Horizon Hawks

Student Handbook
2018-2019

Horizon Elementary
Mr. Miles Erdly, Principal
27641 144th Ave. SE
Kent, WA 98042
(253) 373-7313

www.kent.k12.wa.us/KSD/HE
At Horizon Elementary School, it is our goal to create a caring, positive environment where all students are encouraged to reach their full potential and work in a responsible manner.

- We are committed to the academic, social and physical needs of each child.
- We will strive to stretch the horizon of each of our students, to guide their love of learning and prepare them to tackle the challenges of the next century.
- We believe in our ability to make a difference in the lives of our students and to help create a positive self-image.
- Each and every individual at Horizon Elementary School will be held in high regard and will be treated with respect by both staff and students.

**Important Information Regarding the Contents of this handbook.**

The information contained in this handbook was accurate and current at time of its distribution. District policies and procedures are often updated to reflect changes to federal, state and local laws. If you are looking for the most up to date information, it is always best to view this handbook online at the Kent School District Website and to follow the links provided in the handbook.
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Kent School District Mission Statement
Successfully Preparing All Students for Their Futures

Superintendent:
Dr. Calvin J Watts

School Board Members

Maya Vengadasalam
President

Debbie Straus
Vice President

Karen DeBruler
Director

Denise Daniels
Director

Ross Hardy
Legislative Rep

KSD School Board Mission

As trustees for the community’s schools, the Board is responsible and accountable for vision, structure, advocacy, and accountability. Specifically, the Board's functions lie in the following areas:

- Adopting policy.
- Planning and assessing short and long-term goals.
- Authoring and reviewing the District’s Strategic Plan.
- Acting as a liaison between the community and the District.
- Hiring and evaluating the superintendent.
- Advocating for students, the District, and public education.
- Approving a budget that reflects the priorities of the District and community through responsible use of monies.
- Advocating for appropriate state and national educational salaries and laws.

Increasing academic achievement and accountability for every student is the primary goal of the School Board and the District. Each school develops a school improvement plan annually to
address specific student achievement goals. The school improvement plans can be found at each school's website.

**Dear Horizon Students and Families:**

Welcome to another great year at Horizon, home of the HAWKS! I appreciate you taking the time to review and familiarize yourself with the various sections of this handbook. I hope you find it informative and helpful. As always, we greatly appreciate feedback and if you have any questions or concerns, please feel free to contact me at any time. My email address is: Miles.Erdly@kent.k12.wa.us

Sincerely,

Miles Erdly
Principal
253.373.7313

*Horizon Hawks...Succeed Every Day!*
Kent School District and Horizon Online Access

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

https://www.facebook.com/KSD415/

https://twitter.com/kentschools415

https://www.linkedin.com/company/kent-school-district

https://www.youtube.com/user/KentSchoolDistrictIT

https://kent.parentlink.net/smartlink/

For translation app resources and directions, please https://www.kent.k12.wa.us/translationresources

Skyward Family Access
Family Access allows parents/guardians electronic access to school related information. Parents of elementary students can view their child’s attendance, the school calendar, messages from the school office or teacher, test scores, and vaccination records, along with student and emergency contact information. Parents will be able to report their student absent online through Family Access through skyward as well. Parents of secondary students, and secondary students themselves, can access all of the previously listed items and also see grades, student schedule, and academic history. Another great feature of Family Access is one login allows parents to view the records of all students within a single family, even if the students are enrolled at different (KSD) schools. Skyward Family Access uses Google Translate to provide translation into over 100 languages.

Skyward Family Access

Skyward Family Mobile

Accessing Skyward
Parents or guardians with an email address on file can use the “Forgot your Login/Password” link on the Family Access login page or parents can contact the student’s school for log-in information. Parents/guardians of seventh grade students receive a letter from the child’s school in the fall, or upon enrollment, containing the log-in ID and password. Please DO NOT give your child access to your parent login,
Greetings from Horizon Staff

❖ At Horizon Elementary School, it is our goal to create a caring, and positive environment where all students are encouraged to reach their full potential and work in a responsible manner.

❖ We are committed to the academic, social and physical needs of each child.

❖ We strive to stretch the horizon of each of our students, to guide their love of learning and prepare them to tackle the challenges of this century.

❖ We believe in our ability to make a difference in the lives of our students and to help create positive self-images.

❖ Everyone at Horizon Elementary School is held in high regard and treated with respect by both staff and students.

Code of Conduct

Horizon’s code of conduct for Honorable Hawks defines the expectations for all students, at all times.

Honorable Hawks

☆ Use kind words and actions.
☆ Keep our school safe and clean.
☆ Solve problems respectfully
☆ Follow directions
☆ Do their best.
Calendar:
The district calendar is located at the following site and will be updated if there are changes. https://www.kent.k12.wa.us/cms/lib/WA01001454/Centricity/Domain/1/2018-2019-KSDStudentCalendar.pdf

## 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.

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School Starts: **August 30**
Quarter Ends: **November 5**
Semester Ends: **January 25**
Semester/School Ends: **June 21**

**Elementary Conferences**
October 22, 23, 24, 25, 26
February 11, 12, 13, 14, 15

**Secondary Conferences**
November 20 & 21

School Days:
- **22 School Days**
- **18 School Days**
- **16 School Days**
- **15 School Days**
- **13 School Days**
- **10 School Days**
- **7 School Days**

Additional school closure make-up days (if needed) will be added to the end of the school year.
**General Information and School Procedures**

**2018-2019 Bell Schedule**

**Grades K-6 (Monday, Tuesday, Thursday, Friday)**
- School Begins: 9:00 a.m.
- School Ends: 3:40 p.m.

**Grades K-6 (Wednesday- 2-hour early dismissal)**
- School Begins: 9:00 a.m.
- School Ends: 1:40 p.m.

**Office Hours**
Our office is open from 8:00 a.m. to 4:00 p.m. during the school year on regular school days. You can reach us at 253-373-7313 during that time. After hours, please feel free to leave a message. If you need to send a fax, our fax number is 253-373-7324.

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**Change of Address or Home or Work Phone Number**
*Call us! 253.373.7313*

Contact the school immediately by phone or email of a change in work phone, home phone, address or emergency contact. This is important in case of an emergency.

Please check to verify correct information on your child's records.
**Arrival at School**

Children can arrive at Horizon no earlier than 8:35 a.m. and may go directly to the Café for breakfast, or to the gymnasium to sit with their class. Students are not to be at school before 8:35 a.m. as there is no supervision before this time. Exceptions to this include: Students in Safety Patrol, students participating in before-school programs such as choir, HAWKS WIN group, or other pre-arranged activities like Drama or Spanish class. These students must enter the building and go directly to the place of their class.

School will start **promptly at 9:00 a.m.** Students are expected to be in their classroom by 9:00 a.m. If you arrive at 9:00 am, you MUST bring your child into the office to check-in, and your child will receive an admit slip. We discourage being late to school as it distracts the start of school for your child and their classmates.

From 8:00 am to 9:00 a.m., and 3:40 p.m. to 4:15 p.m., **NO** unsupervised students can play on the playground, even with parent permission. A parent/guardian/emergency contact will be asked to return to the school to pick up or supervise their child(ren) if they are dropped off before the 8:35 a.m. building entrance time.

**Student Drop Off and Pick Up:**

- For the safety of our children, we ask that you do **not enter the bus loading area at any time.**
- We expect parents and students to always use the marked crosswalks for safety.
Riding Bicycles and Scooters to School
Students grades 4-6th are permitted to ride a bike or scooter (non-motorized) to school, provided that a Horizon Elementary permission form is signed by a parent or guardian and is on file in the office prior to riding to school. If you would like a younger student to ride, please contact the school directly as this requires principal approval. Students riding bicycles and scooters to school are also required by law to wear a helmet. Bikes must be parked in the designated area and must be locked. Roller skates, roller blades, hover boards, motorized scooters and motorized bikes are not allowed.

Students Walking to School
Kindergarten through sixth-grade students living within 1.3 miles from the school walk to school. Please help your child determine an appropriate time to leave home. Walkers should not arrive at school before 8:35 a.m.

Please review the following rules with your child:
1. Never ride with strangers
2. Stay on the sidewalk or path
3. Go directly to and from school
4. Cross 144th Avenue SE with the crossing guard

Late Arrival or Early Dismissal from School
The school office should be contacted prior to 9:00 a.m. when a child has an appointment and will be late to school. Any child arriving late to school should be accompanied to the school office for an admittance slip to class. If your child has an appointment, please ask the doctor for a note verifying the appointment so we can add it to your child’s attendance folder.

Parents/guardians picking up student(s) early from school must come to the office and provide picture identification and must sign out the child(ren). The student(s) will not be released from class until the parent/guardian arrives in order to minimize interruptions during classroom instruction. If someone other than the parent/guardian is to pick up your student, please send a signed note, or call the office to let us know who will be coming to pick them up.

Dismissal at the End of the School Day
Students should have a clear understanding of how they are going home at the end of the day. At Horizon, we have 3 different options with staggered dismissal times to ease congestion in the parking lot.
- Drive-Thru – this is for parents who wish to pick their child up after dismissal by using our drive thru lane. All drive-thru students will wait in the designated area at the south end of the lower parking lot with a supervising adult. (dismiss at 3:42pm)
- Park & Ride and walkers – for students who either walk or bike home, or for families to park their vehicle and walk in to the school to pick their child up. (dismiss at 3:44pm)
- Bus – this option is for all students who are approved bus riders (dismiss at 3:40pm)
School staff must be **notified in writing or a telephone call** if a child is to ride a different bus home or to be picked up from school by someone other than a parent or guardian. Ideally, changes in transportation to and from school should be finalized prior to children leaving home in the morning. A note should be directed to the office explaining the special arrangements. **In the event time does not allow for a note, a call should be placed to the school office prior to 3:00 p.m. to ensure enough time for the message to be routed to the teacher.**

Please notify the office (253-373-7313) no later than 3:00 pm of any change in your child’s daily routine.

☆ Students must leave the school grounds after dismissal. No unsupervised students are allowed on the playground until after students have gone home first.

☆ **All kindergarteners who are within walking distance from the school must either be picked-up at the classroom door or at the drive thru.** Please remain in car, follow the line of traffic into the parking lot, and follow the marked arrows until you reach the designated parent-pickup area.

** Do not drive through, park, or block bus lane.

**Students may not:**
☆ ride a different bus home or walk to another student’s house without a note from a parent
☆ go home with another adult without parent/guardian permission
☆ use the phone after school to get permission to go home with another student. These arrangements need to be made **prior** to coming to school in the morning

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**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 children 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 if you miss the bus in the morning. Discuss with your parents what options you have (city bus, ride from a relative, Uber).
• 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 promise to track attendance daily, to notice when your student is missing from
class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

**School Policy and State law:**
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](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 and Extended absences:
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).

Reporting an absence:
It is important that parents and school staff are aware when students are not in attendance. To report a student’s absence, a parent or guardian should call the school at 253-373-7313 before 8:55 a.m. to excuse his or her absence.
We use a “safe arrival” system at Horizon to insure the well-being of our students; we call home whenever children are absent. A written excuse should be provided the following day if a phone call in advance is not possible.

