Cedar Heights Middle School
Home of the Timberwolves

COMPASSION, INTEGRITY, RESPECT and RESPONSIBILITY

The Cedar Heights Staff believes that these core values are the pillars that support a strong community. Staff and students will work together to promote these values in the classroom, hallways, athletic fields and clubs. We will honor those who consistently demonstrate these values and make Cedar Heights a great place to learn.

Non –Discrimination Policy

New Civil Rights Resources for Schools and Families
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SCHOOL INFORMATION
- School Administration
- School Hours and Regular Schedule
- School Telephone Directory
- Special Schedules
- Timberwolves Core Values & Beliefs
- Non-Discrimination Statement
- New Civil Rights Resources for Schools and Families
- Skyward Family Access

2018-2019 STUDENT CALENDAR

CEDAR HEIGHTS MAP

GENERAL INFORMATION

ACTIVITIES
- Activity Membership Guidelines (CH) – ASB, Leadership, Athletics, Dance, Cheer
- After School Activity Policy
- Athletics and Activities - KSD

ATHLETICS
- Kent School District Athletic Forms
- Conduct & Control For Student Athletes (includes Dance and Cheer)
- Academic Honesty And Plagiarism
- Fund-Raising/Sales by Students
- 2018-19 Athletic Schedules

ATTENDANCE POLICY AND PROCEDURES
- Compulsory Attendance Law
- Vacation and Extended Absences
- Planned Absences
- Reporting Absences
- Early Dismissal
- Tardy Policy
  - Tardy - Late Arrival (after 8:30a.m.):
  - Tardy - Classroom:
- Tardy Consequence
- Truancy

CASHIER

CLASSROOM DISCIPLINE PROCEDURES and IN GOOD STANDING
- In Good Standing
Tier 1, Tier 2, Tier 3

CLOSED CAMPUS

COMPUTERS

COUNSELORS AND SCHEDULE CORRECTIONS

DRESS EXPECTATIONS

- Personal Appearance – Dress Code
- Hats, visors, hoods, bandanas, scarves, sunglasses, etc.

EXPECTATIONS – ASD/ISS

HALLS AND STAIRWAYS

HALL PASSES

HARASSMENT, Intimidation, and Bullying

- Definitions
- Reporting Harassment or Bullying

HEALTH SERVICES

- Immunization Law
- Nurse
- Student Medication

LOST AND FOUND

LUNCH TIME

NUISANCE ITEMS

- Colognes, Scented Lotions, and Body Sprays
- Electronic Devices – Cell Phones, Handheld Game Systems, etc.
- Energy Drinks
- Skateboards, Inline Skates, Heelies, Toys
- A Note Regarding Confiscated Items

OUT OF BOUNDS

PUBLIC DISPLAY OF AFFECTION (PDA)

REQUEST TO VIEW SECURED ASSESSMENT
SPECIAL DELIVERIES/CELEBRATIONS

TELEPHONE

TRANSPORTATION

VISITORS

SCHOOL DISCIPLINE
- Disruptive Misconduct
- Exceptional Misconduct
- Alcohol, Marijuana and/or Substance Abuse Violations, Definitions
- Tobacco/Nicotine, E-Cigarettes
- Unsafe Student Behaviors
- Obscenities/Profanity

Kent School District Handbook

Kent School District Discipline Policy
- Definitions
- Discipline & Grievance Procedures
- Reengagement
- Students with Disabilities

Guidelines for School Sanctions
- Arson
- Assault & Reasonable Self-Defense
- Defacing or Destruction of Property
- Repeated Defiance of School Authority
- Disruptive Behavior
- Drugs/Alcohol and Other Prohibited Chemical Substances
- Fighting or Fight Involvement
- Gang Conduct
- Harassment, Intimidation, Bullying
- Lewd, Obscene, or Profane Language, Gestures or Materials
- Theft/Stealing
- Threats of Violence
- Tobacco/Nicotine Products – Use or Possession
- Truancy
- Unsafe Behavior
- Weapons
Cedar Heights Middle School

SCHOOL ADMINISTRATION
Mrs. Erika Hanson .............................. Principal
Ms. Julie Lynch-Allen ............ Assistant Principal

SCHOOL HOURS
Monday – Friday, 8:15 a.m.-3:30 p.m.
Students are not allowed in the building
before 8:10 a.m. and must leave promptly at
3:15 p.m.
unless they are under the direct supervision of a
staff member and participating in a school
activity.
The building closes to unsupervised students
at 3:15 p.m.

SCHOOL TELEPHONE DIRECTORY
You may reach any of the following by dialing:
Attendance ..............................(253)373-7621
Cashier ......................................(253)373-6009
Counseling .................................(253)373-7622
Main Office ...............................(253)373-7620
Nurse ........................................(253)373-6014
Registrar/School Records ..........(253)373-6013
Safety Officer .............................(253)373-6010
Transportation .........................(253)373-7442

2018-2019 BELL SCHEDULE

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LUNCHES:
11:33 – 12:03
12:06 – 12:36
12:39 – 1:09

Period 5 1:13-2:10
Period 6 2:14 - 3:10

2018-2019 WEDNESDAYS

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11:29-1:05 (Den Time & Lunches)
First Lunch 11:29-11:59
Second Lunch 12:02 –12:32
Third Lunch 12:35-1:05

1:10 – students dismissed for the day

AM/PM Assembly Schedules and Inclement Weather Schedules can all be found HERE

Dear Parents:
It is important that everyone is familiar with the policies, procedures, rules and consequences that we
follow here at Cedar Heights. The following student handbook information will be taught to students this
fall. These items are reviewed periodically throughout the year during announcements and on the web
page. Parents are asked to review the material carefully with their son/daughter to become familiar with
the policies and procedures at Cedar Heights Middle School. This handbook is on the school web page at
http://www.kent.k12.wa.us/ch
as well as on your child’s desktop and in the S Drive.
A hard copy is available upon request to Julie.lynch-allen@kent.k12.wa.us
Thank you –
Julie Lynch-Allen, Assistant Principal

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Family Access allows parents/guardians electronic access to school related information. Parents of elementary students can view their child’s attendance, the school calendar, messages from the school office or teacher, test scores, and vaccination records, along with student and emergency contact information.

