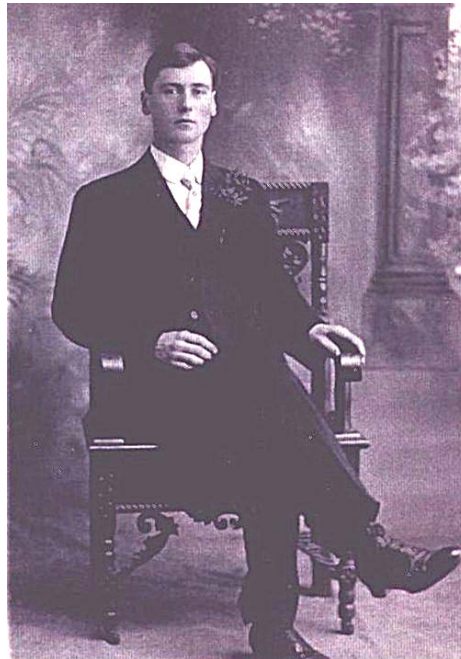




STUDENT HANDBOOK

MARTIN SORTUN ELEMENTARY

12711 SE 248th Street
Kent, Washington 98030-2552
<http://www.kent.k12.wa.us/MS>



Martin Sortun
1889 – 1981

2018 - 2019

Gregory Kroll
Principal
Khadijah Al-Shami
Assistant Principal

Important Information Regarding the Contents of this handbook.

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 Martin Sortun website.

This handbook outlines the rules, expectations, and procedures of our school. Parents, staff, and students are responsible for understanding and following these established guidelines.

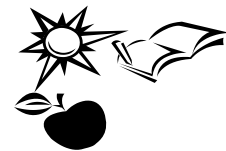
It is fitting that the Kent central elementary school was named Martin Sortun Elementary, not only because the school was built on land that once was owned and farmed by Martin Sortun, but also because he was a man who strongly believed that education was a way to achieve your dreams and aspirations. The Sortun family's story is one of progress and the benefits of education and hard work.

MISSION STATEMENT

Successfully preparing all students for their futures.

Martin Sortun Elementary Peace Pledge

I will act in such a way
That I will be proud of myself
And others will be proud of me too.
I came to school to learn
And I will learn.
I will have a great day.



SCHOOL HOURS

Grades K-6.....9:15 a.m. – 3:55 p.m.

ATTENDANCE/SAFE ARRIVAL

The Kent School District recognizes regular punctual attendance has a positive effect on student learning and achievement. At Martin Sortun Elementary, the Safe Arrival Program is used to assure students arrival at school. **If you know your child will be absent, please call the school office at (253) 373-7314.** You can also report absences from our link on the Martin Sortun website: <http://www.kent.k12.wa.us/page/1399>. Excused absences from school are for personal illness, family emergencies, health care appointments, religious observances, court proceedings, and disciplinary action. Following an absence, we ask for your assistance. A note explaining the absence is **REQUIRED** for admittance back to class. If you are concerned about your child's attitude toward school and about his/her attendance record, contact your child's teacher, our school success coach, and/or school administration. Through a joint effort, we can work together to design an individualized plan to help your child stay in school.

BECCA

In accordance with state law, Senate Bill 5439 (commonly referred to as the BECCA Bill), regular daily attendance is required. **A parent must exercise reasonable diligence in attempting to cause a child in their custody to attend school.** Under these guidelines, the school district is required to track and report unexcused absences or trancies that have not been excused by the parent within 48 hours of occurring. One requirement of the law is that we file a petition in juvenile court for any student who has five unexcused absences in a month or ten unexcused absences in a school year.

UNEXCUSED ABSENCES

An unexcused absence means that a student has failed to attend the majority of classes in an average school day and that the parent/guardian has not informed the school of a valid basis for absence within one school day after the absence. *The school may refuse to acknowledge a parental excuse if the absenteeism was unnecessarily prolonged and potentially harmful to the child's academic progress.* **At Martin Sortun Elementary, a student with five unexcused absences in a school year will be required to participate in an attendance conference (including the parent, child, and school officials). When a student has seven unexcused absences in a month or ten unexcused absences in a year, the school will file a petition in juvenile court.**

EXCESSIVE EXCUSED ABSENCES

Frequent absenteeism (excused or unexcused) that is unnecessarily prolonged may contribute to difficulties in learning, create emotional strain for the student, and may be potentially harmful to the child's academic progress. Martin Sortun Elementary has adopted a practice that 10 absences or tardies in a year will be considered excessive and that chronic absences are missing 2 or more days a month. At this time, an attendance conference will be scheduled – including the parent, child, and school officials. The purpose of this conference is to work for solutions and appropriate actions to assist the student in eliminating absences. An attendance contract will be signed at the conference. Should absences increase to 15 excused absences in a year, the school may file a petition in juvenile court for excessive absences. Children must be in school to learn.

TARDINESS

It is important that children come to school on time. When they arrive late, they miss vital instruction time, interrupt the entire class, announcements and directions. At Martin Sortun, when a student has accumulated five tardies in a year, a letter will be sent to the parent. If a student continues to be tardy, the guidelines for excessive absenteeism will apply with a parent conference at 10 tardies and an attendance contract will be signed. The school may file a court petition at 15 excused tardies.

VACATION/EXTENDED ABSENCE

It is best to schedule extended trips during school vacation periods (summer, winter, mid-winter and spring breaks) to minimize school absences.

Pre-planned absences of less than 20 days require 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 mentioned above for excused absences 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.

ATTENDANCE INTERVENTION

All student attendance records will be reviewed annually. Any student with repeated patterns of tardiness and/or absences will be required to submit a valid and current proof of residency. At the end of the school year, the student's cumulative file will be reviewed. Any student with continued patterns of repeated tardiness and/or absences without a current proof of residency will be unenrolled until such documentation is provided to our school office in accordance with Kent School District Policy 3130.

3130 Students will attend the school designated for their respective residential areas unless individual requests for resident student transfers have been approved according to Policy/Procedure 3131.