If your child is well enough to be in school, he or she is usually well enough to go outside at recess. School district policy classifies absences as excused and unexcused.

Regular daily attendance is required in accordance with state law and board policy. However, there are occasions when exceptional circumstances might also constitute a valid absence. It is important that parents contact the school ahead of time if their child is going to be absent for any reason. Absences from school are excused due to illness, medical appointments (where scheduling before or after school is impossible), bereavement, religious observances, extreme family emergencies or, with principal approval, pre-arranged special family circumstances. Forms are available in the main office for approval of an extended, pre-arranged absence.
Unexcused absences are required by law to be monitored by the school and reported to juvenile court when excessive.

Excused absences are for an illness or a health condition, a religious observance when requested by parents, school approved activities, and family emergencies. The building principal may also approve absences in advance for medical, dental, or legal appointments provided the absence does not adversely affect the student’s educational progress. It is very important to schedule medical appointments, dental appointments, and family vacations outside the school calendar, as they do interrupt the learning process.

Unexcused absences include everything other than illness and any absence not approved in advance. For example, outings, shopping trips, and birthday celebrations are considered
unexcused and are discouraged. **Teachers are not required to provide or accept work missed during any unexcused absence.**

Students are responsible for making up any assignments missed while absent. Arrangements and due dates should be worked out with your child’s teacher. Missing assignments may adversely affect a student’s progress. If your child will be absent for more than one day and feels well enough to do homework, please call the school in the morning and make a request for the day’s work. We will notify your child’s teacher so that you may pick up the assignments and materials on the day after your call.

**Parents and guardians are required to notify the school via a handwritten or a telephone message. Please make sure the note / phone message includes: Student’s name, teacher, date, and the reason for the absence. This must be done prior to the student’s return to school.**

**Tardiness**
A child is considered tardy if he or she is not in the classroom when the bell rings at 9:00 a.m. The child’s attendance record will reflect the tardiness. Promptness is important as we grow up and good habits are most easily learned at a young age. If a child has more than 3 unexcused tardies in a week, they will have to forfeit one recess (usually the PM recess), and every additional day they have an unexcused tardy.

**Conferences and progress reports**
Parent-teacher conferences are scheduled twice yearly. Mid-term reports may be issued to students after approximately half of the term has been completed. If you feel the 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 request an additional meeting time to address specific concerns.

**Home Based Instruction (Homeschooling)**
If you are a family who intends to provide your child or children home-based instruction in lieu of attendance or enrollment in a public school, an approved private school, or an extension program of an approved private school, you must file an annual Declaration of Intent. The Declaration of Intent to Provide Home School Instruction can be obtained at our school district’s Student and Family Support Services in the Kent School District Administration Building. Parents
may choose to provide Home Based Instruction for part of the day and have their child attend public school for the remainder of the day. Please contact Student and Family Support Services at (253) 373-7235 for additional information. A new Intent must be filed each year. Home-based instruction shall consist of planned and supervised instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music. Such instruction shall be equivalent to the total annual program hours per grade level as established for public schools. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction shall be the responsibility of the parent. Home-Based students who do not wish to seek a Kent School District diploma who want to attend Running Start should submit paperwork through the Student and Family Support Services office listed above.

Declaration of Intent to Provide Home-Based Instruction Form

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**Homeless Assistance (McKinney Vento)**


**McKinney-Vento Homeless Education Assistance Improvements Act of 2001**

Through the McKinney-Vento Act children who are homeless have certain rights and protections to enable them to continue with their education while homeless.

**If your family lives in any of the following situations, you may qualify for rights provided by McKinney-Vento:**

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot find or afford housing

**Through McKinney-Vento, your children (pre-school through high school) have the right to:**

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education including preschool education provided to other children.
- Continue in the school your children attended—or the school they last attended— before you became homeless, if that is your choice and if feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended —or the school they last attended— before your family became homeless, if you or a guardian request such transportation.
• Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
• Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
• Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
• Enroll and attend classes in the school of your choice even while the school and you seek to resolve any dispute over enrolling your children.
• Receive the same special programs and services, if needed, as provided to all other children served in these programs.

Unaccompanied Homeless Youth
An unaccompanied Homeless Youth is defined as a youth (school aged) not in the physical custody of a parent or guardian. This means that the youth is not living with their parent or guardian and includes youth who are residing with a caregiver who does not have legal guardianship, and youth who are living on their own. If you meet these criteria and the definition above for homelessness you may qualify.

Do you need assistance?
Contact Student and Family Support Services at 253-373-7512
Call the McKinney-Vento liaison at your child’s school. McKinney-Vento Liaison List by School
Call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145

Online Resources
WA Apple Health for Kids. Free or low-cost health care for kids. A family of four with an income up to $4,417 a month may be eligible.
King County Crisis Clinic. A variety of support services for people in emotional distress and in need of help.
National Center for Homeless Education Supporting the Education of Children and Youth Experiencing Homelessness
Washington Basic Food Program. Help for low-income individuals and families to obtain a more nutritious diet by supplementing their income with Basic Food benefits.
Kent Hope. Women and Children’s Day Center.
Kent Area PTA Clothing Bank. Provides clothing for families residing within the Kent School District.
Washington State Dept. of Early Learning You may qualify for short-term free child care.
Washington State 211 Network 2-1-1 is an easy-to-remember phone number for people to call for health and human service information and referrals and other assistance to meet their needs. You can call 2-1-1 for information on "Safe Parking" for those of you forced to live in your car. Local
area churches are opening their parking lots for you and providing volunteer patrols for your safety overnight. Please call 2-1-1 for more information.

Youth Program Directory The Youth Program Directory strives to be a comprehensive, accessible, and timely source of information about youth programs and services available across King County.

Equipment from home
Please do not bring any playground equipment or toys from home. The school cannot be held responsible for lost or damaged items.

Dangerous, valuable, distracting toys, or tech devices must be left at home such as metal or wooden bats, fidget spinners, hard ball, sharp objects, radios, electronic games and devices, CDs/headphones, iPods, MP3 players, laser pointers, etc. Knives, weapons, toy guns or look-alikes should never be brought to school.

Cell phones are not to be seen, heard or used at school as they create a disruption in the classroom and on the playground. If brought to school, cell phones must be left in the off mode and kept in a backpack. Cell phones will be confiscated and held in the office for a first offense. If there is a second offense, the cell phone will be confiscated, and parents will be called to pick it up. A third offense for a cell phone violation will result in confiscation of the phone, parents must pick it up from the office and the cell phone will not be permitted to come to school for the remainder of the year. If a student needs to use a phone during the school day must get permission from his or her teacher to go to the office to do so.

For the safety of our students, skateboards, roller blades or roller type shoes are not permitted on school grounds.

Personal belongings and money
Generally, money should not be brought to school. Children often forget the intended purpose or choose to spend the money on something other than the intended purpose. Parents can assist by labeling the purpose of any money brought to school by children. In any case, students should not bring large sums of money to school as it can, and does, easily get lost or stolen.

Personal belongings and clothing should be labeled if they are brought to school. Each year many personal items are found at Horizon with no label. Parents are requested to label such things as coats, hats, boots, backpacks, lunch boxes, and all other items which could be lost or left at school by your child.

We keep lost and found in our foyer. Small items are kept in the office. You are welcome to look through it at any time. All items will be donated to a charitable agency at the end of each
season if they are not claimed in a timely fashion. Horizon is **not responsible for any lost or stolen money or personal belongings.**

**Field Trips**

Students are taken on educational field trips during the year. They are always accompanied by one or more teacher and often parents. Parental permission forms are required before students can leave the school for field trips.

You will be notified well in advance of pending field trips. If you wish to volunteer to assist on a field trip, you will need to contact the teacher or the office to find out the required process.

**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 seen state defined discipline categories. 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 intentional gesture, communication, act or statement at school or impacting the educational setting 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 an intimidating, threatening, hostile or abusive educational environment for a student, staff or group of students through severe, persistent or pervasive behavior.

(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 OR FIGHTING INVOLVEMENT**
Includes encouraging, promoting (including being a spectator and/or recording the fight/posting or sharing fight on social media), escalating a fight, as well as the failure to leave the scene of a fight. *(Where assault is not alleged and the school simply imposes discipline under fighting or fighting involvement, such offense is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*
CORRECTIVE ACTION:  See Assault description above

**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 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 abeyance for community service].

TRUANCY
ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension
STANDARD CORRECTIVE ACTION:
Elementary: Discipline other than Suspension
Secondary: Discipline other than Suspension

See Policy and Procedures 3122.

UNSAFE BEHAVIOR
Minor behaviors that create unsafe conditions (for example running in the hall, climbing on prohibited structures, engaging in mutual rough play, light pushing/shoving).
ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension
STANDARD CORRECTIVE ACTION:
Elementary: Discipline other than Suspension
Secondary: Discipline other than Suspension

WEAPONS
This section addresses the possession or use of actual weapons in violation of Kent School District Policy 3245, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3245 should be addressed under other sections, as appropriate.
ALLOWED RANGE OF SUSPENSION (Weapon other than firearm):
(Grade K-4) 0-10 Days Suspension
(Grade 5-12) 0-20 Day Suspension
STANDARD CORRECTIVE ACTION:
  Elementary: Short-Term Suspension of 0-3 Days
  Secondary: Short or Long-Term Suspension of 0-11 Days
CORRECTIVE ACTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

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

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Expulsion may result based upon the administrator’s judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

Early Learning:
Preschool Options
There are several programs available for pre-school aged children either provided by the district or in partnership with community partners. These include:
  • Early Childhood Education Developmental (ECSE) Preschool
  • Title One funded Preschool
  • Peer Model Preschool
  • Kentridge Little Chargers Preschool
  • Kentwood Lil'Conks Childcare
  • Early Childhood Education and Assistance Programs (ECEAP) and Head Start

Please go to the Early Learning webpage to find out more about each program and who to contact about enrollment qualifications and registration. http://www.kent.k12.wa.us/KSD/EL

Kent Early Entry (KEE):
Children must be five years old by August 31 to be eligible to enroll in kindergarten; however, if your child’s birth date is between September 1 and October 31, the Kent School District provides an assessment process to determine if your child demonstrates the advanced school readiness skills needed to be successful in Kindergarten.

For more information about the process and fees for this assessment please visit the Early Learning webpage. http://www.kent.k12.wa.us/Page/6254
Kindergarten Registration ~ Begins the day after Martin Luther King Day Annually

Kent School District is part of a regional Kindergarten Registration initiative with Seattle, Tukwila, Renton, Highline, Federal Way, and Auburn school districts. Registration in all seven districts begins annually the day after Martin Luther King Day. Registration packets are available at every elementary school in the Kent School District. Please register early to ensure multiple opportunities to connect with your child’s school before the beginning of the school year.

Registration happens at your boundary school. If you need an interpreter, please contact the school to set up a registration appointment and request an interpreter.

Emergency Procedures:
We regularly practice fire, lockdown, and earthquake drills during the year with our students to ensure their safety. Please take time to review with your child family emergency procedures should a major regional disaster occur while your child is at school. Families are encouraged but not required to send a comfort kit to school for each of their students to use in case of a severe emergency. It should contain non-perishable food and other necessary items in the event of an actual emergency. Our main goal is to see to the safety of the children.