Starting with the 2017-2018 school year, parents will be able to report their student absent online through Family Access. Parents of secondary students, and secondary students themselves, can access all of the previously listed items and also see grades, student schedule, and academic history. Another great feature of Family Access is one login allows parents to view the records of all students within a single family, even if the students are enrolled at different (KSD) schools. Skyward Family Access uses Google Translate to provide translation into over 100 languages.

**Skyward Family Access**

**Skyward Family Access Mobile**

**Accessing Skyward**

Parents or guardians with an email address on file can use the “Forgot your Login/Password” link on the Family Access login page or parents can contact the student’s school for log-in information. Parents/guardians of seventh grade students receive a letter from the child’s school in the fall, or upon enrollment, containing the log-in ID and password. Please DO NOT give your child access to your parent login,
# Kent School District Student Calendar 2018-2019

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

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- **School Starts 8/30**
- **2 School Days**

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

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- **No School – Teacher Workshop**
- **22 School Days**
- **2-Hour Early Release**

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- **Veterans Day Observed 11/11**
- **Thanksgiving 11/22 & 23**
- **18 School Days**
- **2-Hour Early Release**

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- **No School – Teacher Workshop**
- **24 School Days**
- **2-Hour Early Release**

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- **New Year’s Day 1/1**
- **M.L. King Day 1/21**
- **20 School Days**
- **2-Hour Early Release**

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- **Presidents’ Break 2/18 - 2/22**
- **15 School Days**
- **2-Hour Early Release**

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- **No School – Teacher Workshop**
- **19 School Days**
- **2-Hour Early Release**

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- **Spring Vacation 4/12 - 4/12**
- **16 School Days**
- **2-Hour Early Release**

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- **No School – Teacher Workshop**
- **23 School Days**
- **2-Hour Early Release**

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- **Last Day of School 6/21**
- **15 School Days**
- **2-Hour Early Release**

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</table>

No School Days

- August 30
- September 3:
- October 12:
- November 2:
- November 12:
- November 22 & 23:
- December 19 – 31:
- January 1:
- January 11:
- January 28:
- February 18 – 22:
- March 8:
- March 29:
- April 8 – 12:
- April 29:
- May 27:
- Memorial Day

Elementary Conferences
- October 22, 23, 24, 25, 26
- November 9 & 10
- December 12, 13, 14
- January 16, 17
- February 20, 21
- March 22, 23
- April 24, 25
- May 26

Secondary Conferences
- November 9 & 21
- December 10 & 11
- January 12 & 13
- February 14 & 15
- March 16 & 17
- April 18 & 19
- May 20 & 21

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GENERAL INFORMATION

Activity Membership Guidelines
Here at Cedar Heights Middle School, you will have the opportunity to participate in a number of activities and programs that require you to exercise a high degree of responsibility and self-discipline. Your approach to learning and your behavior here at school are strong indicators of your ability to act in a responsible manner. Membership in Associated Student Body (ASB) Leadership, Honor Society or other activities may require recommendation(s) from your classroom teachers. Applicants will use a standard teacher recommendation form. Students who are selected for membership in these activities will be expected to demonstrate leadership and responsible behavior. Specific criteria will be used to evaluate your readiness to assume the responsibilities of these activities. See your advisor for specific criteria. Members of these groups, including ASB, Leadership, Athletes, Cheerleaders and Dance Team members, who are involved in the use of controlled substances, (including off-campus consumption) or other exceptional misconduct will be removed from membership in these activities.

After School Activity Policy
The purpose of attending after school sporting events is to cheer on your school team and support your friends. The following guidelines listed below will ensure that these remain fun events and keep all Cedar Heights events safe.

During the school year there are a number of afternoon and evening school-sponsored activities including ASB and PTSA events, dances, concerts, plays and athletic events. Policies that must be followed at these activities include:

- All school rules apply. If you can’t do it during the day, you can’t do it at the event.
- Students must have school ID in order to attend after school events, and must show it upon request.
- Cedar Heights is a closed campus. Only Cedar Heights students and students from the opposing school may attend athletic events. Only Cedar Heights students may attend dances.
- Doors will not be open until starting time. Students must go directly into the activity.
- For events right after school, students may not leave campus and return.
- Once students enter the facility, they must remain inside until the activity is over, or until a parent or guardian speaks to an administrator in charge.
- Once students leave the event, they may not re-enter.
- Students are to have their parent or guardian pick them up no later than 15-minutes after the conclusion of the activity. Students whose parents fail to pick them up punctually will not be allowed to attend future after school activities.
- **Eligibility**: Only those enrolled and in good standing at Cedar Heights may attend. You need to attend at least 4 periods of school the day of an activity. Students must have transportation from all activities. In most instances, students will not be allowed to attend if they are not **in good standing**.
- **Time**: All ASB and PTSA sponsored events will start directly after school unless otherwise noted.

Students who fail to comply with the rules will be asked to leave and parents will be notified. Students who are asked to leave must do so. Further disciplinary action may be taken, including suspension and exclusion from future events.

**Athletics and Activities (The Kent School District Student/Parent Handbook)**
Our athletic program consists of four seasons as follows:

1st Quarter: Football and Girls Volleyball
2nd Quarter: Boys Basketball and Gymnastics
3rd Quarter: Girls Basketball and Wrestling
4th Quarter: Track, Girls Soccer and Boys Soccer

Kent School District Standard Application for Student Athletes:
Forms are available in the main office and here: [http://www.kent.k12.wa.us/Page/57](http://www.kent.k12.wa.us/Page/57)
All students may turn out for all sports. We have 7th grade teams in football, boys' basketball, girls' basketball, and volleyball. All students must register before they can turn out, which includes the following:

- Complete the registration information on-line through FamilyID (see below)
- Pay the catastrophic insurance fee, or show proof of insurance.
- Have a physical exam by a doctor after June 30, 2018, which will be good for your middle school yrs (7th & 8th).
- Students must maintain a cumulative 2.0 GPA to participate.
- Purchase your ASB card. GO TEAMS GO!