Acceptable documents for proof of residency contain the name of the resident and the residence address to verify attendance area and enrollment within the Martin Sortun School Boundary:

- Purchasing documentation for a residence
- Copies of property tax documents
- Current bills for utilities, cable, landline phone, computer, or other services
- A current residential rental or lease agreement with a current utility bill

False or misleading statements regarding the student's current residence may be punishable under RCW 9A.76.175. The district maintains the right to ask for additional documentation to establish proof of address if there are questions about the documents originally presented (Kent School District Policy 3110P).

EMERGENCY INFORMATION

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

RELEASING OF STUDENTS

Regular attendance will help ensure continuous, successful school progress for your child. Please try to schedule doctor and dentist appointments **outside school hours**. However, if a child must be excused early, please send a note of explanation to the teacher or to the office. Parents wishing to pick up their child before dismissal time must come to the office and check him/her out. Your student will be called from the classroom. If your child returns to school the same day, you must check him/her back in at the office. **Students will only be released to someone listed under emergency contact for that student.**

PERMISSION FOR CHANGE OF TRANSPORTATION

If a student wishes to change his/her regular bus transportation or chooses to walk, **a note of approval from his/her parents must be brought to the office.** The note must describe the change and be signed and dated. The detailed note will be stamped for approval in the office. Children who don't normally ride the bus must also bring a note of approval from their parents when they wish to ride the bus to visit friends. Students must return home directly after school unless other arrangements have been made in advance and written notification has been provided to the office. Students must not return to the school grounds before 4:25 p.m.

DISRUPTION TO THE LEARNING ENVIRONMENT

In order to maintain an uninterrupted learning environment, we minimize classroom announcements. We do not interrupt classrooms for instruments, lunches, or special treats. Please discuss with your child any changes regarding transportation and notify the office ahead of time. Any special deliveries will be held in the office for student pick up at a time that will not disrupt learning or instruction.



STUDENT ATTIRE

In accordance with the Kent School District Policy #3224 on student dress, 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 either promoting obscene, lewd, racist, violent, sexual, drug, alcohol, tobacco-related messages, or gang-related apparel. printed messages, cleanliness, odor, size, fit, or by revealing excessive skin, private areas or undergarments. Martin Sortun staff will determine whether clothing disrupts the learning environment according to these criteria. Examples may include but are not limited to: excessive baggy or saggy clothing, over-sized/undersized clothing, controversial names, insignias or icons, see-through tops, belly shirts, very tight-fitting clothing, inappropriate messages, odor, etc. High heeled shoes 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, hoods, scarves or headdresses are not to be worn in the school building, unless approved by the principal. Uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy (RCW 28A.320.140).

STUDENT MEALS

Breakfasts and lunches are served daily.
The prices for 2018-2019 are:

ELEMENTARY



Student Lunch.....	\$2.70	
Reduced Lunch K-3.....	.00	
Reduced Lunch 4-6.....	.40	
Student breakfast.....	\$1.75	
Reduced breakfast.....	.00	
Milk.....	.50	
		Adult Lunch.....\$4.00
		Adult Breakfast.....\$2.50
		Milk..... .50

Pre-payments can be done by cash or check at the school campus, by credit card through the Food Services office or by using the on-line payment system, Lunch Money Now which can be accessed from the district's

home page at www.kent.k12.wa.us. The phone number for credit card pre-payments is (253) 373-7275. The minimum amount for a credit card transaction (Visa or Mastercard) is \$20.00.

- A student's Free/Reduced meal status from the previous school year expires on September 30. Please complete a new application before this date. Our online application is the preferred method for families to submit annual application for free or reduced meals. <https://www.mealappnow.com/man001>
- Applications are also available in the school office or kitchen.
- You have an option to receive e-mail notification when your student has reached a balance of \$10, \$5, or \$2. The option is on the screen that displays the student balance and the selection to add money to the account.
- The Kent School District uses an Auto-dialer telephone system to alert families when their student's account has a negative balance of \$1.00 or more.
- Negative meal account balance notices and low balance notices of \$5.00 or less, are sent home each Thursday in the student packets.
- Students who can't purchase additional meals on their account, will not be allowed to go hungry.
- If you have any questions concerning your child's account, please call the Martin Sortun Kitchen – 253-373-2948 or KSD Food & Nutrition Services - 253-373-7275. Additional nutritional information found at www.kent.k12.wa.us/KSD/CK.



STUDENT MONEY

Many of the primary children who bring money to school forget its intended purpose. It would be appreciated if parents would place all money sent to school in an envelope. Be sure to label the purpose of any money brought to school by children in the primary grades. Children should not bring large sums of money to school as it could easily get lost or stolen. Furthermore, students will not be allowed to exchange money with others for the purpose of selling personal items at school. **NO SELLING** of personal items on school grounds! This causes a disruption to the learning environment.

USE OF TOBACCO/TOBACCO PRODUCTS

The Kent School District maintains a **NO SMOKING** policy for every district facility and all district property. All cigarette smoking and any use of other tobacco products is strictly prohibited in all areas of the school district.

PARENT VISITATION

Volunteers provide support and enrich the lives of students and staff at Martin Sortun Elementary and their contributions are greatly valued. **VIPS** is for parents, families, and community members who want to assist schools with learning, activities, competitions, or events. Parents, visitors, and volunteers at Martin Sortun Elementary are required to complete an online application, including a background check, before beginning volunteer service to insure student safety and security. The online application is mobile friendly and can be completed on a smart phone. If there is an issue uploading a photo to the online application, it may need to be resized smaller in order to be uploaded. To begin the application process, each applicant will need:

- A valid email address.
- A valid state driver's license, Washington State photo identification, or U.S. passport.
- A notification email of your volunteer status will be sent to you within 24 hours of completing your online application.

After online approval, all visitors are required to sign in at the office and receive a visitor/volunteer badge. Adults without a badge will be asked to return to the main office to sign in and obtain a badge. For safety reasons, volunteers are required to participate without children under school age.