Emergency Drills – Emergency drills are held at Horizon once each month during the school year. All students are taught the proper procedures for exiting the building in case of a fire or after an earthquake. They are expected to leave the building without talking and in an orderly manner and re-enter the building the same way once the all-clear signal is given. All students are taught what to do in case of an earthquake and know to stay under cover until an adult has given the all clear.

Earthquakes – Staff and students at Horizon are trained in the proper procedures to use in case of an earthquake. In case of an actual emergency, please DO NOT call the school. Our main goal
is to see to the safety of the children. You will be able to gain information from local radio stations or the district website.

Emergency early releases are rare, but we have to be prepared for all types of events. Please make sure your student knows where to go in the event of an early school closure and has an Emergency Early Dismissal form on file in the office. We cannot contact parents in the event of an emergency early school closure and do not want to send your student home to an empty house. Please listen to the local radio stations or monitor the KSD website should the weather appear threatening.

Receive emergency information...
Sign up for KSD Alert!

KSD Alert provides email bulletins to inform parents or community members of emergency events for an individual school or district. By registering home and office email addresses, email bulletins can be received at home or work.

To sign up for KSD Alert, go to the KSD web site, http://www1.kent.k12.wa.us/InformAgent/InformAgent.htm

Snow Days – School Closure:
If you awake in the morning and there is snow on the ground, please listen to a local radio station (such as FM 101.5 or AM 1090) or check the Kent School District web page to see if school is closed. Horizon is part of Kent School District No. 415. If we are on an “emergency” schedule, please pay close attention to specific changes that may apply to Horizon Elementary and other KSD functions. If notified that the buses are on emergency snow routes, they will not run on some streets in our area and they will often be behind schedule. Talk over special arrangements with your children, so they know what to do should the normal schedule be interrupted. Please refer to the winter transportation memo.

Nutrition Services Program
Kent School District Nutrition Services information can be located at:
http://www.kent.k12.wa.us/Page/125

The Nutrition Services Program is operated by Kent School District to support student achievement and success with nutritious food choices. Breakfast and lunch are served daily in all
schools. All students must pay the full cash price for meals unless they have applied and been approved as eligible to receive free or reduced cost meals. If you have any questions regarding the Nutrition Services Program, please call our main office at 253-373-7275 between 7 a.m. to 4:30 p.m. Monday through Friday.

Free and Price Reduced Meal Program
Kent School District participates in the Federal National Breakfast and School Lunch Programs, through which eligible students can eat breakfast and/or lunch for free or at a reduced price. Prior to the start of each new school year, information is provided by the State of Washington to Kent School District regarding students who are qualified for free meals. The Nutrition Services Office notifies those families that their students are pre-qualified for free meal benefits, and they do not need to submit an annual application form. Families with students registered in the Kent School District as of the first week of August who applied for meal benefits the previous year, are sent a new application packet for free or reduced eligibility. The information packet includes eligibility requirements, on-line application procedures and a description of the benefits available once a family is approved for free or reduced meal eligibility. Families that register new students for school can fill out an application on-line or pick up an application form at the main office of any school during the school year. An application form can also be obtained by calling the Nutrition Services Office at 253-373-7275.

Our online application, APPLY FOR LUNCH, is the preferred method for families to submit their annual application for free or reduced meal benefits. The online application can be accessed at: https://www.mealappnow.com/man001/
Even after an online or paper application is submitted, all students are expected to pay the full cash meal price for breakfast and lunch meals until they receive an official letter from the Nutrition Services Department that they have been approved for free or reduced price meal benefits.

Menus
Access to our most current menus though the MY SCHOOLS MENU PHONE app or our on-line web site (http://www.healtheliving.net/instance/2023675/district/1922849). Either location allows you to view elementary, middle and high school menus, view nutritional information, translate menus into different languages and filter menus by allergens. Nutrition Services does post .pdf file copies of monthly breakfast and lunch menus on the department web page if you want to print a copy for reference. (MY SCHOOL MENU is available free at Apple and Google App stores).
Meal Prices

Prices for student breakfast and lunch meals are established prior to each school year.

<table>
<thead>
<tr>
<th>Meal Prices for 2018-19 Reduced Eligibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All K-12 students with reduced eligibility can eat breakfast free.</td>
</tr>
<tr>
<td>All K-3 students with reduced eligibility can eat lunch free.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kent School District 2018-19 Meal Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade &amp; Eligibility</td>
</tr>
<tr>
<td>Grades K-6 Full Pay</td>
</tr>
<tr>
<td>Grades 7-12 Full Pay</td>
</tr>
<tr>
<td>Grades K-3 Reduced</td>
</tr>
<tr>
<td>Grades 4-12 Reduced</td>
</tr>
<tr>
<td>Adults</td>
</tr>
<tr>
<td>Individual Milk, Juice, Fruit or Veg</td>
</tr>
</tbody>
</table>

How Do I Pay for Lunch?

School district ID numbers identify each student’s personal meal account. The purchase of meals and ala-carte food choices are charged and documented in this account. Students can pay cash daily for their meal or you can:

1. Deposit funds to a meal account by cash or check for any dollar amount at the school or with minimum deposits of $20.00 or more using your Visa or MasterCard credit or debit card at our on-line payment system LunchMoneyNow. Pre-paid balances ensure students have money to pay for meals and snacks and allow them to move quicker through serving lines.

2. When sending a check, be sure to write the check to the name of the student’s school and include their name and ID number on the reference line. Be sure you sign the check and clearly indicate the dollar amount of the deposit.

3. LunchMoneyNow is accessible through a link on the Kent School District home web page or by typing www.lunchmoneynow.com/lmn001 into your internet browser. After you set up your household account with a username and password, link one or more students in one family to this account. With one transaction, you can deposit funds into multiple student accounts. The LunchMoneyNow account also allows families to review student purchases and to set-up automatic text and e-mail notifications when account balances...
reach a minimum dollar amount.

4. Staff in the Nutrition Services Office are always happy to assist anyone needing help setting up an account or completing a deposit. You can contact us 253-373-7275 between 7:30 am to 4:30 p.m. Monday through Friday. Please have your student's ID number to help us reference the right account.

Free and Price Reduced Meal Program
Kent School District participates in the Federal National Breakfast and School Lunch Programs where eligible students can eat breakfast and/or lunch free or at a reduced price. Families must submit a new free and reduced application at the beginning of each new school year. Paper applications are available but families are encouraged to submit applications on-line through MealAppNow. The on-line program eliminates unnecessary or duplicate applications. Nutrition Services can review and send a letter notifying families if their student is eligible much quicker. The on-line application for the 2017-18 school year will be available Friday August 12.

Submitting an on-line or paper application does not automatically qualify a student to receive free or reduced meals. All students must pay the full cash meal price for breakfast and lunch meals until they receive an official letter from Nutrition Services approving them to receive free or reduced price meals. Students who receive approval for reduced meals benefits actually do receive some meals at no cost. The State of Washington reimburses the Kent School District the $.30 breakfast co-pay for all students and the $.40 lunch co-pay for K-3 students. Once a student who is qualified for reduced meals enters the 4th grade, they will be required to begin paying the $.40 co-pay for lunch.

Information on Application Process:

1. Children who are homeless, migrant, in foster care or live in a household that receives assistance through Basic Food, TANF OR FDFIR generally do not need to submit an application as they are categorically eligible to receive free meals through a process called direct certification. Data from WA State is downloaded and matched to students registered for school in our district. Once a student has been identified as directly certified, their meal eligibility is automatically set as FREE. Letters notifying families if their children are directly certified will be in the mail the week of August 15-18 as well as throughout the year if household situations change.

2. Students that were free or reduced last year and don’t receive notification they are directly certified for the new school year, are allowed a grace period the first 30 days of school at their previous year’s meal eligibility. This allows families time to submit a new application. Letters will be in the mail around August 19 to remind families to submit a new application. If by Thursday October 12, 2017, families do not submit an application that is eligible, students will become full paying customers on Monday October 16.

3. Households who have never applied or are new to the Kent School District, are encouraged to submit an application to see if their children would be eligible to receive free or reduced meals. NOTE FOR STUDENTS TRANSFERRING TO THE KENT SCHOOL DISTRICT: If a student was eligible to receive free or reduced meals at another WA school district, please
contact the Nutrition Services Office immediately to tell us your student’s name and former school district, school and grade. Once we verify their eligibility, they can begin to receive free or reduced meals.

4. We encourage the use of MealAppNow our on-line application versus filling out a paper application. MealAppNow is the easiest way for families to submit their annual application regarding free or reduced meal benefits. We can review on-line applications much quicker and often notify a family by an email the same or next day whether their student is eligible to receive free or reduced meals. MealAppNow does not allow an incomplete application to be submit which is the number one reason for delays in processing paper applications. Incomplete paper applications can add days and sometimes weeks to the approval process. The online application is accessible at https://www.mealappnow.com/man001/ and will be available to submit applications on Friday August 12.

Nutrition Services Procedure for When Students Do Not Have Money to Pay for a Meal

1. Eating nutritious food during the school day is important to a student’s academic growth and achievement. Nutrition Services supports student success by allowing them to purchase meals without cash or money in their account so they do not go hungry. Once a student’s account is at or below -$ .01, Nutrition Services initiates autodialed courtesy phone calls Monday through Thursday to inform parents that a meal account is negative and a payment is now due. Calls will continue until the negative account balance is paid. When a student continues to purchase meals after their meal account has gone negative, parents acknowledge they are responsible for paying for the balance owed resulting from those purchases.

2. If a student’s account will become or is negative at the time of purchase, they can only buy a meal and not ala carte items. Ala carte food purchases require a positive account balance or cash. This applies to students who are free or reduced that just want to buy a milk or juice and not a meal. Any student can purchase a milk, juice, fruit or vegetable for $ .50 each.

3. If a student’s account balance exceeds -$15.00, the Nutrition Services Office will contact the parents by email or phone regarding the amount owed. Nutrition Services will continue attempts to contact and work with parents on a payment plan of the balance owed. Payment is required for any negative account balances by the end of each school year. If a family has experienced a change in income or household size, which affects their ability to pay for meals, Nutrition Services staff can assist the family in submitting an application to see if they now qualify to receive free or reduced meals.

4. Please call the Nutrition Services Office regarding any questions regarding negative balances. If a parent is interested, the Nutrition Office can place a flag on a student account to prevent purchases once the account is negative.

Contact the Nutrition Services Office between 7:30 and 4:30pm Monday through Friday at 253-373-7275. Individuals or groups interested in donating funds to help pay for meal debt for students should call the Nutrition Services Office for assistance.
State of Washington Basic Food Program
Families are encouraged to apply for Washington State’s Basic Food Program if their monthly income exceeds the federal eligibility chart but is equal to or less than the amounts in the Basic Food Program column on the income chart provided. Since the Basic Food Program income levels are slightly higher than the Federal Eligibility Guidelines, additional families and their students can be qualified to receive free school meals. Basic Food is a food and nutrition program that helps individuals & families who meet the program’s income guidelines afford healthier foods by providing monthly benefits to buy food, gain access to affordable Health Care and qualify for reduced fare Orca Lift cards. Basic Food will also qualify your child for Free or Reduced School Meals. Contact the Public Health of Seattle & King County by calling 206-550-6119 for assistance. You can also apply in person at the local DSHS Community Service Office, by mail or online at the web address listed below.