Conduct & Control For Student Athletes, including Cheerleaders and Dance Team
For on or off campus violations in regard to use of tobacco (including smokeless and electronic), alcohol and/or substance abuse for in and out of season athletes, the middle schools will apply sanctions which coincide with the Kent School District Athletic Code for Middle Schools and Senior High schools. The Athletic Code will be explained to athletes by the team coach. Violations and subsequent sanctions are clearly explained in the Student Athletic Code Handbook. Violations include constructive possession to actual possession/use/sale. Sanctions for those violations range from athletic suspension to athletic expulsion for middle school students. In-school violations may also be subject to Kent School District Drug/Alcohol sanctions in addition to Athletic Code sanctions. Please refer to the Kent School District 2018-2019 Student Athletic Handbook for specific conduct and control for athletes.

Academic Honesty And Plagiarism
Plagiarism is using someone else’s work and passing it off as your own.
"In doing research, you will be consulting the work of others and using the ideas in your own work. Academic Honesty demands that when you quote directly, or you want to use another person’s idea, you must give them credit by citing the original source. Copying or simply rewriting without acknowledging the source constitutes plagiarism."
“from the Ontario School Library Association, 2002
Plagiarism may result in a zero for the assignment and/or disciplinary action assigned by the teacher.

Fund-Raising/Sales by Students
Cedar Heights students are not to participate in fund-raising activities on the Cedar Heights campus or buy and sell food or other items while at school, unless authorization has been obtained from the Cedar Heights administration.
Compulsory Attendance Law (The Kent School District Student/Parent Handbook)

- Did you Know?
- Plan for Good Attendance
- What We Need from You
- Our Promise to You
- School Policies and State Laws

For more information, you can visit Policies 3121 regarding Compulsory Attendance and 3122 Excused and Unexcused Absence
**Vacation/Extended Absence**

**Planned Absences and Homework**
- Students who are planning to be absent for 1-5 days will receive their homework upon their return, and will be given 1-5 days to complete it and turn it in. They are strongly encouraged to stay after school for Homework Club to receive support from teachers.

**Planned absences of more than 5 days**
- Prior to the start of the planned absence, students will receive 5 days of work. Once that is completed and sent in (for example, via email attachment), the next 5-day packet will be sent. Students may have 1 week to complete the work upon their return, as long as they are attending Homework Club and scheduling extra time with their teachers.

**Reporting Absences**
If you are to be absent from school, have a parent or guardian call the Attendance Office at 253-373-7621. Upon return from an excused absence, a student should check with each teacher to receive instructions for make-up work. Most other absences are considered unexcused. The school is not obligated to provide for, or accept, make-up work for absences considered unexcused. Students who have been absent from class for any reason other than school sponsored and directed activities must bring a note to explain their absence. Admit slips will be issued before school at the attendance office. In order to avoid being tardy to class, students needing admit slips are to report to the attendance office immediately upon arrival to school.

- **Students who are absent or arrive at school two hours after the start of the school day are not eligible to participate in after school activities.**
- **Cedar Heights Middle School reserves the right to require a doctor’s note regarding illness or medical appointments.**

**Early Dismissal**
Students are to submit parent requests for early dismissals to the Attendance Office no later than before school on the day needed. Excused early dismissals will be issued for pre-arranged dental or doctor appointments. Other requests by parents for students to leave school early will be granted, but may be considered unexcused. **STUDENTS WHO FAIL TO PROPERLY CLEAR WITH THE ATTENDANCE OFFICE BEFORE LEAVING THE CAMPUS WILL BE CONSIDERED TRUANT.**

**Tardy Policy**
Students at Cedar Heights are expected to arrive to class on time and be seated when the bell rings, with binder, laptop, paper, pen, pencil and to be prepared for learning.

**Students who are tardy to class will be asked by their teacher to fill out a tardy slip.** These slips will be sent to the office.

**Tardy - Late Arrival (after 8:30 a.m.):**
Late arrivals, due to illness, medical appointments, or family emergency will be excused. The attendance office will fill out a regular admit slip for excused late arrivals.

Students who have an unexcused (missed bus, alarm clock failure, car trouble, traffic, etc.) late arrival will:
1. Report to the attendance office,
2. Fill out a School Tardy form,
3. Have the form signed by the office staff, and
4. Report immediately to class.
**Tardy - Classroom:**
Students at Cedar heights are expected to arrive to class on time and be seated when the bell rings, with binder, planner, laptop, paper, pen, pencil and be prepared for learning. Students not in their seats and ready to go when the bell rings will be considered tardy. Each tardy will be reported to the office and will accumulate quarterly. Students will start with a clean slate at the beginning of each quarter.

**Tardy Consequences** The following disciplinary action will result from quarterly accumulated tardies:
- 5th ..... Lunch Detention with cafeteria clean-up – student calls home from detention
- 7th ...... After School Detention with campus clean-up; student calls home prior to detention; placement on Tier 2.
  - Tier 2 (includes restrictions such as loss of assembly and after school activity privileges.)
  - Parent Notification – Student calls home to discuss tardies with parent and Detention Supervisor
  - Referral to Intervention Team
- 10th..... Repeat Defiance; ISS; Placement on Tier 3.
  - Tier 3 (includes restrictions such as loss of assembly and after school activity privileges.)

**Truancy**
Students who miss any part or all of a school day or class without a legitimate excuse are considered truant. Administrative action will be taken for each such instance. Sanctions for truancy include ISS and notification under the Becca Bill. Truancy is defined as not reporting to school when parents/guardians expect you to be there, or not reporting to or remaining at assigned area after arrival on campus. Students who leave the assigned area without permission will be treated as truant. Truancies will also be reported to the juvenile court as required by state law. **Discipline will be assigned at the discretion of the administrator. Repeat violations are subject to progressive discipline.**

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CLASSROOM DISCIPLINE PROCEDURES
And IN GOOD STANDING

Classroom rules will be posted in each classroom.
Tiered Discipline is a progressive disciplinary system utilized in the classroom setting as well as in unstructured areas.

