allowed to play fight, wrestle or engage in horseplay on campus for safety reasons. Report unsafe behavior of any kind to your teacher, a staff member or to administration immediately.

Illegal Items

Drugs, drug paraphernalia, tobacco products of any kind, alcohol, and weapons are all illegal for students to have at school. Serious penalties have been established through District Policy and state laws for violations involving illegal items at school. Weapons of any nature, including knives, nunchucks and, at times, facsimiles of weapons carry automatic school suspension or expulsion provisions in state law. Parents are also advised that smoking at any time on Kent School District property is not permitted and that alcohol and weapons are strictly prohibited on school property.

Crime in our School

WeTip provides an anonymous toll-free hotline (1-800-78-CRIME) to students, staff and community members who have information about a crime and want to report it to authorities, without having to reveal their identity. WeTip operators immediately relay all information to the security department or to the law enforcement agency with jurisdiction where the crime was allegedly committed. The hotline is staffed 24 hours a day, 365 days a year with at least one Spanish-speaking operator on each shift. The Kent School District Security Team and Risk Management have formed a partnership with WeTip. We hope that this will be a deterrent for vandalism, drugs, weapons, and other crimes.

Progressive Discipline

Progressive discipline is a term we use to describe step-by-step consequences for students who break school rules. If a student breaks a rule, they will be given a consequence for their behavior. If the behavior continues and the student breaks the rule again, the consequences will be more severe. The following consequences may be assigned to students who break school rules:

- Warning
- Stop and Think forms
- Detention/Extended Detention
- School Service
- Loss of Privileges
- Parent Contact
- In-School Suspension/Short or Long-Term Suspensions/Expulsion
- Confiscation
- Restitution
- Removal from programs or teams
- Schedule changes
- Other appropriate consequences

Positive Recognition

At Crestwood we strive to positively recognize students on a regular basis so they continue growing academically, demonstrating the “SOAR” expectations and being great dragonflies! Both Primary and Intermediate classrooms will have monthly recognition time within the classroom, by grade level, or an entire school. To earn the award and/or reward, students will need to meet the following criteria:

- Classwork/Homework: Students will turn in 90% or more of their work on time during the month.

- Office Referrals: Students will have no White Slips or suspensions during the month.
 - Classroom Behavior: Students will consistently meet the Crestwood SOAR expectations.
- Finally, our 'Student of the Month' program will continue for the 2014-2015 school year.

Kent School District 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 the 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.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your child's school. Call, email, send a note or contact the school through Skyward Family Access.

OUR PROMISE TO YOU

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.

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.

Harassment, Intimidation and Bullying (HIB)

Prohibition of Harassment, Intimidation and/or Bullying

The district is committed to a safe and civil educational environment for all students, employees, parent/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image--including those that are electronically transmitted--a verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

Many inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. The description above also describes students who are involved in a fight or a conflict. Both situations will be addressed by school staff, however problem solving steps may differ. The following table helps make this determination.

Other Conflict/Fighting	Bullying
Between friends/equals/peers	Not friends/imbalance of power
Spontaneous/occasional	Repeated over time

No serious or lasting har,	Physical or emotional harm
Accidental/not planned	Intentional
Equal emotional reaction by both students	Unequal emotional reaction
Not for domination or control	Seeking control/possession
Often a sense of remorse by aggressor	No remorse by aggressor, blames targeted student
Desire to solve the conflict	No effort solve the problem

How to report Bullying

Suspected bullying can be reported to any adult at the school. Common individuals that student's often report bullying to include: counselors, safety officers, and principals/assistant principals. They will often have you complete a [Report It form](#). You may download this form to fill out and turn it in to your school's main office.

Your report will initiate an investigation which in most cases will be completed within a week. You and/or your parents will be informed of the outcome of the investigation. The school will work with you to decide next steps to help address the issue. If you and/or your parents disagree with the decision of the investigation you can appeal the decision.

The Kent School District HIB Compliance Officer is Mr. Randy Heath, Executive Director of Student and Family Support Services and can be reached by calling 253-373-7235.

Sexual Harassment

This District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The District prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a

single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

A complaint of Sexual Harassment can be made to any adult at the school. Common individuals that student's often report bullying to include: counselors, safety officers, and principals/assistant principals. After a complaint is made the administrator who is investigating the complaint will outline the different options for making a formal or an informal complaint.

If you have any questions and/or concerns regarding the investigation or the outcome of the investigation you can contact the Kent School District Title IX Compliance Officer, Ms. Moriah Martin, Chief Human Resources Officer at 253-373-7203.

Non –Discrimination Policy

Kent School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The employees listed below have been designated to handle questions and complaints of alleged discrimination:

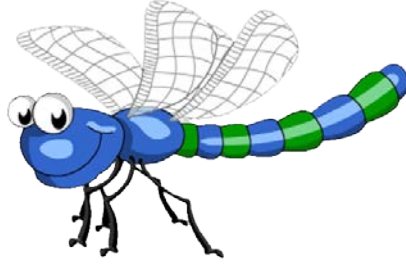
Anyone may file a complaint against the district alleging that the District has violated anti-discrimination laws.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The District is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the District must notify complainant of their right to file a formal complaint.

The procedures for filing a formal complaint can be found in [Procedure 3210](#)

<p>Civil Rights Compliance Coordinator /Section 504/ADA Coordinator</p> <p>Mr. Israel Vela Chief School Operations and Academic Support Officer</p> <p>Kent School District 12033 SE 256th Street A-300 Kent, WA 98030-6503 253-373-7235 Israel.vela@kent.k12.wa.us</p>	<p>Title IX Officer</p> <p>Ms. Moriah Martin Chief Human Resources Officer</p> <p>Kent School District 12033 SE 256th Street A-100 Kent, WA 98030-6503 253-373-7203 Moriah.martin@kent.k12.wa.us</p>
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We hope the information you found here was helpful in understanding the program at Crestwood. This handbook is for your child also and should be shared with them. In your role as primary teacher, here is a place to begin to prepare your child for a positive educational experience. If you have any questions, concerns or suggestions don't hesitate to contact the school.

This is a great opportunity and an important partnership we are engaged in. In fact, raising our children may be the most important work we do. Let's make the most of it for them.

**Please be sure to sign and return the first page of this handbook
Have a great 2018-2019 school year!**