Community Eligibility Provision (CEP)
For the 2017-18 school year, Daniel, East Hill, Kent, Park Orchard and Scenic Hill Elementary schools will participate in the Community Eligibility Provision Program. This program funded by the USDA, allows all enrolled students at these schools to receive free breakfast and lunch.

Families who have only students attending a CEP school will receive an alternate form in the fall from their child’s school requesting they complete and return a form on their family size and household income. This information is not required to qualify their child(ren) for free meals through the federal breakfast and lunch programs. It is required to qualify their school for state funding. The alternate form allows the District to determine the actual number of students that would qualify to receive free or reduced meals. The State of Washington requires this detailed documentation to determine the amount of money a school receives for state funded educational programs.

Families with children attending both a CEP and non-CEP schools in the District must submit a free or reduced eligibility application if they want their children to be considered for eligibility to receive free or reduced meals at their non-CEP school.

IMPORTANT NOTICE TO PARENTS WITH STUDENTS AT CEP SCHOOL: If a student with reduced or paid eligibility transfers from a CEP school to a non-CEP school in the district, they may no longer be eligible for free meals. Contact Nutrition Services for assistance.

Additional Benefits for Students who qualify for Free or Reduced Meals
All families who submit a free or reduced application receive a letter to inform them if their child qualifies to receive free or reduced meals. Families whose student(s) qualify to receive free or reduced meals can use this letter as documentation to qualify for additional benefits. Benefits may include a) free or reduced price medical/dental care, b) reduced monthly cost for internet services, c) reduced fees for musical instruments, d) access to free computers through the Star Laptop program, and e) assistance with tuition and books for students enrolled in the Running Start Program.
Food Allergies and Special Diets

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. If you have questions regarding a student who has food allergies or special dietary needs, please contact the Nutrition Services Office at 253-373-7275. **Lactose free milk can be made available at school to accompany student meals or for purchase ($ .75).**

Classroom Parties and Birthdays

All grades may have up to two scheduled room parties, one for fall festival or winter break, and a Valentine’s Day celebration. **No** parties will be scheduled in conjunction with Halloween. Parties are usually held with the assistance of parent volunteers.

**Due to food allergies, food safety, and the recommendation of OSPI Child Nutrition Services for Washington State, we will no longer celebrate a child’s birthday by bringing in any food items.** Your child may celebrate by bringing a small, **non-food item** for each student in his or her classroom. Please keep the item small if you choose to do so. Examples to bring for every child include: a special pencil, stickers, erasers, or other inexpensive items. It is helpful for the teacher to know a few days in advance if you plan to bring items in on the day of your child’s birthday. If you are planning a birthday party for your student outside of the school day, **please do not hand out invitations at school.** This will help minimize hurt feelings to children who are not invited.

Balloon/flower deliveries will be held in the office until the end of the day as they are a distraction in the classroom. We will let your student know they have a delivery in the office and that they may come pick it up at dismissal. **However, please be aware that balloons cannot be taken on the school bus.**
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.

<table>
<thead>
<tr>
<th>Other Conflict/Fighting</th>
<th>Bullying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between friends/equals/peers</td>
<td>Not friends/imbalance of power</td>
</tr>
<tr>
<td>Spontaneous/occasional</td>
<td>Repeated over time</td>
</tr>
<tr>
<td>No serious or lasting harm</td>
<td>Physical or emotional harm</td>
</tr>
<tr>
<td>Accidental/not planned</td>
<td>Intentional</td>
</tr>
<tr>
<td>Equal emotional reaction by both students</td>
<td>Unequal emotional reaction</td>
</tr>
<tr>
<td>Not for domination or control</td>
<td>Seeking control/possession</td>
</tr>
<tr>
<td>Often a sense of remorse by aggressor</td>
<td>No remorse by aggressor, blames targeted student</td>
</tr>
<tr>
<td>Desire to solve the conflict</td>
<td>No effort to solve the problem</td>
</tr>
</tbody>
</table>

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.
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 quiet room, a well-arranged work space with school supplies, and a regular time. Parents also need to be available for help.

You can help your child learn by asking questions which help your child clarify his or her thinking, listening to him or her read, proofreading writing or spelling assignment, or reading aloud words to be spelled. The important thing is not to do the homework for your child. We would encourage you to arrange a “family read” time each evening when all family members read. Every child should be reading at home for a minimum of 30 minutes each day. Make reading a regular part of your evening activities; it pays off in all areas of school work. Readers are Leaders AND Succeeders!

Finally, remember to provide encouragement. Foster the feeling that work is valued and that it is important to do the best one can. Let your child know that you are proud of his or her work and effort.

Responsibility for school property:
Students are expected to take good care of the textbooks, library books, calculators, and other school property entrusted to them. These items 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 forty-five dollars apiece, students will be subject to fines for damaged or lost property.

Playground Safety and Recess:
We want the students at Horizon to have a positive, healthy and safe play experience. Recess breaks provide students with the opportunity to exercise and socialize with friends. Students need to come to school with proper clothing to play outside at all times regardless of the weather. On days when the weather is extreme (dangerous to students), recess may be held indoors.

The following guidelines and rules for students will ensure recess is safe and enjoyable for all students. Please review these rules with your student. We appreciate your help!

- Recess supervisors are in charge on the playground.
- Enjoy the visible areas of the playground and field areas staying within marked boundaries on the playground.
- Obtain a pass from the playground supervisor to leave the playground for ANY reason.
- Be respectful of yourself and others. Play safe.
• Keep your hands, feet and other body parts to yourself.
• No play fighting.
• Stay out of puddles, off fences, backstops, fire hydrants and ice.
• Stay away from overflowing gutters and downspouts.
• Throwing of rocks, sand, dirt, pinecones, snowballs, sticks, etc. is not allowed.
• Soccer balls and footballs are to be on the field only. Playground balls are to be kicked only on the field. Carry balls to and from the field.
• All toys from home, including electronics and trading cards are not allowed on the playground.
• If a stray animal is on the grounds, leave it alone. DO NOT CHASE IT. Notify the playground supervisor immediately.
• Take care of school equipment.
• Please do not play with balls or the foxtail near the outer fence as they could go over the fence.
• Chasing and tag are not allowed on the lower playground for any grade level with the exception of state/color tag on the map.
• When the bell rings please take all playground equipment (i.e. balls, jump-ropes, football flags) to the classroom.
• Conflict resolution skills should be used, but when the situation cannot be resolved, it should be directed to a playground supervisor.
• Share equipment – take turns; remember all games, equipment, and activities are open to anyone wishing to participate.
• Use kind words and actions ~ speak to others in a kind and courteous manner; no teasing, swearing, name-calling, or bullying.
• Listen for the bell and return to class promptly.
• Paper, pens, pencils, crayons, etc. should remain in the classroom.

Respect and Cooperation
1. All games are open to everyone; no exclusions.
2. If a student can’t agree on a game variation, the last person in line is the judge and his or her decision is final. No arguing with the judge.
3. Once a game has started, the ball may not be taken out of the game.
4. Gum and food are not allowed.
5. Spitting is not allowed.
6. PTA popcorn is to be eaten in designated areas. Please put popcorn bags into the garbage cans when done.
Dress and Appearance:
Student dress should be appropriate for the school environment. Student dress at Horizon is consistent with Kent School District 415 policy #3224 stating:

Students are expected to dress comfortably in a manner that is not educationally disruptive or unsafe. Clothing must be safe and not create a disruption to the learning environment by displaying inappropriate printed messages, lack of cleanliness, foul odor, incorrect size or fit, excessive baggy or saggy clothing, controversial names, insignias or icons, see-through tops, belly shirts, or by revealing excessive skin, private areas or undergarments. Horizon Elementary staff will determine whether clothing disrupts the learning environment. High heeled shoes, flip flops, or wheeled shoes are not permitted. Students not following this dress code will be asked to put on appropriate attire from the nurse’s room or parents will be asked to bring in suitable clothing. Children are to wear flat tennis shoes for PE. Hats are not to be worn in the school building, unless for an approved spirit day.

Horizon celebrates school spirit days every Friday. Students are encouraged to wear Horizon Spirit Wear or school colors (blue and yellow) in recognition of Hawk Pride. Wednesdays are always COLLEGE DAY at Horizon so the wearing of college logo gear or college school colors is also encouraged as an optional way to show college interest.

* Horizon sponsors special spirit or theme days at various times during the year when a wide variety of clothing related to the theme may be worn. Information will be made available prior to special dress/school spirit days.
Second Step – Elementary and Middle School

Second Step is the social emotional learning program the Kent School District uses to teach skills in the following areas:

Skills for Learning: Students gain skills to help themselves learn, including how to focus their attention, listen carefully, and be assertive when asking for help with schoolwork.

Empathy: Students learn to identify and understand their own and others’ feelings. Students also learn how to take another’s perspective and how to show compassion.

Emotion Management: Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.

Problem Solving: Students learn a process for solving problems with others in a positive way. To further help our school be a safe and respectful place, Second Step provides a bullying prevention component. All students will learn specific skills to help stop bullying. Students will learn the “3 R’s” of bullying and will be coached about how to:

Recognize when bullying is happening
Report bullying to a caring adult
Refuse to let bullying happen to themselves or others

Be a bystander who stands up and is part of the solution to bullying

Your child will learn a lot this year—and he or she will need your help! Your child will bring home Home Links following several of their Second Step lessons. Home Links are simple, fun activities for you and your child to complete together. They are a great way for you to understand what your child is learning and for your child to show you what he or she knows.

In addition to Home Links, parents can also access videos and tools provided at www.secondstep.org. Use the codes provided below to check out these resources!

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Second Step Tools</th>
<th>Bullying Prevention Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>SSPK FAMI LY70</td>
<td>BPUK FAMI LY00</td>
</tr>
<tr>
<td>1st Grade</td>
<td>SSP1 FAMI LY71</td>
<td>BPU1 FAMI LY01</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>SSP2 FAMI LY72</td>
<td>BPU2 FAMI LY02</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>SSP3 FAMI LY73</td>
<td>BPU3 FAMI LY03</td>
</tr>
<tr>
<td>4th Grade</td>
<td>SSP4 FAMI LY74</td>
<td>BPU4 FAMI LY04</td>
</tr>
<tr>
<td>5th Grade</td>
<td>SSP5 FAMI LY75</td>
<td>BPU5 FAMI LY05</td>
</tr>
<tr>
<td>6th Grade</td>
<td>SSP6 FAMI LY12</td>
<td></td>
</tr>
</tbody>
</table>
Multi-Tiered Systems of Support

The Kent School District is committed to the use of a multi-tiered system of support (MTSS) to address student needs. Each school, using the MTSS framework, develops a series of tiered supports to address their student’s individual needs. These include both Academic and Behavior supports. The supports are categorized as Tier One, Tier Two and Tier Three supports.

**Tier 1 – Universal Supports** – Supports given to all students at a school. Examples include: developing and teaching clear school/classroom expectations, teaching routines, intentionally developing positive relationships between staff and students, utilizing strong instructional practices, creating a culture of learning, using data from formative assessments to guide instruction, teaching Social Emotional Learning (SEL) skills to all students, intentionally fostering family engagement.