In Good Standing – An Incentive Plan for Cedar Heights
Most students at Cedar Heights are well behaved and In Good Standing; most students will do the right thing. Too often these students are taken for granted. The Good Standing Incentive Program recognizes these students and provides them with special prizes and opportunities. Incentive Activities will be held throughout the year. Choose to do the right thing and stay In Good Standing!

The Tiered Behavior System is designed to encourage and reward appropriate student behavior. The behavior of the student over the past ten school days determines a student’s Tier. Students are informed of their Tier Status weekly via email.

In Good Standing – This student demonstrates responsible self-management and consistently meets behavioral expectations. Students who are In Good Standing are recognized regularly with special privileges such as free treats at lunch, drawings for prizes, etc...Most Cedar Heights students are In Good Standing or on Tier 1.

Tier 1 – A student on this level is not excluded from regular activities; however, they are not recognized as being In Good Standing. A Tier 1 student rarely has difficulty meeting behavioral expectations but may have one or two minor infractions, including Tier I Tech Violations, in the last 10 days, or is working down from Tiers 2 or 3.

Tier 2 – A student on Tier 2 is restricted from attending assemblies or sporting events, and possibly field trips, but may participate in supervised after-school activities such as athletics, study groups and club meetings. Athletes may participate in athletics. Otherwise, students on Tier 2 or 3 are expected to leave campus directly after school. A Tier 2 student is one who is having difficulty meeting the behavioral expectations and has been cited several times for various misbehaviors, including Tier II Tech Violations, in the last 10 days, or is working down from Tier 3.

Tier 3 – Students at this level will be restricted from participation in ALL extra-curricular school activities, including assemblies and must check with administrators regarding their eligibility for after school athletics and study groups. Otherwise, students on Tier 3 are expected to leave campus directly after school. This student has consistent difficulty meeting behavioral expectations, including Tech Expectations. Students who are suspended or commit Tier 3 infractions are automatically placed on Tier 3 and cannot participate in any school activity for up to twenty school days. The twenty days begin at the end of the suspension period. As long as there are no other infractions or suspensions during the next ten days they will then move down to Tier 2. Students who have worked themselves up to a Tier III Tech Violation will also be on Tier 3 of the discipline model.

Students who damage laptops are subject to discipline and fines.

Cedar Heights is a "closed campus". This means that only CHMS students may be on campus. In addition, CHMS students are not to leave once they have arrived. This applies before classes begin at 8:30 a.m. If, for example, your bus arrived at 8:15 a.m., or your parents drop you off at 8:00 a.m., you are not to leave campus. If you do, you will be considered truant.

Information on computer use at Cedar Heights can be found in the 1:1 Parent and Student Handbook on the Cedar Heights web page. 🔗 https://www.kent.k12.wa.us/oneone/handbook

All middle school students receive laptops the first week of school. Rules and expectations will be reviewed during the month of September. Before students are released to take laptops home, they will be required to complete the Digital Citizenship Curriculum and parents need to complete the safety requirements. Please check the website and newsletters for more information. Students who damage laptops are subject to discipline and fines.
COUNSELORS & SCHEDULE CORRECTIONS

The counseling office is available to help you in a variety of ways. It is best to make an appointment. Drop by before school to do this and the counselor will send for you.

Cedar Heights Counseling does not make schedule changes unless one of the criteria listed below are met. Student schedules were established based on student course requests. Students are expected to keep these schedules throughout the year. **Corrections,** however, will be made only under the following conditions:

- you have an incomplete schedule;
- you were not placed into the correct class level based upon assessment information.

If you meet the requirements as outlined above, then fill out a schedule correction form and submit it to the principal within 10 days of the start of the semester. Forms received after the established due date and incomplete forms will not be considered. Counselors will notify parents/students whether their request was approved or not approved.

PE waivers are only granted for a medical reason with doctor’s note. Notes must be submitted to the nurse. The principal will grant formal approval for the waiver.

### EXPECTATIONS - ASD/ISS

**ISS Student Expectations**
Students assigned ISS are not to leave the classroom unescorted for any reason, unless called down by an administrator. Students are to pull up their Skyward and check grades and missing assignments, have the supervisor print it out for them, then email their own teachers, cc-ing the supervisor.

Students are to be working on school work or reading from 8:30 to 3:10.

<table>
<thead>
<tr>
<th>Do:</th>
<th>Do Not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit in Assigned Seat</td>
<td>Talk</td>
</tr>
<tr>
<td>Work on assignments, current or missing</td>
<td>Ask to use the restroom between scheduled breaks*</td>
</tr>
<tr>
<td>Bring all materials (including laptop and backpack)</td>
<td>Ask to leave the ISS room</td>
</tr>
<tr>
<td>Turn your phone in to the supervisor upon request</td>
<td>Take your phone out for any reason</td>
</tr>
</tbody>
</table>

**Bathroom breaks (3 per day)**

- 10:00 am; 11:25 am; 1:30 pm

The supervisor will walk you down to the restroom, and stand outside while the students go inside. Students will stand with the supervisor when they are finished, or wait with the supervisor if they do not need to.

- Once all students have exited the restroom, the supervisor will follow them back to the classroom.

**Lunchtime Rules for Students Assigned ISS**

- The supervisor will escort you from ISS to the cafeteria to purchase lunch.
- In the cafeteria, you must get everything they need (utensils, napkins, condiments, snacks).
- You will be escorted back to ISS.
- You are not allowed to return to the cafeteria for ANY reason at ANY time unsupervised (see above).