Classroom volunteering is arranged by classroom teachers. Please make advanced arrangements with school administration to request a classroom visit. Classroom visitations are scheduled by school administration in advance to determine the need and scope of the visit, provide accompaniment, and schedule the visit to limit disruption to the learning environment. Parents and visitors to the playground need to also complete the VIPS process, sign in and out at the office, and secure a visitor/volunteer badge. All parents and guests need to pick up and drop off students in the front school courtyard. Parents outside classrooms will be directed to the courtyard for safety and security purposes.

Adult guest/visitors are required to use the adult restrooms. Because our teaching staff has limited time to use the restroom and will need them right before school starts and right after school ends, the restrooms are available for use by guests/visitors between 9:15 a.m. and 3:55 p.m.

GIVE TWENTY!

Every parent is encouraged to Give Twenty Hours of support to our school by helping students with homework, attending school events, assisting in the classroom, volunteering on committees, etc. We need your support for successfully preparing all students for their futures!

IDENTIFICATION OF PERSONAL ITEMS



Personal Items

Many personal student belongings are found at Martin Sortun Elementary School. Please label all student items with the child's first and last name. All personal belongings are the student's responsibility. To prevent disruptions to the learning environment, thefts, and enhance student safety, cameras, personal computers, games, electronic games, laser pointers, rollerblades, skateboards, wheeled shoes, sports equipment, trading cards, toys, etc. are **not allowed** at school without specific permission from a Martin Sortun staff member for a specified purpose and time. If permission is provided, specific items are to be stored in backpacks and used only as directed by Martin Sortun Staff. Any items brought to school without staff permission or disrupting the learning environment may be confiscated and returned only to a parent or guardian. The school or district assumes no responsibility for any personal student items if they are lost or stolen.

Umbrellas

Due to the limited space on our playground and the number of students, umbrellas are not permitted. Students need to come to school prepared for all weather conditions with proper clothing and footwear.

Chemicals

No perfumes, cologne, body sprays, or other aerosols and chemicals are allowed on school campus without approval from the principal.

Cellular Phones and Music Players

Cell phones and music players may only be used to and from school. Students are not to use cell phones or music players at any time on school grounds. All communication must occur through the office for your child's safety. Cell phones and music players are to be turned off completely and stored in the student's backpack. Cell phones and music players may only be used if provided advance and specific permission by school staff for temporary use. Students are not allowed to trade, sell, show, share or lend these devices to other students while on campus. Any cell phone, music player, or electronic device that is used during the school day without permission, disrupts learning, or is any concern, will receive a warning. If a student receives a second warning, parents will be contacted. If a third violation occurs, a parent conference will be scheduled to develop a plan to prevent future violations. Repeated violations of the cell phone or music player procedures will subject the student to the revocation of cell phone and music device privileges. Any cell phone violation resulting in harassment, intimidation, bullying, or substantial disruption to the learning environment may result in the phone being confiscated until the parent or guardian arrives at school and retrieves the device. Martin Sortun is not responsible for lost or stolen cell phones or music players.

Other Electronic Devices

Laptops, handheld computers, and personal digital assistants (PDAs) may be used in support of educational purposes. Consistent with Policy 2002 (Acceptable Use of Electronic Systems) and Policy 3240 (Student Conduct Expectations) the school reserves the right to limit the use of portable electronic devices, specifically when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. Portable electronic devices have educational and monetary value. Students who use these devices are prohibited from trading, selling, or lending these devices to other students. Personal electronic devices are the sole responsibility of the student owner. The school and district assume no responsibility for these personal devices if they are lost or stolen. If these rules are violated, the electronic device may be confiscated and returned to the parent or guardian after visiting the school to retrieve it. The student may be subject to the revocation of electronic device privileges.

SCHOOL INSURANCE

Accident insurance is available to students at Martin Sortun Elementary. Children are insured from the time the premium is paid. Information concerning accident and dental insurance will be sent home in early September.

RELEASE OF STUDENT DIRECTORY INFORMATION

Most information about Kent School District students cannot be made public without the consent of parents or guardians. Federal law prohibits schools or the district from releasing information without permission, except for what is termed “directory information.” According to the Federal Family Educational Right and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. FERPA defines “directory information” as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, “directory information” includes information such as the student’s name, address, and phone number, parent/guardian’s name, address, phone number; student’s photograph; student’s date and place of birth; student’s course of study; student’s participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous school attended.

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

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

FINES AND FEES

It is our school policy to hold report cards at the end of the year if students have unpaid fines or fees. Report cards are also held if checks are returned due to insufficient funds. If your child has an outstanding fine, she/he should pay it to receive the report card. If it happens to be an NSF check, cash is the required means of redemption. Students are responsible for all school materials and textbooks checked out to them. Fines are assessed when library books, textbooks, or classroom materials have been damaged or lost.



EDUCATIONAL PROGRAMS AT MARTIN SORTUN

Title 1/LAP

Title 1 is a federally funded program to give additional instruction to students who are performing below grade level. The Learning Assistance Program (LAP) is similar to Title 1, but it is funded by Washington State. Students are assisted by these programs in many schools throughout the Kent School District. Instruction may include reading, math, or language arts with service in the classroom or in another location in the school. The primary goal of Title 1/LAP is successful achievement in the regular classroom.



English Language Learners/ELL

ELL is a program for teaching English language skills to students whose first language is not English. At Martin Sortun, we address language barriers so that English Language Learners (ELL) participate meaningfully in our educational programs. English is taught through academic content during the day along with the academic vocabulary needed to access content instruction. Our program provides access to mainstream, grade-level content and promote the development of English language proficiency in all four language domains (speaking, listening, reading, and writing).

Integrated Program

The Integrated Program (IP) is a special education program. Students receive specially designed instruction in the areas of reading, math, and written language. The primary goal of the special education program is to assist students’ learning needs in a small group setting with instruction geared to their individual ability levels. All students in our Integrated Program have an Individual Education Plan (IEP).

THURSDAY FOLDERS/WEEKLY COMMUNICATIONS

All students will be issued a Thursday Folder which will be sent home **EVERY** Thursday with classroom, school, district, or PTA information. Please look at this folder each week, empty it, and return the folder to school with your child the next day. Any communications/items that need to be returned to school can be returned in the folder.