**Tier 2 – Targeted Supports** – A smaller group of students at a school will need targeted supports in addition to what they are receiving in Tier One. This is usually for a defined period of time. Examples of Tier Two supports include: Small group instruction, participating in a support group (friendship, anger, time management), daily check-in/check-out, adult mentorship, re-teaching and practicing of academic and social emotional skills.

**Tier 3 – Intensive Supports** – An even smaller number of students at a school will need intensive supports. Often times students will need these supports in times of trauma situations. These supports are in addition to the Tier One and Two supports they are already receiving. Tier Three supports are highly individualized and often require a written academic or behavior plan.

School MTSS Teams

Each school in the district is expected to have an MTSS committee that is comprised of representative stakeholders. Most school committees consist of an administrator, teacher, counselor, classified staff member, a parent/guardian and a student (especially at the secondary school). Schools are encouraged to look at the demographics of the committee to help ensure that it closely represents the demographics of the school.

The task of the MTSS committee is to examine school academic and/or behavior data on a regular basis (usually monthly) and look for trends. This is done without student names attached to the data. The purpose is to identify systems issues early and make changes to reverse negative trends.
District MTSS Teams

The district is expected to maintain an MTSS steering committee that is comprised of representative stakeholders. Members of the committee should include at least one student and one parent/guardian. The district is encouraged to look at the demographics of the committee to help ensure that it closely represents the demographics of the district. The purpose of this committee is to identify the functioning of the school MTSS teams and provide additional supports when needed.

Healthy Youth Survey

All Kent School District schools will participate in the 2018 Healthy Youth Survey in October of 2018.

What is the Healthy Youth Survey?

The survey asks questions about risk for injury, health outcomes, and alcohol and drug use. Schools, communities and state and local health departments use survey results to support our youth and reduce their risks. The Healthy Youth Survey is voluntary and anonymous.

Who will be asked to take the survey?

Students in Grades 6, 8, 10, and 12 across Washington State.

What questions are on the survey?

Survey questions come from surveys that have taken place across the nation and in Washington. Parents or guardians can see a copy of survey questions in the school office. Question topics include:

- Background information, such as age, gender, and race or ethnicity.
- Feelings about school and community.
- Relationships with parents, friends, and neighbors.
- Eating habits, physical activity.
- Health education.
- Attitudes about and the use of tobacco, alcohol and other drugs.
- Behaviors related to safety and feelings about safety
- Behaviors related to violence

Is the survey voluntary?

Yes! Students taking the survey can skip questions and stop taking the survey at any time. If you do not want your student to participate in the survey, you can excuse your student from participating by calling the school. Students can also excuse themselves by telling their teacher that they do not want to take the survey. Students not taking the survey will participate in a different activity, such as studying or reading in the library. There is no penalty for not taking part in the survey. Your student’s grades will not be affected.
How are the survey results used?

Schools, school districts, counties and state agencies use the results to better understand our students and to provide them with the services they need. Results are used for planning, evaluating and improving programs and obtaining money to support them. Data sets are also shared with local health departments and legitimate researchers.

How is student identity protected?

Students will not write their names on the survey. There are no codes or other information to match a survey to a student. No one from the school will look at the survey answers. Students will put completed surveys into an envelope that is sealed before it leaves the classroom. Survey reports of results will not identify any student.

Need More Information?

If you have any questions about the purpose of the survey or survey procedures, please contact Department of Health, Kevin Beck: Call toll-free 1-877-HYS-7111 or Email healthy.youth@doh.wa.gov

Support for the survey is provided by Looking Glass Analytics. Additional information about the Healthy Youth Survey 2016 can be found at: http://www.AskHYS.net

The Washington State Institutional Review Board has approved the procedures for conducting the Healthy Youth Survey that are described in this brochure. If you believe these procedures have not been followed, please call 1-800-583-8488. You do not have to leave your name. All messages will be returned.

The Healthy Youth Survey is sponsored by the following state agencies: Department of Health, Office of the Superintendent of Public Instruction, DSHS Division of Behavioral Health and Recovery, Department of Commerce, and Liquor and Cannabis Board.
The Horizon PTA is an essential part of our school. They sponsor a variety of special events and programs throughout the year. The students at Horizon would miss out on many wonderful opportunities if it were not for the dedication of our PTA members. Please join this worthwhile group! Your children and your school really do need you!

Horizon PTA 2018-2019
http://www.horizonhawkspta.org/
horizonpta@outlook.com

President:
Samantha Bowman

Co - Vice Presidents
Kim Wells and Sara Sas

Treasurer
Caitlin Strub

Secretary
Aimee Brock

The Horizon Elementary PTA is dedicated to...

S upport
U nify
C ommunicate
C ontribute
E mbrace
S trenthen
S erve

Contact a PTA member to get involved.....

Any contribution, large or small is always appreciated!
Important Health Information/Home Hospital


Illness and Attendance:
Students learn better when they feel well. Nurses and health room assistants are at schools to help you when you need to make decisions about your child's health care needs.

What Schools Need:
- To have emergency telephone numbers for you, and someone else who can help, if you are not available.
- To know about any health problems your child now has or has had in the past.
- To be called when you are keeping your child home.
- To know if your child has a condition which could be spread to others.

When to Keep my Child Home:
Your school nurse recommends that you keep your child home from school when your child has any of the following symptoms:
- Fever of 100⁰ F or greater fever within last 24 hours
- bad cold
- frequent
- hard coughing
- vomiting
- loose, watery bowel movements
- head lice
- drainage from ears or eyes

When to Return my Child to School:
Your school nurse recommends that you return your child to school when the following occurs:
- temperature is normal for the past 24 hours without fever reducing medications
- child feels well enough to be in school for the full day
- no vomiting/loose stools for at least a day

Please send a note with your child when they return to school explaining their absence.

Recommended Wellness Visits:
For good health and wellness, your child should see a doctor or health care provider for an exam at these times:
Wellness Visits:
- Ages 3, 4 and 5 years
- Every other year ages 7 through 17
**Dental Visits:**
- Every 6 months for routine cleaning
- Chipped or broken teeth
- Injury to the teeth or mouth
- Pain or swelling in the mouth that lasts more than a day or recurs

**Recommended Health Care Visits:**
- Fever (Temperature above 101 degree F for more than 2 days)
- Fever with trouble breathing
- Fever with pain somewhere in the body unusually sleepy or irritable with fever
- Ear/ Eye pain and/or drainage
- Sore Throat
  - with a fever for more than 2 days
  - unable to drink fluids
  - pain increasing
- Cough that lasts longer than 2 weeks
  - with complaints of chest pain or difficulty breathing
  - that causes choking or vomiting
  - if it keeps the child awake at night
  - made worse with or caused by exercise
- Diarrhea
  - sudden unexplained onset with a fever
  - with abdominal pain lasting more than 2 hours
  - with inability to keep fluids down
- Pain
  - Lasts more than 24 hours

**Medications at School:**
If your child needs to receive medication at school, written authorization from a parent/guardian and medical provider is required. Medication includes all over-the-counter medications such as cough drops and Tylenol. When possible, parents and medical care providers are urged to schedule giving medication outside school hours. If medication is necessary for your child during school hours, the following is required:
Submit a completed medication authorization form to your school. The form is available online or from your school’s main office. (see below)
Submit a written note from the doctor stating: name of medication, dose, time and reason it must be given during school hours, (detailed info on form must be provided if medication is to be given for over 4 weeks) and a written note from the parent/guardian giving permission for your child to receive the prescribed medicine at school.
Parents need to bring the two notes and the medication in its original container to school. If the parent/guardian cannot come to school, he/she needs to call the school nurse before sending the medication to school. Faxed authorization from a health care provider is accepted. Please contact your school for the fax number.
We want all kids to be safe at school. Follow this link to review the Medication Policy/Procedures and the Authorization for the Administration of Oral Medication at School that you and your child’s healthcare provider must complete and submit to your child’s school nurse.

Medication Authorization Forms
Allergy Epi-pen Authorization
Asthma Medication Authorization
Medication Authorization
Seizure Medication Authorization

Parents may provide topical sunscreen for their child to apply while at school. A healthcare provider note is not required.

Immunizations:
Washington state law requires students to be immunized before starting or entry to school. Current immunization requirements for kindergarten through 12th grade are available at each school office.

Life Threatening Conditions:
The law RCW 28A.210.320 – Children with Life Threatening Conditions requires a medication/treatment order and individual health plan as a prerequisite for children with life-threatening conditions to attend public schools. This law defines “life-threatening condition” as a health condition that will put the child in danger of death during the school day, if medication or treatment order and a nursing care plan are not in place. Life-threatening conditions include students with:

- Seizure disorders
- Diabetes
- Severe allergies
- Certain heart conditions
- Other types of critical medical complications

If your child falls into the above category due to a life-threatening condition, and you have not been in contact with your school nurse this school year, please do so immediately.

Home Hospital:
If a student is confined to home or hospital for a minimum of four weeks and able to do school work, the arrangement for home/hospital services may be made by contacting the school nurse/counselor at your school.

Section 504 Education Plans
Students with a disability that substantially limits a major life activity and may require accommodations or related aids/services because of the disability may qualify for these additional services under Section 504 of the Rehabilitation Act.
If a parent/guardian of a student believes that their student may need to access a 504 plan, the parent should make this request in writing to the child’s teacher, counselor or principal. The process of evaluation will be described to you at that time. Parents are an important part of the 504 Process and their input is essential. If the student qualifies for a 504 plan it will be reviewed periodically (in most cases annually). Please remember that the goal of a 504 plan is to level the playing field, not to maximize potential.

Accommodations for students whose disabilities interfere with their ability to access their education generally do not change the norms or standards of the general education curriculum or performance standards.

If you have further questions regarding 504 plans there are additional resources on the Office of the Superintendent of Public Instruction’s webpage. [http://www.k12.wa.us/Equity/Section504.aspx](http://www.k12.wa.us/Equity/Section504.aspx)

If you have questions/concerns regarding your child’s 504 plan, please first contact each school’s 504 coordinator or principal. If you still have questions please contact the district 504 Compliance Officer Randy Heath, Executive Director Student and Family Support Services at 253-373-7235.

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**Individual Education Plans (IEP)**

Some children need extra assistance in their school career, and this need may be the result of a disability. Not all students who have disabilities need or qualify for special education services. Students qualifying as disabled under the Individuals with Disabilities Education Act (IDEA) require "specially designed instruction" which is designed and monitored by a certificated special education staff member. Some students with disabilities do not require specially designed instruction but do require accommodations in order to access their education (see Section 504).

<table>
<thead>
<tr>
<th><strong>IDEA</strong></th>
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<tbody>
<tr>
<td>A student qualifies as disabled under IDEA if they have a documented disability, the disability interferes with their ability to learn, and requires specially designed instruction</td>
</tr>
<tr>
<td>Students who qualify under IDEA may require accommodations, as well as modified curriculum, instruction, materials and assessments, which align with, but may be different from performance standards of the general education curriculum.</td>
</tr>
</tbody>
</table>
Once qualified, an IEP is developed which includes general and special education staff, an individual knowledgeable about placement options, and provision of district resources, and the parents. It is reviewed annually.