**Lunchtime Rules for Students Assigned Lunch Detention**

- You are to check in with the cafeteria supervisor, get your lunch, and report to ISS.
- In the cafeteria, you must get everything you need (utensils, napkins, condiments, snacks).
- You are not allowed to return to the cafeteria for ANY reason, including utensils, napkins, snacks, water, etc..
- Lunch Detention students may be excused 1 minute early to use the restroom; otherwise, you are to remain in ISS.

**After School Detention**

- Report to the assigned classroom and check in.
- Sit in assigned seat
- Work on assignments, current or missing
- Bring your materials
- Turn your phone in to the supervisor

There is an activity bus available at 4:15 for After School Detention. Otherwise transportation is the responsibility of parents and...
students.
Personal Appearance – Per Kent School District Policy #3224

Kent Lake Strand Secondary Dress Code

- Students are expected to dress comfortably in a manner that is considered professional in preparation for real world career/vocational expectations.
- Footwear must be worn at school.
- Clothing that is suggestive or portrays an inappropriate picture or message (i.e., a picture of an individual that doesn’t adhere to dress code below, sexual innuendo, racial slurs, confederate flag, weapons, etc.) is unacceptable at school or at school sponsored events.
- Clothing that suggests or portrays illegal acts (i.e., tobacco, drugs, alcohol, or gang affiliation) is unacceptable at school or at school sponsored events.
- Tank tops must have a minimum two-finger width straps.
  - If straps are too thin (including strapless shirts), outer covering (shirt or sweater) must be worn.
- Any clothing that does not cover midriffs are also not acceptable.
- Undergarments must not be visible at any time.
  - Undergarments are defined as any article of clothing worn underneath the student’s outer pants, shorts, skirt, dress, shirt, etc.
  - This includes undergarments under see-through clothing.
- Skirts, dresses and shorts must be lower than fingertip length when measuring the front or back of the garment.
  - By definition, fingertip length means that when an individual drops their hands to the side of their legs so arms are fully extended, the apparel in question should be below the fingertips.
- In addition – No Excessively Long Belts, Chains Hanging From Pants, etc.

The principal or assistant principal will make a final determination, if necessary, regarding dress code. If the clothing is determined to not be in compliance, the student will be asked to change. Students are expected not to receive repeated/multiple warnings concerning dress code.

Hats, visors, hoods, bandanas, sunglasses, etc.: In keeping with Kent School District Board Policy, these items are not to be worn during the regular school day (arrival at school until 3:10) because they interfere with school personnel’s ability to identify Cedar Heights students. Exceptions will be made for students with bona fide religious dress requirements. If you choose to wear or display these items on campus, they will be confiscated and stored until parent pick-up.

HALLS AND STAIRWAYS

To ensure the safety of all students and staff, remember to treat others with respect while in the halls and stairways. Also remember:
- Students are expected to walk, keep their hands to themselves, and respect others when in the hall.
- Do not block the halls, stairways or doorways.
- Use a conversational speaking volume inside and out.
- If an adult asks to speak to you, stop and talk with that person.
- Use the right hand side of doors, stairways and halls.
- Help keep the building clean, inside and out, by using trash cans.

Hall Passes:
Students need to be in class. **No hall passes will be granted during the first and last 10 minutes of class.** If you must be out of class, you need a valid pass. Students may use only school approved, teacher provided passes. Students must sign in and out with the teacher. **Teachers at all times have the prerogative to deny a student permission to leave class.**
Prohibition of Harassment, Intimidation and/or Bullying

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

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

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

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

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

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

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

How to report Bullying

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

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

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

Sexual Harassment

This District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.
Definitions
Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The District prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

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

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

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

A complaint of Sexual Harassment can be made to any adult at the school. Common individuals that student’s often report bullying to include: counselors, safety officers, and principals/assistant principals. After a complaint is made the administrator who is investigating the complaint will outline the different options for making a formal or an informal complaint. If you have any questions and/or concerns regarding the investigation or the outcome of the investigation you can contact the Kent School District Title IX Compliance Officer, Ms. Moriah Martin, Chief Human Resources Officer at 253-373-7203.
Important Health Information/Home Hospital


Illness and Attendance

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

What Schools Need

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

When to Keep my Child Home:

Your school nurse recommends that you keep your child home from school when your child has any of the following symptoms:

- Fever of 100°F or greater fever within last 24 hours
- bad cold
- frequent
- hard coughing
- vomiting
- loose, watery bowel movements
- head lice
- drainage from ears or eyes

When to Return my Child to School:

Your school nurse recommends that you return your child to school when the following occurs:

- temperature is normal for the past 24 hours without fever reducing medications
- child feels well enough to be in school for the full day
- no vomiting/loose stools for at least a day

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

Recommended Wellness Visits

For good health and wellness, your child should see a doctor or health care provider for an exam at these times:

Wellness Visits

- Ages 3, 4 and 5 years
- Every other year ages 7 through 17

Dental Visits

- Every 6 months for routine cleaning
- Chipped or broken teeth
- Injury to the teeth or mouth
- Pain or swelling in the mouth that lasts more than a day or recurs

Recommended Health Care Visits

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

Medications at School
If your child needs to receive medication at school, written authorization from a parent/guardian and medical provider is required. Medication includes all over-the-counter medications such as cough drops and Tylenol. When possible, parents and medical care providers are urged to schedule giving medication outside school hours. If medication is necessary for your child during school hours, the following is required:
Submit a completed medication authorization form to your school. The form is available online or from your school's main office. (see below)
Submit a written note from the doctor stating: name of medication, dose, time and reason it must be given during school hours, (detailed info on form must be provided if medication is to be given for over 4 weeks) and a written note from the parent/guardian giving permission for your child to receive the prescribed medicine at school.

Parents need to bring the two notes and the medication in its original container to school. If the parent/guardian cannot come to school, he/she needs to call the school nurse before sending the medication to school. Faxed authorization from a health care provider is accepted. Please contact your school for the fax number.
We want all kids to be safe at school. Follow this link to review the Medication Policy/Procedures and the Authorization for the Administration of Oral Medication at School that you and your child’s healthcare provider must complete and submit to your child’s school nurse.
Medication Authorization Forms
Allergy Epi-pen Authorization
Asthma Medication Authorization
Medication Authorization
Seizure Medication Authorization
Parents may provide topical sunscreen for their child to apply while at school. A healthcare provider note is not required.