LIBRARY POLICY

CHECK OUT:

1. Grades K – 1 check out one book per week.
2. Grades 2 – 6 are allowed to check out two books per week.

FINES:

There are no fines for overdue materials. Fines are assessed for damaged books and magazines. However, if library materials become lost, the student is required to pay a replacement cost (the price of the book or magazine). Lost or damaged materials must be paid before a student is allowed to check out any other library material. If a lost item is found and returned to the library, a refund check will be issued as soon as possible to the parents of the student. All lost or damaged materials must be paid prior to the issuance of a student's report card at year's end.

OVERDUES:

All library materials are checked out for one week.

If materials are not returned on the date due, students are not allowed to check out until material is returned or paid for. Students may bring a book from home or class to read while other students are checking out. After two weeks, teachers receive a list of students in their class that have overdue books. If materials have been overdue for one month, a notice is sent home to parents. If a student has an on-going problem with damaging library material or not returning material when due, he/she may lose library privileges for a short period of time until he/she can demonstrate a sense of responsibility towards school property. The librarian, library assistant, and/or teacher will use their discretion when dealing with the students who have problems in this area.

ADDRESSING BEHAVIORAL/ACADEMIC CONCERNS

The staff at Martin Sortun work together with parents to improve student academic performance and behavior. The staff teaches students to be responsible and respectful citizens. Our staff addresses small behavioral infractions. Children, who repeatedly break rules, continually fail to complete assigned work or appear to be unhappy in school, require and receive extra help. When behavioral problems develop, students will be referred to the school success coach and administration for intervention strategies. Parents will be notified at this time for their assistance. This proactive approach will be a learning opportunity for the student.

SCHOOL BEHAVIOR EXPECTATIONS

Martin Sortun Elementary staff expect and teach students to solve problems. To support student achievement, we expect that all students will exercise our schoolwide 3B expectations:

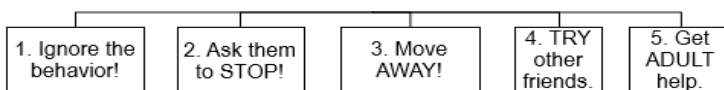
The 3 B's:

1. **Be Kind**
2. **Be Safe**
3. **Be the BEST you can be!**

THE SMALL 5

We expect and teach all students to solve minor behavior problems using the following strategies known as **The Small 5**. To help students solve problems effectively, we expect students to exercise the following 5 steps:

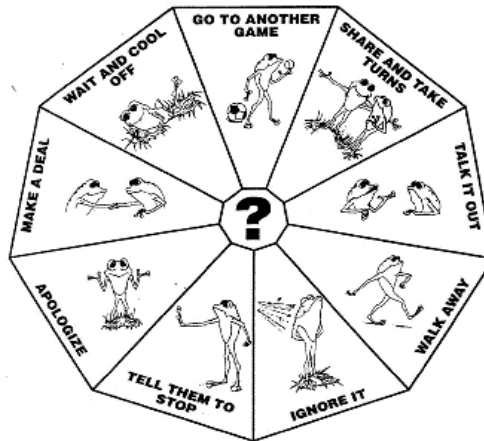
Use the small Five!



KELSO'S CHOICE WHEEL

At Martin Sortun we use the Kelso's Choice Wheel for problem solving. This program teaches children how to separate big problems (problems that need adult attention) from small problems that the students can handle by themselves. Most of the problem's children encounter on a daily basis are small ones. Solving small problems independently are part of the learning and maturing process for students. The Kelso's Choice Wheel shows the 9 choices students may use:

IT'S YOUR CHOICE!
DO YOU HAVE A SMALL PROBLEM?
TRY 2 OF KELSO'S CHOICES:



IF YOU HAVE A BIG PROBLEM,
TELL AN ADULT YOU TRUST.

ZONES OF REGULATION

The Zones of Regulation is also used to support students in self-managing their emotions. Students become aware of their emotional state and use self-monitoring strategies to problem solve, successfully regulate their emotions, and make positive choices.

BLUE ZONE Sad Sick Tired Bored Moving Slowly	GREEN ZONE Happy Calm Feeling Okay Focused Ready to Learn	YELLOW ZONE Frustrated Worried Silly/Wiggly Excited Loss of Some Control	RED ZONE Mad/Angry Terrified Yelling/Hitting Elated Out of Control

Discipline Statement:

The staff at Martin Sortun Elementary School establish a clear and consistent approach in establishing and maintaining student discipline essential to foster a safe social and academic learning environment for all students where everyone has the ability to achieve at their greatest potential. Each individual child is equally important and deserves our sincere efforts to develop positive self-esteem and strong values.

BEHAVIOR MANAGEMENT PLAN

We employ a progressive discipline approach designed to minimize the loss of crucial instructional time, assist the student in learning appropriate, acceptable social behavior, promote safety and limit the disruption to the learning environment.

When a student exhibits disruptive behaviors that interrupt instruction, the teacher or other adult will follow the steps outlined below:

- STEP 1:** Stop and Think-Classroom based plan
- Verbal Warning

Name on board; or flip a card; or communication card (teacher choice)
Watch for positive behavior/appropriate behavior of others

STEP 2: Time out - 5 minutes
Think about good behavior

Check by name on board; or flip another card; or communication card
Student will verbalize the problem/infraction/review good behavior choice.

STEP 3: T.R.Y. Take Responsibility for Yourself Time - 15 minutes in Buddy Room
Student completes T.R.Y. Form

Lack of cooperation by student will result in automatic office referral.

STEP 4: Discipline Form completed - Parent notified
Silent Lunch and/or loss of recess for Reflection
Student completes Problem Solving Form, writes letter to parent, and completes work

Lack of cooperation by student will result in automatic office referral.

STEP 5: After school detention- students may remain after school for up to 75 minutes to complete work or develop an improvement plan. Arrangements will be made with the parent/guardian to pick up their student.

STEP 6: Friday School- students may remain after school for up to 75 minutes on Friday to complete work or develop improvement plan. Parents/Guardians transport students' home.