If you suspect a student may qualify for these services, please make a request in writing to be evaluated for services and send it to your school’s principal. For more information, please follow this link to the Inclusive Education page on the Kent School District webpage.

Interpreting Services
Kent School District has a very diverse student population. Translation Services are available in schools and departments by using a telephonic interpreting service over the phone, translating information on the district and school webpage or arranging for a district interpreter. For more information on these services, please visit the district website at or contact your student’s building or district office. To translate items on the Kent School District or school website, you can choose the drop down option highlighted below to translate the page into the language of your preference.

Native American Education Program
Kent School District participates in a Native American/Alaska Native Education Program funded by Federal Title VII Grant based on federally eligible Native American student counts and administered through Student and Family Support Services. The program is designed to assist Native American students to meet district and state academic standards. Kent School District offers several Native events and community resources for native students and families to create a strong sense of community connection and pride. More information can be located from Student and Family Support Services at 253-373-7235 or on the KSD Native American Program website which is in the Student Services, Native American Program website.
Non-Discrimination Policy
Kent School District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

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 following employees have been designated to handle questions and complaints of alleged discrimination:

Kent School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities.

For information regarding translation services, please contact Rona Popp, Director of Categorical Services at 253-373-7708.

For bilingual education information, contact Will Williams, Director of Multilingual Education at 253-373-7269.

The procedures for filing a formal complaint can be found in Procedure 3210

<table>
<thead>
<tr>
<th>Civil Rights Compliance Coordinator</th>
<th>Title IX Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 504/ADA Coordinator</td>
<td>Ms. Moriah Martin</td>
</tr>
<tr>
<td>Mr. Israel Vela</td>
<td>Chief Human Resources Officer</td>
</tr>
<tr>
<td>Chief School Operations and Academic</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Support Officer</td>
<td>Kent School District</td>
</tr>
<tr>
<td>Kent School District</td>
<td>12033 SE 256th Street A-100</td>
</tr>
<tr>
<td>12033 SE 256th Street A-300</td>
<td>Kent, WA 98030-6503</td>
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<tr>
<td>Kent, WA 98030-6503</td>
<td>253-373-7203</td>
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<tr>
<td>253-373-7235</td>
<td><a href="mailto:Moriah.martin@kent.k12.wa.us">Moriah.martin@kent.k12.wa.us</a></td>
</tr>
<tr>
<td><a href="mailto:Israel.vela@kent.k12.wa.us">Israel.vela@kent.k12.wa.us</a></td>
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</tbody>
</table>
New Civil Rights Resources for Schools and Families

Students' Rights Handouts, Translated into 11 Languages
OSPI developed Students' Rights handouts to explain common civil rights topics into plain language. The handouts can be shared with families and school staff, and could be incorporated into student handbooks.

- Students' Rights: Discriminatory Harassment
- Students' Rights: Section 504 and Students with Disabilities
- Students' Rights: Religion in Schools
- Students' Rights: Gender Identity & Gender Expression
- Students' Rights: Discrimination Dispute Resolution Options

Family Engagement
The board believes that parents have a shared responsibility for their children’s in-school academic achievement and behavioral conduct. To ensure that the best interests of the child are served, the Board directs the Superintendent to develop activities that will enhance home-school collaboration. Such activities may include, but are not limited to:

- Conducting parent-teacher conferences that facilitate two-way communication between home and school.
- Holding open houses that provide parents with the opportunity to see the school facilities, to meet the employees, and to review the program on a first-hand basis.
- Disseminating school and other publications to parents on a regular basis.
- Conducting meetings of parents and employees to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.
- Sponsoring or co-sponsoring special events of a cultural, ethnic or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents and are of general interest to the schools or community.
- Collaborating with parents, students, and employees in school improvement planning, development, and implementation.
- Providing volunteer opportunities for parents to participate either at school or at home

**Religious Observances**
The Board of Directors of the Kent School District acknowledges the role of religion in understanding our society and the richness of the human experience. Fostering the development of knowledge and respect for the right of all cultural and religious groups is a continuing goal of the district. However, the Board also recognizes the diversity in views and opinions regarding the relationship between religion and public school policies. While community opinions are important in shaping policy, the Board must look primarily to the Constitution of the United States, the Washington State Constitution, federal and state legislation, and the decisions made by the respective courts when establishing guidelines regarding religious-related activities and practice, as well as regarding the rights of students to the free exercise and expression of religious beliefs while in school or attending school-related activities. To this end, the Board concurs with the regulation of the Superintendent of Public Instruction acknowledging that "all students ... possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence."

**Religious Related Activities and Practices**
Regarding religious-related expression, activities, or practices, the public schools of the district are obligated to:

- treat religion and religious faith with fairness and respect;
- neither advance nor inhibit religion;
- vigorously protect religious expression as well as the freedom of conscience of all students; and
- refrain from spending public funds or sponsor activities in a manner that has the primary effect of promoting or negating religious beliefs

Factual and objective teaching about religions and their role in society is distinguished from religious instruction. Public schools may teach about religions within a cultural and historic context for the purpose of meeting secular, educational objectives recognizing that schools can neither encourage nor discourage religion. (See Policy 2020).

**Guidelines for Maintaining Religious Neutrality**
District schools must be free from sectarian control or influence during school-conducted or school-sponsored activities for students who are under the district’s supervision and control. Criteria used to guide academic inquiry in the study of religion shall seek the same neutrality, objectivity and educational effectiveness expected in other areas of the curriculum. In addition, materials and activities should be sensitive to America’s pluralistic society and must educate rather than indoctrinate.

**Complaints Concerning Religious Related Activities or Practices**
Students, parents and employees who are aggrieved by practices or activities conducted in the school or district may seek resolution of their concern first with the building principal,
Guidelines for Student Religious Expression, Absences and Attire

The following guidelines apply to the rights of students regarding religious expression and absences due to religious services, observances, holidays, or training:

- **During instructional time:** Students may engage in religious expression in a manner that is not disruptive to the learning process and/or relevant to the class curriculum, discussion, or assignment. As with other types of speech at school, religious speech should never be such that a reasonable person would perceive it as harassing, intimidating, bullying, or coercive. Students should strive in all forms of communication to be respectful to other students, staff, and visitors.

- **During non-instructional time:** Students may engage in religious expression and activities unless the expression substantially interferes with the operation of the school or infringes on the rights of other students. This includes the right to distribute religious literature in the same reasonable time, place, and manner required of students distributing nonreligious materials. As with other types of speech at school, religious speech should never be such that a reasonable person would perceive it as harassing, intimidating, bullying, or coercive. Students should strive in all forms of communication to be respectful to other students, staff, and visitors.

- **School Work:** Students may express their beliefs about religion in class work, homework, artwork, evaluations, tests, and other written and oral assignments free of discrimination based on the religious content of their submissions. School personnel must grade the work, art, evaluation, test, or assignment not on religious expression, but instead grade the student’s performance on scholastic content such as spelling, sentence structure, grammar, and the degree to which the student’s performance reflects the instruction and objectives established by the school personnel.

- **Freedom from Retaliation and Censure:** School personnel may not subject an individual student who expresses religious beliefs or opinions to any form of retribution or negative consequence and may not penalize the student's standing, evaluations, or privileges in response to such expression. School personnel may not censure a student’s expression of religious beliefs or opinions, when relevant or appropriate, in any class, work, homework, evaluations or tests, extracurricular activities, or other activities under the sponsorship or auspices of the school district.

- **Religious student groups:** If non-curriculum-related student groups are permitted to meet on school premises during non-instructional time, students will be permitted to meet to discuss political, philosophical, religious, or other issues provided such group meetings are student-initiated, student-managed and in compliance with Policy 2153 authorizing such meetings.

- **Prayer:** A student may of his/her own volition engage in non-disruptive prayer at any time not in conflict with learning activities or events. School staff shall neither
encourage nor discourage a student from engaging in non-disruptive oral prayer, silent prayer, or any other form of non-disruptive devotional activity. Prescribed times for religious prayer that require a brief, reasonable absence from classroom instruction or activities will be accommodated to the extent that the absence is with the permission of a parent or guardian and does not substantially disrupt the class/activity or significantly impact the student’s learning or testing.

- **Absences for Religious Reasons:** Upon the request of a parent or guardian, a student may be excused from attending school in observance of a religious holiday. A student may also be excused upon the request of a parent or guardian to participate in religious instruction for a portion of a school day, provided that the activity is not conducted on school property. School credit will not be granted for such instruction. Whenever possible, students will be allowed to make up assignments and testing/assessments in the same manner as with any excused absence.

- **Religious Fasting:** When a school is made aware that a student may be engaged in an extended period of religious fasting, the student may be excused from lunch and strenuous physical activity. School personnel may use their discretion based on the totality of the facts regarding whether testing or assessment for a particular student should be rescheduled.

- **Student Attire:** Students may wear religious attire, symbols, or religious messages on clothing provided that the attire, symbols, or messages are not materially and substantially disruptive to the educational process or infringe on the rights of others. Religious messages on clothing are subject to the same rules as generally applied to comparable nonreligious messages and expression. In addition, schools will permit students of either gender engaged in physical education to wear longer shorts, sweatpants, or other types of clothing suitable for physical activity when a request is made to do so based on the student’s religious beliefs.

### Guidelines for Non-Student Religious Expression, School Events and Facility Use by Religious Groups in the Community

Material, literature, and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals that are not students. Religious services, programs or assemblies will not be conducted in school facilities during school hours or in connection with any school-sponsored or school-related activity. Religious groups may rent school facilities under the same policy providing for facilities rental by other community groups (See Policy 4260). Activities of such groups will be clearly separated from school-sponsored activities so that the school district does not support or appear to support the establishment of religion.

Programs at commencement and other school sponsored events will be free from religious influence, including invocations, benedictions, and other prayers. There will be no school sponsorship of baccalaureate services. Interested parents and students may plan and organize baccalaureate exercises provided that the service is not promoted through the school. Employee and student participation is voluntary.
To read the policy and procedure 2340 in entirety, you can link to the School Board Website:
http://www.boarddocs.com/wa/ksdwa/Board.nsf/goto?open&id=86D5BC63E115

Refugee Support Services
KSD staffs two Refugee Support Liaisons to assist the Refugee students and families in successful school integration and ensuring refugee students are successful in reaching high academic performance. This program focuses on supporting the recent arrivals and assisting in strengthening the skills, knowledge, and competence of refugee parents, schools, and community-based organizations for the benefit of the refugee students. More refugee service information can be located from Student and Family Support Services at 253-373-7235 or on the KSD website under Student Services.
http://www.kent.k12.wa.us/Page/6094

Service Animals
The Kent School District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. Policy 2030 governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means an animal that is trained for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability.

The parent/guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator, executive director of Student and Family Support Services, and coordinator of health services, as appropriate, will determine whether or not to permit the service animal in school.
Student Records Requests
Elementary Students: To request a report card copy, or other records, please contact the office of the school they are currently attending. During the summer school closure, you may contact 253-373-7134 to request a copy of your child’s records.