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

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

If your child falls into the above category due to a life-threatening condition, and you have not been in contact with your school nurse this school year, please do so immediately.
**Home Hospital:**
If a student is confined to home or hospital for a minimum of four weeks and able to do school work, the arrangement for home/hospital services may be made by contacting the school nurse/counselor at your school.

**LOST AND FOUND**

Please note that the school is **NOT** responsible for your lost or stolen articles. **We advise you not to bring items of value to school.** Also, as a suggestion, you might want to mark with a permanent marking pen your clothing, coats, and etc. This enables us to return lost items to you.

Lost items that are found are located in the office or in the locker room. Items left over at the end of the quarter will be donated to a local charity—please look for your lost items!

**LUNCH TIME**

During lunchtime, you need to be in the lunchroom, the bathrooms outside the cafeteria, or outside with supervision. The halls are not a place to hang out; students are asked not to do so. While in the lunchroom please remember:

- Long tables seat 18-20 students.
- Enter the commons, find a seat and wait quietly for announcements.
- The supervisor will dismiss tables after announcements are done.
- Keep hands, feet, and your food to yourself.
- Use a conversational tone of voice.
- Walk from place to place.
- Cedar Heights is a Green School—RECYCLE!!
- Put all trash in garbage cans, recyclables in recycle, and clean your area.
- When outside, you must stay within sight of the supervisor.

Also, all food and beverages need to be consumed in the cafeteria. No food or beverage in the halls, outside, or in classrooms. If you need to go to the office, library, or use the phone during lunches, check with the cafeteria supervisors.

**Colognes, Scented Lotions, and Body Sprays:** We have many medically fragile students in our school. For some people, perfume, scented lotions and/or cologne (spray or bottle) is a pleasant scent; whereas for others, these could trigger allergic reactions. We do not want these items at school due to possible misuse or accidental breakage. Please leave these items at home. These items will be confiscated and disposed of if brought to school.

**Earbuds, headphones:** Use of these items cause interference with and disruption of learning. Teachers may or may not grant permission for use in the classroom. Otherwise, students are not to have these items out and visible while in the school building. Students observed with these items will have them confiscated and held in the office until parent pick-up.

**Electronic Devices—Cell phones, handheld game systems, etc.** All students are strongly encouraged not to have in their possession at any time on any school district property any electronic or telecommunication device. However, in recognition of parents’ decisions regarding the safety and communication needs of their families the following procedures are placed into effect so as to establish and create as positive a learning atmosphere as possible.

The possession of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.

Students in the possession of telecommunication or other electronic devices shall observe the following conditions:

A. No telecommunication/electronic devices may be operated during school hours. 8:20 a.m. - 3:10 p.m.

Telecommunication/electronic devices may be displayed and/or operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.

B. Students who consistently violate this policy will be subject to progressive disciplinary action including, but not limited to, confiscation of the device and/or losing the privilege of bringing the device onto school property. A device which has been confiscated shall only be returned to the student’s parent/guardian. The first step in all cases shall be a verbal reminder by a Cedar Heights staff member to put the device away and/or cease operating it.

C. Teachers may allow the use of telecommunication/electronic devices in their own classrooms if such use contributes to
instructional and/or educational purposes. Teachers will notify principals, in writing and prior to the beginning of the year, the details of allowable use. Further, so that all students and parents/guardians are aware of the appropriate use, if any, of telecommunication/electronic devices in a particular teacher’s classroom, the teacher will include the details in the syllabus of the course. However, the use of a telecommunication device will not be required for the purpose of completing course work.

D. Students are responsible for telecommunication/electronic devices they bring to school. The School and District shall not be responsible for the loss, theft or damage/destruction of such devices brought onto school property, or to school sponsored events.
General Rules Regarding Use and Expectation of Privacy

A. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the District.

B. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student’s parent or legal guardian.

C. By bringing a cell phone or other electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement. Confiscated items can only be picked up by a parent/guardian in the front office during normal school hours.

Energy Drinks:
High sugar and super-caffeinated drinks such as Rock Star, Red Bull, Monster, Starbucks products, etc., are unhealthy for middle school children, both physically and emotionally. The feeling of energy is quickly followed by a crash that young adolescents are ill-equipped to handle. Therefore, we do not allow these items on campus. These items will be confiscated and disposed of. Please do not bring these items to school.

Skateboards, Inline Skates, Heelies, Toys:
Any item that is disruptive to the educational process and environment is not allowed at Cedar Heights. These items include, but are not limited to: Skateboards, inline skates, chains, spikes, and toys including laser pointers. LED Light Up Shoes are distracting and need to be left at home.
In accordance with School District Policy, skateboards, skates, bicycles, and scooters may be used as transportation to school but may not be used on campus at any time. Bicycles must be locked up in the bike rack during school hours. Skateboards are stored in the office. Helmets are recommended.

Confiscated items can only be picked up by a parent/guardian in the front office during normal school hours.

A Note Regarding Confiscated Items: Students are encouraged not to bring items to school that will be confiscated (see above). All reasonable effort will be made to secure confiscated items. Items are logged into the main office by the teacher and placed in a locking cabinet and the parent will be asked to sign the log when they pick it up. Cedar Heights Middle School. Our staff are not responsible for personal items.

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OUT OF BOUNDS

In order to keep students out of difficulty with school authorities and parents, please note that these areas are "out of bounds" if there is no teacher supervision:

- Stage and music practice rooms.
- ANY classroom (including gym, locker rooms, library) with no teacher supervision.
- The playing fields and tennis courts.
- ALL parking lots

Students who are in the above areas after reporting to campus are truant and subject to discipline.
**PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate or excessive overt demonstrations of affection like kissing, extended hugging (beyond 3 seconds) or fondling are not allowed. “Inappropriate” is defined as causing others to be uncomfortable or offended with your behaviors. Students who continue will be subject to school discipline. Parents will be notified.