OFFICE REFERRALS:

The need for order in the school and classroom is basic to learning. Rules are established to preserve the learning environment. Students who violate school rules deprive themselves of the opportunity to learn and interfere with the learning of others. All students will follow the rules of the school. Refusal to comply with school rules and expectations may result in the discipline steps outlined below. Behaviors that are harmful to self or others, will result in an office referral. At Martin Sortun, we teach and expect a primary school rule:

Martin Sortun is a Hands-OFF school.

KSD policy 3240P will be followed for all disciplinary and corrective action taken and may include but is not limited to: social-emotional instruction, problem-solving, reflection, apologies, conflict mediation, restorative justice, clean-up, community service, work detail, repair of damage done, loss of privileges, detention, In-School or Out-of-School Suspension. Additionally, each school has the authority to develop their own list of rules and regulations in which discipline can be administered. When a student displays chronic misbehaviors, a parent conference will be scheduled with a Discipline Review Team, which may include the parent, student, teacher, school success coach, principal, and assistant principal to develop an improvement plan.

UNSAFE PHYSICAL ACTIONS INCLUDING, BUT NOT LIMITED TO:

Spitting, choking, play fighting, shoving, pushing, and kicking others, grabbing, stealing, punching, biting, and throwing rocks, erasers, refusal to follow reasonable requests, or objects.

UNSAFE BEHAVIORS/SUBSTANCES:

Inappropriate chemical sprays, drugs, alcohol, cigarettes, smoking, matches or lighters, fireworks, tobacco, weapons (including look-alikes, laser pointers, and knives of any kind), and gang behavior, and leaving campus or supervised areas. Students must not leave classrooms, supervised areas or school grounds without permission from Martin Sortun staff.

DISRUPTIVE:

Cheating, foul language, refusal to follow reasonable requests, harassment (sexual, verbal, or written), ethnic slurs, verbal or written threats, obscene gestures, inappropriate touching, total disregard/defiance for adults, school rules, and/or property, inappropriate internet use.

Exceptional misconduct (fighting, encouraging fighting; weapons, including look-alikes, or laser pointers; rock throwing; harassment; gang behaviors; stealing; biting; threats and actions which may cause harm to others; drugs or alcohol; arson; cumulative violations; substantial destruction of property on school grounds; sexual misconduct; and theft) may result in Out-of-School Suspension being assigned in accordance with WAC 392-400-225 KSD Student Conduct Expectations - Exceptional Misconduct. The Discipline Review Team will not meet prior to the suspension for these specific behaviors. A Parent Conference may occur before the student re-enters school after an Out-of-School Suspension.

The 3 B's

1. Be Kind
2. Be Safe
3. Be the BEST you can be!



MARTIN SORTUN SCHOOLWIDE DISCIPLINE CHART

**Strong Relationships
& Trust**

**Clear Expectations &
Monitoring**

Understanding 3 B's, rules,
expectations, consequences
MS is a Hands-Off School

Classroom Discipline Steps

T.R.Y. Take Responsibility for Yourself
15 min. Time Out

Silent Lunch- 20 min. & Silent Lunch
Silent Lunch Rules: Silence; Remain seated;
Raise hand for assistance

Reflection- 30 min. recess
Reflection Rules: Silence; Remain seated; Raise hand for
assistance, Students are to work on school assignments or
have something to read when serving detention.

Detention- 30 min. after school Detention Rules: Silence; Remain seated;
No Sleeping, Students are to work on school assignments or have
something to read when serving Detention.

Friday School- 1 hour after school time on Friday
Friday School Rules: Silence; Remain seated; No Sleeping, Students are to work on
school assignments or have something to read when serving Friday School.

In-School & Out-of-School Suspension

Failure to Follow
Requests/
Exceptional
Misconduct

Office
Referral



PLAYGROUND SAFETY RULES/EXPECTATIONS

Martin Sortun is a **Hands-Off** school. Students are required to keep their hands to themselves and avoid touching, grabbing, pushing pulling or tagging other students. Students must follow our 3Bs, *Be kind, Be safe, Be the Best You Can Be*. Recess breaks provide the students with the opportunity to exercise and socialize with friends. Students need to come to school with the proper clothing to play outside regardless of the weather with proper clothing and footwear. Due to the limited space on our playground and the number of students, umbrellas are not permitted on campus. Students are not permitted to reenter the school to get coats or hats insuring continued supervision and preventing disruption of the educational process for other students. Restroom breaks should occur at recess time.

Be Kind

- Speak kindly: No teasing, put-downs, foul language.
- Use sportsmanship and share all games with anyone who wishes to play.

Be Safe

- Play safely with equipment and return to cart. ex. sit at tables/benches, no kicking balls, etc.
- **Martin Sortun is a “Hands Off” school.**
- Play in the supervised playground area. Do not play near the ditches, portables, ramps, or classrooms.
- Get an adult for BIG problems.

Be the Best You Can Be!

- Use the Small 5 for small problems.
- Follow directions by staff, *the first time spoken*.
- Stop playing when bell rings and return promptly to class.

Bars:

- 4 students at a time per parallel bar.
- Travel across cross bars do not stop.
- Do not climb on top of the bars.
- Do not pull or push a student off the bars.



Hockey:

- Keep sticks on ground

Big Toy:

- Climb up mountain and slide down on bottoms.
- Big Toy is closed when raining or wet.
- WALK on safety padding.

Recess:

- Students need to come to school dressed and prepared for all rainy and wet recesses.
- No chase or tag games.
- Do not re-enter school without a pass.



Restrooms:

- Students get a pass from staff to use restrooms by the gym.

Grass & Sand Field:

- Play on field when opened by staff.

Food:

- No food.

RESTROOM POLICY

While students have continual access to use the restrooms throughout the day, students are encouraged to use the restrooms before school, during lunch and recess to maximize their learning time. On occasion, students make more frequent and regular trips to the restroom during instructional periods. When teachers recognize a pattern, which impacts a child's learning or performance, the teacher will contact the parent or guardian to determine if there are any medical concerns. A plan will be developed to further minimize disruption while addressing the child's needs. Students are required to have a pass to use the restroom.