Student Transfers
Kent School District accepts student transfer applications each school year during the month of February. Students are expected to attend their boundary school, however, if parents wish to request a transfer to another school they may be based on the following conditions:

- The student’s siblings are currently attending the requested school.
- The student receives child care from a provider in the requested school's service area that does not transport to the student’s boundary school. (elementary only)
- The student has completed at least the ninth-grade year and wishes to remain at that school until graduation.
- The student wants to enroll in a unique curricular program (e.g., ROTC or International Baccalaureate) that is not available in the student’s boundary school, but is available in another school in the district, and that program is necessary to the student’s educational progress.
- The student has at least one parent who works for the district.
- The student’s educational, safety, or health condition would be or is being severely impacted at their boundary school and the transfer would improve the identified condition.

Students who live outside of the Kent School District may also apply for a transfer to our schools based on the above criteria. Non-Resident transfer requests must also obtain a release from the district where they reside to be considered for placement in the Kent School District. Non-Resident students must apply and receive a release every year per state law.

Transfer requests that meet the above qualifications will be considered and placement granted if there is capacity in the school, class, and/or program being requested. Applications will be considered on a series of priorities. Parents and guardians who request a transfer are responsible for transporting their child to the requested school. When a transfer is granted it is considered provisional and may be revoked if unexpected students who live in the boundary area cause a school, class, or program to be in an overload situation. Please note that students who transfer during their high school years may lose athletic eligibility. Please discuss with your school’s athletic director before requesting a transfer.

Mid-year transfers are not granted unless extreme situations exist. Evidence that families have attempted to solve the problem at their boundary schools must be demonstrated before these
requests are made. These requests should be made to the Student and Family Support Services office at the Kent School District. Childcare waivers and midyear moves are accepted throughout the entire school year.

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

The following are the student requirements of the Acceptable Use Policy 2022. In order to view the entire document please visit: http://www.boarddocs.com/wa/ksdwa/Board.nsf/goto?open&id=896MAN5A540F

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

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

3.0 User Responsibilities
3.1 It is expected that staff and students will use electronic resources provided by the Kent School District in work and study. However, the failure of a staff member, student, or any other person to comply with these procedures while using the district’s electronic resources may result in restricted access up to and including a complete denial of access.
3.2 All use of the electronic resources must be consistent with the mission and objectives of the Kent School District, further district goals established by the board of directors, and in compliance with district policy and procedure.
3.3 District staff must at all times maintain the confidentiality of confidential student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and corresponding state law.

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

4.1 Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with district policy and procedure.
4.2 Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with district policy and procedure.
4.3 Participation in district-sponsored social media to inform and communicate with members of the school district community consistent with the educational mission of the District and in compliance with District policy and procedure.
4.4 With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
4.5 Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
4.6 Connection of any personal electronic device consistent with all guidelines in this document.
4.7 Use of electronic resource accounts solely by the authorized owner of the account for the authorized purpose.

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

5.1 Unauthorized access or unauthorized disclosure of personal information of students, staff, or other individuals for whom the district retains records. “Personal information” includes education records, employment records, and personal addresses, phone numbers, or email addresses.
5.2 Contributing to cyberbullying, chain letters, harassment, intimidation, denigrating comments, discriminatory remarks, and other similar conduct.
5.3 Using or forwarding profanity, obscenity, vulgar language, racist terms, or other language that is offensive to a reasonable person.
5.4 Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use. "Political action or political activities" includes support of or opposition to political campaigns, candidates, ballot measures, or lobbying for or in opposition to legislation;
5.5 Playing games, accessing non-district social networking sites without specific authorization, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
5.6 Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
5.7 Using an electronic account authorized for another person.
5.8 Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
5.9 Destroying, modifying, or abusing hardware and/or software.
5.10 Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.
5.11 Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner other than use that falls within the scope of “reasonable fair use.” The “Fair Use Doctrine” of the United States Copyright Law (Title 17, USC) permits the duplication and/or distribution of materials for educational purposes under most circumstances. Questions regarding whether the duplication or distribution of copyrighted materials violates federal law should be directed to the General Counsel’s Office.
5.12 Using electronic resources to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the network.
5.13 Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
5.14 Any attempts to defeat or bypass the District’s Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
5.15 Using any electronic resources for unlawful purposes.

Board Docs
Transportation Information
Welcome - Our goal is to safely transport students to and from school in a timely manner. This transportation office is open 7:30 a.m. to 4:30 p.m. Monday through Friday and is here to serve our families. Please call 253-373-7442 or email Transportation with any questions or concerns you may have.
http://www.kent.k12.wa.us/KSD/TR

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

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

9. Students are to remain seated facing the front of the bus while it is in motion. They may talk in a low, conversational tone.

10. No student shall at any time extend head, hands, or arms out of the windows whether the school bus is in motion or standing still.

11. Students will reimburse the school district for damage to school buses resulting from student misconduct and they may be subject to loss of riding privileges and suspension or expulsion from school.

12. Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment and bullying.

13. Students must not have anything in their possession that might cause injury to another (e.g: sticks, breakable containers, knives, laser pointers, scooters, skateboards, large musical instruments, or any type of firearms or fireworks.) No animal, reptile, fish, or fowl is permitted on the bus, except service dogs with prior authorization.

14. Smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking device on the school bus is prohibited. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.

15. Students must maintain clean bus interiors by keeping trash off the floor. Students will not throw refuse out the windows. Eating on a school bus is not permissible except when specifically authorized and supervised by school district personnel.

16. Aisles must be kept clear. Personal belongings, such as books, instruments, projects, etc. must be held on a student’s lap. Large items which cannot be held in the student’s lap will not be transported on the school bus.

17. Per state regulations, no student shall sit in the driver’s seat nor activate any control or safety device.

Safety

Special needs students are required to be released to a parent/guardian at the bus stop, unless the parent/guardian has otherwise given written consent to the transportation department. If unmet, the driver will radio dispatch and the transportation office will attempt to call the student’s emergency contacts. If arrangements cannot be made to connect the student with an adult then the school bus will return the student to the school. The transportation office will notify school staff of the estimated arrival time.

Extra caution must be used in the bus zone. The danger zone for a school bus is a 12 foot bubble around the bus. Students must not enter a bus zone while a bus is moving into position. After the buses have stopped and turned off their engine, it is safe to approach the bus.

School bus departure at dismissal: High School and Middle School buses depart the bus zone at (7) minutes after bell time. Elementary buses depart the bus zone at (5) minutes after bell time. Once the bus is moving it is not safe for a student to run after the bus. The student will have to make other arrangements to get home.
Space Available Bus Pass:
If you live within a walking boundary for your school and there is a bus stop close to your home it is possible to get on this list via the Transportation Department webpage. Parents/guardians may click on the Space Available Request link on the left side of the section menu and it only takes a few minutes to complete the request form. Make sure your browser’s pop-up blocker is disabled. Be sure to click “SUBMIT” before you leave the site. These requests will be considered as quickly as possible after student load counts and route revisions are completed at the start of the school year. Generally, Space Available Bus Passes are not issued until the end of September. You will be contacted when a space is available for your child.

Criteria for obtaining a Space Available Bus Pass:
If you have chosen a school that is out of your home address boundary, then Transportation is the responsibility of the parent/guardian and your space available request will not be considered. (Exceptions for siblings of Hi-Cap students). Your home or daycare address must be within the board approved walk distances to the nearest bus stop:
- Elementary Schools - 1.34 miles
- Middle Schools - 1.75 miles
- High Schools - 2.0 miles

Bus stops will not be created within the walk boundaries.
For bus discipline issues students will receive no more than one conduct report. A second discipline issue will result in the Space Available pass being revoked.
For the most up to date school bus guidelines -you can read the booklet at the website: http://www.kent.k12.wa.us/cms/lib/WA01001454/Centricity/Domain/22/SchoolBusGuidelines.pdf
Emergency Transportation Information

LIMITED TRANSPORTATION SCHEDULE

Please review and save this schedule to refer to when weather or an emergency may cause school hours and bus route service to be changed. Do not call radio, television stations or schools!

Listen To Radio/Television Messages

- **No Announcement** - Schools are on regular schedule with normal bus service.
- **Limited Bus Transportation** – Alone or in conjunction with other messages means that students in pre-designated areas which are frequently impassable during inclement weather will be picked up and dropped off at an alternate location. Drivers have provided Emergency Weather Route Change Notices to those riders affected. A listing of these pre-designated areas is on the back side of this schedule.

  If limited transportation service was in effect in the AM, it will also be limited transportation in the PM. All after-school activities will be cancelled.

- **School Closed** - All schools closed for one day and all school-related activities canceled.
- **School Open – “X” Hours Late** - states number of hours late (usually 1-2). Dismissal will be at regular time unless announcement states otherwise. All out of district routes are canceled and no preschool.
- **School Open - Bus Service Limited Due to Road Restrictions** - Weight restrictions due to thawing of frozen roads may cause cancellation of some services. Students will be expected to attend classes.
- **School will Dismiss “X” Hours Early** - This message is for snow or other conditions which may develop during the school day requiring early dismissal. This announcement will state if regular or limited stops will be used.

School emergency schedules can also be accessed on the Internet through the Public School Emergency Communication System (PSECS). Parents have the option to sign up for email & text message alerts from [http://www.flashalert.net/id/KentSD](http://www.flashalert.net/id/KentSD). This information can go directly to your cell phone or email accounts. The Kent School District will also have information updates on the main web page. [https://www.kent.k12.wa.us](https://www.kent.k12.wa.us) In extreme emergencies, listen to civil-defense radio bands 640 AM or 1240 AM.

Develop an Emergency Plan to Cover Various Situations:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Do your children know who would care for them until you arrive?</td>
<td>Yes</td>
</tr>
<tr>
<td>✅ Where would they go if they needed help?</td>
<td>School</td>
</tr>
<tr>
<td>✅ What are alternative routes home if your children cannot be delivered to the normal bus stop?</td>
<td>Home</td>
</tr>
<tr>
<td>✅ Is there someone your children should call for comfort and assurances?</td>
<td>Mom</td>
</tr>
<tr>
<td>✅ What if a disaster prevents the bus from reaching your children’s stop in the morning?</td>
<td>Bus</td>
</tr>
</tbody>
</table>
Weather Emergencies

Notes will be sent home with students to notify parents of alternate stop locations. Due to steep grades, many roads in this district are impassable during ice and snow conditions. Bus stops that are normally located on hills will be relocated to the top or bottom of the hill when limited transportation is required.

The Kent School District encompasses 73 square miles, weather conditions often vary greatly from one area to another, making it impossible to predict the accessibility of any specific area with total accuracy. Freezing and thawing conditions can change rapidly. A neighborhood that was passable at one hour may not be the next. If in doubt, students may want to choose the limited transportation stop to be assured of not missing the bus.