**SPECIAL DELIVERIES**

We do not have the staff available to deliver or store items for birthdays or other special events. In addition, these items can be a disruption. The following items are not allowed: balloon bouquets, flowers, gifts, birthday cakes or other food items. Please do not deliver these items to school, and don’t allow your child to bring them to school. Save them for at home, where your child may enjoy them. Items at school will be confiscated and kept in the office until 3:10.

**TELEPHONE**

Students are not to use the phones in classrooms or their own cell phones to call home when they are sick. Teachers have been advised to have students use an office phone with permission.

**TRANSPORTATION**

*Transportation Information* (The Kent School District Student/Parent Handbook)

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

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

**School Bus Conduct**

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

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

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

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

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

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

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

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

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

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

School bus departure at dismissal: High School and Middle School buses depart the bus zone at (7) minutes after bell time. Elementary buses depart the bus zone at (5) minutes after bell time. Once the bus is moving it is not safe for a student to run after the bus. The student will have to make other arrangements to get home.

Space Available Bus Pass

If you live within a walking boundary for your school and there is a bus stop close to your home it is possible to get on this list via the Transportation Department webpage. Parents/guardians may click on the Space Available Request link on the left side of the section menu and it only takes a few minutes to complete the request form. Make sure your browser’s pop-up blocker is disabled. Be sure to click “SUBMIT” before you leave the site. These requests will be considered as quickly as possible after student load counts and route revisions are completed at the start of the school year. Generally, Space Available Bus Passes are not issued until October. You will be contacted when a space is available for your child.

Criteria for obtaining a Space Available Bus Pass:

If you have chosen a school that is out of your home address boundary, then Transportation is the responsibility of the parent/guardian and your space available request will not be considered. (Exceptions for siblings of Hi-Cap students).

Your home or daycare address must be within the board approved walk distances to the nearest bus stop:

- Elementary Schools - 1.34 miles
- Middle Schools - 1.75 miles
- High Schools - 2.0 miles

Bus stops will not be created within the walk boundaries.

For bus discipline issues students will receive no more than one conduct report. A second discipline issue will result in the Space Available pass being revoked.
For the most up to date school bus guidelines – you can read the booklet at the website:

Signs on the doors of our building state clearly that all visitors to Cedar Heights must register in the main office. This is to protect our campus and you. Students are NOT permitted to bring visitors to school.

Parents and others wishing to visit classrooms must submit a request to administration 24 hours prior to the proposed visit. Permission will be approved or denied based on

- Purpose of the visit
- Potential Disruption of the Educational Environment
- Other circumstances that may apply

SELF DISCIPLINE AND SCHOOL DISCIPLINE

Cedar Heights Middle School has established a tradition of self-discipline that includes making positive choices for yourself and others, courtesy, cooperation, friendliness, and an attitude of respect for people and property. Remember our core values of compassion, integrity, respect and responsibility.

In the event that you need help with self-discipline, you will receive appropriate progressive consequences for your behavior. Consequences may include parent notification, conflict resolution contracts, lunch detention, after school detention, parent conferences, custodial duty, or in-school or out of school suspension for a short or long period of time, and/or expulsion from the district. The consequences earned will depend on the seriousness of the inappropriate behavior and the number of previous offenses.

A suspension of any type will cancel your participation in after school events for the duration of your suspension, and earn you a Tier 3.

DISRUPTIVE and EXCEPTIONAL MISCONDUCT

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel;
  - disobedience of reasonable requests, instruction, and directives of school personnel;
  - refusal to leave an area when instructed to do so by school personnel;
  - refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school;
  - and the refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
• Gang-related behavior, association, and/or affiliation (see policy 3246);
• Harassment of others;
• Inappropriate dress or appearance (see policy 3224);
• Trespassing on school property or school transportation at a time or place the student’s presence is not permitted;
• Occupying a school building or school grounds in order to deprive others of its use;
• Preventing students from attending class or school activities;
• Use or possession of tobacco;
• Using any objects in a dangerous manner;
• Intentionally defacing or destroying the property of another.

Exceptional Misconduct
Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion. Exceptional misconduct includes the following:

• Arson;
• Assault, if the assault involves
  o injury to another;
  o bodily fluids; or
  o a weapon;
• Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student’s presence on school grounds poses a danger to other students or staff;
• Cumulative violations;
• Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
• Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
• Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
• Extortion;
• Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
• Harassment/intimidation/bullying of others;
• Knowingly possessing stolen property;
• Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
• Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
• Sexual misconduct on school grounds, at school activities, or on school provided transportation;
• Theft on school grounds, at school activities, on school provided transportation, or of school property at anytime;
• Threats of violence to other students or staff
• Use or possession of dangerous weapons, including firearms, airguns, knives, nunchucks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Kent School District Policy 3245;

Alcohol and/or Substance Abuse Violations Are Defined As:
Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed. Being under the influence will be considered the same as being in possession.

At off-campus events where drugs, alcohol or controlled substances are evident, athletes, cheerleaders and dance team members who have made a willful choice to remain at the event are in violation of the rule.

Tobacco/Nicotine Products, E-Cigarettes, Vape- or V-Pens- Use Or Possession:
Students may not participate in smoking/ using tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions. E-Cigarettes, also known as V-Pens, Vape Pens, etc, are not allowed on Campus, with or without nicotine. Violations of this expectation will be treated as either a tobacco violation or drug
violation depending on mitigating circumstances.
Unsafe Student Behaviors

The following can receive discipline, up to and including suspension:

- Running, pushing or shoving others anywhere on campus is not allowed.
- Any type of physical activity between two students (horseplay/play fighting) that could lead to injury is not allowed.
- In order to prevent serious injury to staff or students, snowball, rock, pinecone and etc., throwing will NOT be permitted on or near the Cedar Heights campus. Violations will result in disciplinary action.