HOMEWORK DURING AN ABSENCE

Absences substantially and negatively impact student learning. Teachers cannot simply create packets to replace the quality of their instruction. Requests for missed or additional schoolwork will be accepted. Please give classroom teachers a reasonable length of time to prepare some of the missed assignments. Arrangements can be made by contacting the classroom teacher or calling the school office before 9:15 a.m.

STUDENT SAFETY

Children's safety is a primary concern of the school. The cooperation of home and school are important to build the following safety habits:

1. Students must comply with all reasonable requests.
2. Students are not allowed to hide, enter unsupervised areas, leave the campus, classroom, or supervised areas without adult permission.
3. **STUDENTS MUST NOT ARRIVE BEFORE 9:00 a.m.**, we do not have staff on duty before this time. Students eating breakfast at school may arrive at 9:00 a.m.
4. Cross only at crosswalks.
5. Refuse to enter or approach strange automobiles.
6. Proceed directly home after school. Students must not return to the school before 4:25 p.m.
7. Students must have one-way home and no changes will occur without advance written notification sent to the school office.
8. Be considerate of small children.
9. Stay out of the street and behind the white safety line while waiting for the bus.
10. Students riding bicycles to school, need to wear a safety helmet and walk their bike on school paths, playground and down the hill.
11. For safety reasons, scooters, skateboards, wheeled shoes, and roller blades **must** remain at home and not be used for transportation to and from school.
12. Students using the crosswalk must wait at the designated spot until signaled to proceed, then cross when directed. All walkers must walk directly home and not play in the street.

Our playground is supervised during the time school is in session. Accidents do happen. We give first aid only and contact parents immediately in serious cases. **Be sure that we have an alternate telephone number so that we can reach you in case of an emergency.**

PARKING LOT PROCEDURES

Due to increased student enrollment, our parking lot is congested. Please reduce traffic congestion by having your child ride the busses or walk. For those that must drive their students, please park and walk your student to and from the parent pick up zone after school. **Students are not allowed to cross the parking lot without an adult.** In the morning, students may be dropped off at the drop off zone. The number of cars using our parking lot far exceeds the capacity. When necessary, please review our school parking lot map and follow our guidelines to reduce congestion and prevent injury. For everyone's safety, please use patience when entering/leaving our parking lot and *slowing* down on the street.

When you drive your child to school, please follow these simple procedures:

- SLOW DOWN- arriving & leaving!
- Do not arrive before 9:00 a.m.
- Do NOT enter the bus lane.
- Do not block or park in the main lanes.
- Do not park near crosswalks.
- Do not make U turns.
- Drop off outside & walk alongside sidewalks in parking lot.

BEFORE SCHOOL

1. **Drive to the DROP-OFF ZONE.** Several cars can unload students in this zone.

AFTER SCHOOL

1. Park in a stall and walk your child to and from the school.
2. Park in the overflow parking on the street.

3. Arrive BEFORE 3:55.

NO DOGS ON CAMPUS

For the safety of both children and pets, **dogs and pets are not allowed on school campus** without permission from the school principal. The presence of service animals, trained for the purpose of assisting or accommodating a disabled person's sensory, mental or physical disability will be permitted.

HEALTH INFORMATION FOR PARENTS

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

LIFE-THREATENING ILLNESS TREATMENT PLAN

Washington law (RCW 28A.210.320) requires students with life-threatening illnesses or allergies to have treatment orders and medication orders from your doctor at school before they can attend. A life-threatening condition is a health condition that could put your child in danger of death during the school day if medication or treatment orders are not in place. Examples include, severe food allergies, severe insect bite, allergies/bee sting allergies, severe asthma, diabetes, heart disorders and bleeding disorders. **Students with food allergies** need to have a written notice, including a physician's signature, listing foods a child should not eat. This information will be shared with school staff and the cook.

IMMUNIZATION REQUIREMENTS

The State of Washington requires that students in school be fully immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, chicken pox, and rubella unless their parents request an exemption for medical, religious or philosophical reasons. Complete details are available at the school office.

DISEASE REGULATIONS

Please state on written excuses why your child was absent and the condition or disease he/she had. This will help in the accurate reporting of communicable diseases to the Health Department and help control the spread of illnesses at school. Below are the regulations for the more common diseases:

CHICKEN POX: Exclusion from school until free of symptoms and until all vesicles or sores have crusted (usually 5-6 days). Face and hands should be free of scabs.

HEAD LICE: Any person with live lice need to be adequately treated.

CONJUNCTIVITIS: (Pink Eye) A person with inflammation of the eye or eyelid shall be excluded from school until (1) the inflammation has cleared, or (2) a physician certifies that the student does not have conjunctivitis in an infectious stage. (3) the student has been on antibiotic therapy for 24 hours. Symptoms include a red, irritated, itchy eye, and blurry vision with possible yellow drainage.

COLDS: Children with active cold symptoms or fevers should not come to school. Please take their temperature before sending them back to school.

IMPETIGO: Exclusion from school while lesions remain or until a physician certifies the student is under adequate and continuing treatment. This is a bacterial skin condition where small blisters appear and turn into scabs (common around the mouth or nose).

DIARRHEA/ VOMITING: Children who have diarrhea, had vomiting through the night before or do not feel well in the morning, should remain home from school until they are better.

ADDITIONAL HEALTH INFORMATION: Students are expected to participate in all activities scheduled in the school program. Any request for limitation of a student's physical activity should be accompanied by a statement from your physician or discussed with the school principal. Parents are responsible for the care of students who become ill or injured. It is, therefore, important that the school be able to contact you or another adult who will assume responsibility in case of emergency. Children are not allowed to go to



their homes unless the parent or another adult is there. **The school should be notified immediately of changes of address, telephone, employer and emergency numbers.**

MEDICATIONS AT SCHOOL

All medication to be administered by the school staff requires the signed authorization of the physician and parents. When possible, parents and physicians are urged to schedule giving medication outside school hours. The only exceptions involve special circumstances where it is absolutely necessary for the child to have the medication in order to be able to attend school.

Parents need to bring the signed Authorization Form, a Doctor's Note, Parent/Guardian Permission Note, 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 is accepted. Our school FAX number is 253.373.7316.