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Limited Transportation Areas:
School bus service on the following roads will not be available when the limited-transportation schedule is in effect or if the bus driver judges the road is unsafe or impassable:

<table>
<thead>
<tr>
<th>92 Ave. S - from SE 200 St. to SE 208 St.</th>
<th>SE 224 St. - from 100 Ave. SE to 104 Ave. SE</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 &amp; 94 Ave. S - north of SE 227 St.</td>
<td>SE 224 St. - from 148 Ave. SE to 172 Ave. SE</td>
</tr>
<tr>
<td>96 Ave. S - north of SE 232 St.</td>
<td>SE 240 St. - from 140 Ave. SE to 156 Ave. SE</td>
</tr>
<tr>
<td>100 Ave. SE - from SE 224 St. to SE 240 St.</td>
<td>SE 240 St. - from 172 Ave. SE to 180 Ave. SE</td>
</tr>
<tr>
<td>112 Ave. SE - from SE 284 St. to SE 287 St.</td>
<td>SE 248 St. - from 98 Ave S to 94 Ave S</td>
</tr>
<tr>
<td>129 Ave. SE - Boulevard Lanes - West Loop closed</td>
<td>SE 248 St. - from 120 Ave. SE to 124 Ave. SE</td>
</tr>
<tr>
<td>156 Ave. SE - south of Covington Sawyer Rd.</td>
<td>SE 249 St. - from 145 Ave. SE to 148 Ave. SE</td>
</tr>
<tr>
<td>SE 192 St. - west of 106 Ave SE</td>
<td>SE 277 St. - from D St. to 108 Ave. SE</td>
</tr>
<tr>
<td>SE 192 St. - from 124 Ave SE to 116 Ave SE</td>
<td>Fairwood Blvd. - west of 156 Ave SE</td>
</tr>
<tr>
<td>SE 200 St. - from 92 Ave. S to 100 Ave SE</td>
<td>James St. - from Clark Ave. to 94 Ave. SE</td>
</tr>
<tr>
<td>SE 208 St. - from 100 Ave. SE to 84 Ave. SE</td>
<td>Kennebeck Ave. S (south of E. Tus St.)</td>
</tr>
<tr>
<td>210 Ave. SE - north of SE 335 St.</td>
<td>Talbot Rd. - from S 192 St. to S 200 St.</td>
</tr>
<tr>
<td>SE 218 St. - from 84 Ave. S to 98 Ave. S</td>
<td>Winterwood on SE 234 St. &amp; 181 Ave. SE to 187 Ave. SE</td>
</tr>
<tr>
<td>Parksire Way SE - from SE Woodside Dr.</td>
<td>and on 187 Ave. SE from SE 284 St. to SE 277 St.</td>
</tr>
</tbody>
</table>

Special Limited Transportation Stop Locations:
Crest Air Park (Stop on Covington Sawyer RD)
Fenwick Y (Stop at bottom of hill)
Lake Desire Drive North (Stop at Northwood MS only)
Lake Morton Drive (Stop at SE 308 St. @ Boat Launch)
Lake Winterwood (Stop at 181 Ave. SE at 180 Ave. SE)
Misty Meadows (Stop at 132 Ave. SE)
Ridgefield (Stop at SE 240 St. at 138 Ave. SE)
Seven Oaks (Stop at Park only)
Winterwood (Steps at 181 Ave. SE, 189 Ave. SE and Grasslaker ES)

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Non-Weather Emergencies:
Non-Weather emergencies and natural disasters are extremely unpredictable and no amount of prior planning will cover all possible situations.

When a route to or from school is interrupted by road construction, traffic accidents, etc., communications may be difficult and slow. Students will be left only in a safe location where it is reasonable to assume they can reach their home or school safely. Please discuss with your student(s) some situations that might occur and how they can get home safely.
Specialized Staff

Several staff members enrich our program through the special services they offer.

Our school nurse is assigned to Horizon on a part-time basis. She works with students and parents concerning various health-related issues. This includes health screenings, referrals to health care, health classes, immunizations, communicable diseases, medications, first aid, and specific health care plans for particular students. She also works with and trains staff and volunteers concerning health room procedures, and specific health care needs of students.

The school psychologist assigned part-time to Horizon may conduct special testing after receiving parent permission to identify the needs of children requiring special instruction or program accommodations.

Our speech pathologist also serves part-time at Horizon. She screens children for language, articulation, voice and fluency problems. She offers direct instruction to help eligible students improve communication skills.

Our school counselor is at Horizon to support all students in achieving their fullest potential academically and socially.

We have special teachers for music, physical education, band, and orchestra.

Student Leadership

ASB Student Leadership is an integral part of our success at Horizon. Elected sixth graders serve as President, Vice President, Treasurer, Secretary, and Public Relations Officer. Each Horizon classroom also selects its own room representative. Student Leadership operates under the guidance of the teacher advisors. Its purpose is to provide students a means to promote worthwhile school projects and activities around the school, while providing a valuable leadership experience.
**Telephone, Voicemail and Email**

Students are not called to the phone during the day, but messages of an **urgent nature** will be communicated to them via their teacher. However, delivery of such messages is disruptive to the class, so we request you make arrangements for student pick-up and after school activities with your child prior to the school day. Use of the telephone by students is restricted to emergencies and is allowed only with permission. **The phones are not to be used to get last minute parental permission to go home with a friend.** That should be arranged before coming to school.

Each staff member has a voice mailbox. We encourage you to use this system to leave information that can wait until after school. Talk to our office staff for information needing more immediate attention. If you need to discuss something with your child’s teacher, please call or e-mail and make an appointment to meet with them before or after school. We work hard to keep our instructional periods uninterrupted.

School staff can be contacted via email. Visit the Horizon home page at [www.kent.k12.wa.us/HE](http://www.kent.k12.wa.us/HE). It contains a wealth of useful information including email addresses.

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**Visitors and Volunteers**

It is a pleasure to host visitors and volunteers in our school. For our students’ safety, **District policy requires an annual background check BEFORE anyone may volunteer** in the classroom or chaperone on a field trip. You may call the office at 253-373-7313 with questions regarding this policy.

Upon arrival at the school, **ALL** visitors and volunteers must stop at the office to sign in and volunteers must have had a criminal background check before the day you are to volunteer. Visiting school-age friends or relatives should not attend school with your children.

Each volunteer will be required to wear an identification badge while in the building. We strongly encourage all volunteers to have his or her picture taken on student picture days for their own personal identification badge.

**Visiting Classrooms:**

Your visits are welcomed and encouraged. If you desire to visit your child’s classroom, you **must** make an appointment with your child’s teacher at least a day ahead of time. **In order to ensure the safety of the children, all parents, visitors, and volunteers are required to sign in at the office and wear a visitor’s name tag.** 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.
Visiting the Playground:
Visitors are not permitted on the playground during school hours. We are concerned for the safety of all our students and for liability reasons do not allow anyone other than school personnel on the playground. Also, preschool aged siblings, even when accompanied by a parent, are not allowed to play on school grounds during school days, except for special events predetermined by the principal.

Our Volunteer Program:
We are very proud of the many adults who volunteer at Horizon. They enhance our program by working with individuals or small groups of children, assisting the teachers, preparing art projects, performing clerical duties, assisting with vision and hearing in the nurse’s room, and a wide variety of other activities.

The office can offer training to acquaint you with our equipment. We invite you to become a part of your child’s school-day experience by volunteering. Please contact your child’s teacher or the office to discuss volunteer opportunities and to register as a volunteer using VIPS.

Athletics and Activities
Schools are communities and one of the best ways to formally engage and become connected to your community is to take advantage of the many activities and athletic opportunities available in the Kent School District.

Kent School District is excited to announce that we are now offering the convenience of online athletic registration through FamilyID.

FamilyID is a secure registration platform that provides parents/guardians with an easy, user-friendly way to register their child(ren) for our programs and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the program keeps track of your information in your FamilyID profile. You enter your information only once for each family member. You may then access your family profile to register for future sports/seasons.
This system is mobile friendly, which allows registration to be completed on a smart phone although most individuals find creating the initial profile on a computer more convenient, and it is recommended that initial entries be completed all at once. Families without access to a computer are welcome to visit their school’s office where they will be allowed to use a school computer to complete the process.

Additional information regarding interscholastic athletics and activities can be found at the following web address:
http://www.kent.k12.wa.us/KSD/AT

Library
Our school library is an exciting place where reading and learning continue beyond the classroom. We are here to support student reading goals, to help foster a love of reading, and to teach a range of information literacy and technology skills during our weekly library time. In addition to both fiction and non-fiction printed materials, electronic resources are readily available.

Borrowing Privileges:
Students enrolled at Horizon may borrow materials from the library collection. Student borrowers in Kindergarten are limited to the maximum check out of one (1) book. Student borrowers in grades 1-6 are limited to the maximum check out of (2) books. Additional materials may be checked out for school projects at the librarian’s discretion. Students may place holds on any materials not currently available in the collection.

Loan Periods:
Materials from the library collection may be borrowed by students for a one-week (7 calendar days) period, with the option to renew for an additional week. The due date will always be on the student’s library day. To teach all our students responsibility and to keep our books in circulation, all books must be returned to the library on or before the due date. Library books may be returned to the library book drop, or placed in the classroom return basket. For renewal, items must be placed in the classroom return basket with a renewal slip, or brought to the library to renew before library day.

Classroom return basket:  

Book Drop:
Overdue Materials:
Students with overdue items are not allowed to check out additional materials until materials are returned. Overdue notices will be issued starting on the item due date, which will detail title(s) and replacement cost for the materials. Overdue materials should be returned directly to the library as soon as possible. Do not wait until the next library day to return overdue materials. There are no overdue fines issued for materials returned to the library.

Notices Issued:
**On Due Date:** 1st notice of overdue material given to student  
**Overdue 1 week:** 2nd notice of overdue material given to student  
**Overdue 2 weeks:** 3rd notice of overdue material given to student  
**Overdue 3 weeks:** Item is assumed lost, and proceeds to billing  
Teachers may also contact parents by phone or e-mail regarding these materials within this timeframe.

Lost or Damaged Materials:
Students with damaged or lost items are not allowed to check out additional materials until materials are returned or bills are resolved. Students who lose or damage materials loaned from the collection are billed for the replacement cost. Bills are expected to be promptly resolved, and must be resolved before the end of school year. Students will not receive end-of-year report cards until library bills are resolved. All payments (cash or check) should be labeled as “library bill payment” and sent to the Horizon office for processing.

Damages:
If a book is damaged, please do not try to repair it. We use book-safe tapes and glues that are specially made for book repair. If a library book or other material is returned to the library with damages that cannot be repaired, the student will be billed. A letter explaining the damage, replacement cost, and payment/replacement procedure will be issued promptly by e-mail or printed letter. Bills may be resolved by paying the replacement cost, or by replacing the material with a copy of the same title in suitable condition.

Lost:
For books that are lost or not returned within 3 weeks of the due date, a bill will be issued by e-mail or printed letter, explaining the payment/replacement cost and procedure. Bills may be resolved by returning the lost material (preferred), paying the replacement cost, or by replacing the material with a copy of the same title in suitable condition.

Caring for Library Materials:
Students are expected to handle library materials with care. **When library materials are not in use, they should be stored in the student’s backpack in a separate bookbag or plastic bag.** Any clean grocery bag or large Ziploc bag will work well to protect the books from spills and other damage. Avoid placing food or beverages in the backpack with books. At home, students are responsible for keeping books away from food, beverages, young siblings, and pets. If a book is damaged, please do not try to repair it. Return the damaged book promptly to the library. We use book-safe tapes and glues that are specially made for book repair.
Book Donations:
Age-level appropriate donations of new or used books in good condition are welcomed throughout the year. All donations become property of the library, and will be added to the library collection as appropriate. Donations not added to the library collection may be put in classroom libraries, used for the student book swap, donated, or discarded, as appropriate.