Obscenities/Profanity/Racial Slurs

Students are expected to use appropriate language at all times. Students using obscene gestures, possessing pornographic material, or using profanity or racial slurs, will receive appropriate disciplinary action up to and including long-term suspension. This type of behavior is not only inappropriate, but may be determined to be harassment.
### Bell Schedules – Regular, Wednesday, Assembly, Inclement Weather Delays

#### Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30-9:27</td>
</tr>
<tr>
<td>2</td>
<td>9:31-10:28*</td>
</tr>
<tr>
<td>3</td>
<td>10:32-11:29</td>
</tr>
<tr>
<td>4</td>
<td>11:33-1:09</td>
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<tr>
<td>LUNCHES:</td>
<td></td>
</tr>
<tr>
<td>11:33 -12:03</td>
<td></td>
</tr>
<tr>
<td>12:06 -12:36</td>
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<tr>
<td>12:39 -1:09</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1:13-2:10</td>
</tr>
<tr>
<td>6</td>
<td>2:14 - 3:10</td>
</tr>
</tbody>
</table>

#### Wednesday Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30-8:56</td>
<td>26</td>
</tr>
<tr>
<td>2</td>
<td>9:00-9:26</td>
<td>26</td>
</tr>
<tr>
<td>3</td>
<td>9:30-9:56</td>
<td>26</td>
</tr>
<tr>
<td>4</td>
<td>10:00-10:26</td>
<td>26</td>
</tr>
<tr>
<td>5</td>
<td>10:30-10:56</td>
<td>26</td>
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<tr>
<td>6</td>
<td>11:00-11:26</td>
<td>26</td>
</tr>
<tr>
<td>11:29-1:05 (Den Time 65 minutes &amp; Lunch (30 minutes))</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

First Lunch 11:29-11:59
Second Lunch 12:02-12:32
Third Lunch 12:35-1:05

1:10 – students dismissed for the day

#### AM Assembly Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30–8:35</td>
</tr>
<tr>
<td>Dismissal and Assembly</td>
<td>8:35-9:30</td>
</tr>
<tr>
<td>2</td>
<td>9:33-10:16</td>
</tr>
<tr>
<td>3</td>
<td>10:20 – 11:03</td>
</tr>
<tr>
<td>4</td>
<td>11:07–11:50</td>
</tr>
<tr>
<td></td>
<td>11:54-12:24</td>
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<tr>
<td>LUNCHES:</td>
<td></td>
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<tr>
<td></td>
<td>11:54 –12:24</td>
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<tr>
<td></td>
<td>12:27 –12:57</td>
</tr>
<tr>
<td></td>
<td>1:00 – 1:30</td>
</tr>
<tr>
<td>5</td>
<td>1:34–2:20</td>
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<tr>
<td>6</td>
<td>2:24–3:10</td>
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</tbody>
</table>

#### PM Assembly Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30–9:15</td>
</tr>
<tr>
<td>2</td>
<td>9:19–10:04*</td>
</tr>
<tr>
<td>3</td>
<td>10:08–10:53</td>
</tr>
<tr>
<td>4</td>
<td>11:46-1:22</td>
</tr>
</tbody>
</table>

LUNCHES:
- 11:46 –12:16
- 12:19 –12:49
- 12:52 –1:22

6th 1:26–2:11

Dismissal and Assembly 2:11-3:05

Dismiss back to 6 Period 3:05-3:10
### Inclement Weather Delayed/Altered Schedules

#### 2 Hour Delay

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>10:30-11:03*</td>
</tr>
<tr>
<td>2</td>
<td>11:07-11:40</td>
</tr>
<tr>
<td>4</td>
<td>11:44-1:20</td>
</tr>
<tr>
<td>1st lunch</td>
<td>11:44-12:14</td>
</tr>
<tr>
<td>2nd lunch</td>
<td>12:17-12:47</td>
</tr>
<tr>
<td>3rd lunch</td>
<td>12:50-1:20</td>
</tr>
<tr>
<td>3</td>
<td>1:24-1:57</td>
</tr>
<tr>
<td>5</td>
<td>2:01-2:34</td>
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<tr>
<td>6</td>
<td>2:38-3:10</td>
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</table>

#### 1 Hour Delay

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>1</td>
<td>9:30-10:15*</td>
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<tr>
<td>2</td>
<td>10:19-11:04</td>
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<tr>
<td>3</td>
<td>11:08-11:53</td>
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<tr>
<td>4</td>
<td>11:57-1:33</td>
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<tr>
<td>1st lunch</td>
<td>11:57-12:27</td>
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<tr>
<td>2nd lunch</td>
<td>12:30-1:00</td>
</tr>
<tr>
<td>3rd lunch</td>
<td>1:03-1:33</td>
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<tr>
<td>5</td>
<td>1:37-2:22</td>
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<tr>
<td>6</td>
<td>2:26-3:10</td>
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</table>
Request to View Secured Assessment

Procedure for Requesting to View/Obtain School-based Secure Assessments:
Parent/guardians may view school-based secured assessments after they have been administered to students, in order to support their individual students learning. In order to view a secured school-based assessment, parents/guardians must contact the appropriate classroom teacher with a request to view the assessment. The teacher will make arrangements with the parents/guardians to view the assessment within 48 hours of the request. Parents desiring to receive a copy of a secured assessment must agree in advance and in writing, that the assessment will be used only for work pertaining to their own student by signing the “Request to View Secured Assessment” form. The Secured Assessment forms are located in the Main Office and in the Staff Handbook. The requests will be kept in the Main Office.

Parent Name: ........................................................................................................

Student Name: ....................................................................................................

Classroom Teacher Name: ..................................................................................

Class: ....................................................................................................................

Title of Assessment:
......................................................................................................................

I agree to use this assessment with only my student to improve their understanding of the content being assessed.

Parent Signature:__________________________ Date: ____________________________

Teacher Signature:__________________________ Date: ____________________________
Kent School District Information

**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 abeyance for community service].

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

**TRUANCY**

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.