Authorization Forms: <http://www.kent.k12.wa.us/site/Default.aspx?PageID=355>

[Medication Authorization Forms](#)

[Allergy Epi-pen Authorization](#)

[Asthma Medication Authorization](#)

[Medication Authorization](#)

[Seizure Medication Authorization](#)

Doctor's Note:

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)

Parent/Guardian Permission Note:

Submit a written note from the parent/guardian giving permission for your child to receive the prescribed medicine at school.

Medication in Original Container:

Medications must be in the original container with the pharmacist's label stating the child's name, doctor's name, medication and dosage. Please do not send medications with your child for self-administration (*this is a safety concern for all students*). Medication sent to school in a "baggy" will NOT be given. It will be locked in the health room and the parent notified.

A MESSAGE FROM YOUR SCHOOL NURSE

We have many requests for children to stay in the building during recesses. Children who are well enough to come to school should be well enough to be outside during recesses. If you have any questions, please call our school nurse.

EMERGENCY PROCEDURES

- 1. In the event of an actual emergency, please report to the designated student pick up location. We will release students after we account for everyone. Students will be released only to individuals listed under emergency contacts for that student. Picture Identification is necessary. Please respect our safety procedures and do not by pass this step.**
2. Martin Sortun will perform at least one safety-related drill each month.
3. Earthquakes: All staff members are trained for an earthquake emergency. Teachers provide instruction for students within the first twenty days of school. Martin Sortun has two earthquake drills per year.
4. Fire Drills: Three fire drills occur each year, so staff and students will be trained in fire emergency procedures. Students will participate in a fire drill within the first 10 days of school.
5. Lockdowns/Shelter-in-Place: Three lockdown drills and a shelter-in-place drill is held each year at Martin Sortun. Students will participate in their first lockdown drill within the first 60 days of school.
6. Parents will be notified of any accidents just as soon as the emergency needs of students have been met. Please do not call the school or attempt to enter the school building as it only hinders emergency relief.



EMERGENCY PREPAREDNESS

We have water, food, and shelter supplies available to our students in the event of an emergency. As an extension of our commitment of establishing a safe and comfortable learning environment for our students, we ask your participation in implementing Martin Sortun's Emergency Preparedness Plan. In order to prepare for a possible emergency situation in our area, every student in our school should have an **Emergency Preparedness Kit**. The focus of this kit is to help comfort the student should an emergency arise at school. Please prepare an emergency preparedness kit for **each student** in a one-gallon zip lock bag.

** water packets or juice boxes, snacks (granola bars, fruit snacks, etc.), plastic rain poncho or large garbage bag with tie, mylar blanket, hat and/or gloves, mini flashlight or light stick, family picture/comfort note to your child, handwipes/tissues, note pad & pencil, or small toy, cards

It is important to remember to only fill **one-gallon zip-lock bag** and to keep it as lightweight as possible. **Place your child's name and teacher on the front of the bag.** The kits will be placed in classroom containers and stored in the Emergency Preparedness Container. This container is located on the east side of the playground.



ALTERED SCHOOL SCHEDULE
IN THE EVENT OF INCLEMENT WEATHER OR AN EMERGENCY SITUATION,
PLEASE HAVE AN ALTERNATE PLAN WORKED OUT WITH YOUR CHILD
REGARDING AN EARLY EMERGENCY DISMISSAL.



MARTIN SORTUN HOMEWORK POLICY

The primary purpose of Martin Sortun Elementary is to provide a quality education for every student. Research indicates that the primary benefit of homework at elementary school is achieved through reading to increase student vocabulary. We established the *Just Read* homework plan to insure every student reads.

MS Homework Assignment:

1. Read 'just right' books daily and/or have your parents read to you. Reading can be done a little throughout the day, in little bits or larger chunks.
2. Practice your basic math facts for 3 minutes until mastered.
3. Get outside and play. That does not mean more screen time.
4. Spend time and talk with your family.
5. Get a good night's sleep.
6. Participate in other optional activities for learning as developed by students, parents or teachers.

A regularly scheduled time for reading needs to be set aside each night. It is important that students have a proper environment available to them for home reading. A study area should meet the following requirements:

1. The area is quiet and free of distractions such as television, radio, and telephone.
2. The lighting is good.
3. The area is neat and well organized.
4. The area is properly equipped with books and a dictionary.

KENT SCHOOL DISTRICT SCHOOL HANDBOOK INSERT 2018-2019

Compulsory Attendance Law

Did You Know?

- **Maintaining good attendance is one of the most important things a student can do to be successful.**
- Attendance is important in all grade levels, from Pre-K through 12th grade. Students who attend regularly are much more likely to be at or above grade level standards. Poor attendance at any grade increases the likelihood of falling behind academically.
- All absences (excused and unexcused) have the potential of harming students academically. Students who miss 10% (18 days) of the school year are defined as being chronically absent. Students who are chronically absent have greater risk of falling behind one or more grade levels.
- A student can be chronically absent by missing 2 or more days a month. New state laws regarding attendance now require schools to address both excused and unexcused absences.
- Absences can affect the whole classroom if the teacher has to slow down learning to help students who were absent catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

Plan for Good Attendance

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

WHAT WE NEED FROM YOU

We miss your student when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is

going to be absent, please contact your child's school. Call, email, send a note or contact the school through Skyward Family Access.

OUR PROMISE TO YOU

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

SCHOOL POLICIES AND STATE LAWS

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

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

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

If your student has **two unexcused absences in one month**, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after **five excused absences in any month**, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan, so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has **seven unexcused absences in any month or ten unexcused absences** within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed, and your student and family may be referred to a Community Truancy Workshop, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court.

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

Vacation/Extended Absence

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

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

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

Discipline Policy

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

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

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

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

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

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

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

Definitions

Discipline: All forms of corrective action other than emergency removal, suspension or expulsion. It

shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator.

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

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

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

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

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

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

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

Emergency Expulsion: Emergency Expulsion is immediate removal of the student from school for posing an immediate and/or continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the education process. Emergency expulsion must be converted into some other form of discipline within 10 school days.

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

Discipline

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

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

Grievance Procedure for all disciplinary actions except long-term suspension, emergency expulsion and expulsion (see below). This procedure includes in-school and short-term suspensions: Any student, parent, or guardian who is aggrieved by the imposition of discipline and/or short-term suspension has the right to an informal conference with the principal and staff members involved for the purpose of resolving the grievance. If, after the conference, the student, parent, or guardian is still aggrieved, he/she may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board at its next regular meeting, or at a special meeting held within thirty (30) days, whichever is earlier. A closed meeting will be held for the purpose of considering the grievance. Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance process unless the principal, superintendent, or board elects to postpone such action.

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

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

Emergency Expulsion: This sanction may be imposed if the expelling authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to other students or school staff or is a threat of substantial disruption to the educational process. The emergency expulsion may continue for up to ten (10) days unless (a) rescinded by the superintendent or his/her designee or (b) modified or reversed pursuant to a hearing or appeal. Within ten (10) days of the emergency removal from school, the emergency expulsion must either end or be converted to another form of discipline.

Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: The written notice must be delivered or post marked within 24 hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible; the student or parent shall have three (3) school business days in which to submit a written request for a hearing.

Hearing Procedure for Long-Term Suspension and Expulsion: Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by either a hearing panel of district administrators randomly selected

from schools other than the student's schools at which he or she is currently enrolled, or an officer appointed by the superintendent. Documentary and other physical evidence may be inspected by students, parents, and school authorities prior to the hearing. The students shall have the following rights at the hearing:

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

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

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

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

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

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

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

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

Reengagement: School and district administrators will make reasonable efforts to assist students and parents in returning to the educational setting prior to and no later than the end date of the corrective action or sanction. The school and/or district will convene a meeting to discuss a plan to reengage the student in a school program, with the student, and the student's parents or guardians, within twenty (20) days of the student's long-term suspension or expulsion and no later than five (5) days before the student's return to school. The school and/or district must create an individualized reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the

student's long-term suspension or expulsion. Additionally, the district will take reasonable steps to develop the plan with the participation and input of the student and their parent(s)/guardian(s) to ensure that it is culturally sensitive and culturally responsive. In developing the reengagement plan, the school should consider:

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

Any reengagement meetings conducted by the school or district involving the suspended or expelled student and his or her parent/guardian are not intended to replace the student's right to petition for readmission at any time following long-term suspension or expulsion as stated in section 17.1 above.

For more information, you can visit Policy [3240 Student Conduct Expectations and 3241 Classroom Management, Corrective Actions or Sanctions](#)

Students With Disabilities

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

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

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

Knowledge of the disability is defined as:

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

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

Kent School District Guidelines for School Sanctions

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

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

supports an emergency expulsion under WAC 392-400-295.

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

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

ARSON

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

ALLOWED RANGE OF SUSPENSION: 0-20 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: 0-1 Days

Secondary: 0-5 Days

ASSAULT

For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. This includes non-consensual sexual assault on school grounds or at school activities. See also Verbal Threats of Violence.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: 0 Days

Secondary: 0-5 Days

REASONABLE SELF-DEFENSE:

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

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others.
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances.
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

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

DEFACING OR DESTRUCTION OF PROPERTY

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Restitution will usually be required.

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

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

REPEATED DEFIANCE OF SCHOOL AUTHORITY

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

DISRUPTIVE BEHAVIOR OF THE EDUCATIONAL SETTING

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

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

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

DISRUPTIVE DRESS

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

- A health or safety hazard will be presented by the student's dress or appearance;
- Damage to school property will result from the student's dress and appearance;

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

ALLOWED CORRECTIVE ACTION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES

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

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

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

ALLOWED RANGE (Grades 5-12): 0-20 Day Suspension

STANDARD CORRECTIVE ACTION FOR POSSESSION OR USE:

Elementary: Short-Term Suspension of 0-1 Day

Secondary: Short-Term Suspension of 0-10 Days

STANDARD CORRECTIVE ACTION FOR DISTRIBUTION:

Elementary: Short-Term Suspension of 0-5 Days

Secondary: Long-Term Suspension of 0-20 Days

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

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

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

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

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

FIGHTING

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary Short-Term Suspension of 0 Days

Secondary Short-Term Suspension of 0-5 Days

FIGHTING INVOLVEMENT

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

GANG CONDUCT

For school discipline purposes includes:

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

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

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

HARASSMENT, INTIMIDATION OR BULLYING

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

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: 0-3 Days Suspension

LEWD AND/OR OBSCENE BEHAVIOR

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

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

THEFT/STEALING

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 0-2 Days

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

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

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

THREATS OF VIOLENCE

A threat to cause bodily injury, significant property damage, or to cause the physical

confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

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

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

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: 0-3 Days Suspension

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

(Use or possession of tobacco or nicotine products is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

Elementary Students:

See sanctions for Repeated Defiance of School Authorities

Secondary Students:

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

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

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

TRUANCY

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

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

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

See Policy and Procedures 3122.

UNSAFE BEHAVIOR

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

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

WEAPONS

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

ALLOWED RANGE OF SUSPENSION (Weapon other than firearm):

(Grade K-4) 0-10 Days Suspension

(Grade 5-12) 0-20 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Short-Term Suspension of 0-3 Days

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

CORRECTIVE ACTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

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

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

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

Harassment, Intimidation and Bullying (HIB)

Prohibition of Harassment, Intimidation and/or Bullying

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

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

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

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

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

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

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

How to report Bullying

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

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

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

Sexual Harassment

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

Definitions

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

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

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

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

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

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

Non –Discrimination Policy

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

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

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

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

<p>Civil Rights Compliance Coordinator Section 504/ADA Coordinator</p> <p>Mr. Israel Vela Chief School Operations and Academic Support Officer</p> <p>Kent School District 12033 SE 256th Street A-300 Kent, WA 98030-6503</p> <p>253-373-7235 Israel.vela@kent.k12.wa.us</p>	<p>Title IX Officer</p> <p>Ms. Moriah Martin Chief Human Resources Officer</p> <p>Kent School District 12033 SE 256th Street A-100 Kent, WA 98030-6503</p> <p>253-373-7203 Moriah.martin@kent.k12.wa.us</p>
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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](#)