

# Kentwood High School Student Handbook



2021-2022

# KENTWOOD HIGH SCHOOL

25800 164<sup>th</sup> Ave. S.E.  
Covington, WA 98042  
253-373-7680  
Fax: 253-373-7326

## ADMINISTRATION

Samantha Ketover ..... Principal  
Tracy Garza ..... Assistant Principal (A-G)  
Ron Webb .....Assistant Principal (H-O)  
Brett Thompson ..... Assistant Principal (P-Z)

## Athletics/Activities

Lindsey Duerre ..... Activities Coordinator  
Kurt Phelps .....Athletics Director

## TELEPHONE NUMBERS - All Office hours are 7:00 a.m. – 3:30 p.m.

Athletics/Activities..... 253-373-7764 (School building)  
    Stacy Herrick..... 253-373-7764(Teams)  
Attendance..... 253-373-7378 (School building)  
    Lilane Cepeda..... 253-373-7378(Teams)  
    Jan Wallis..... 253-373-7378(Teams)  
    Edith Gomez Roldan..... 253-373-7378(Teams)  
Career Center..... 253-373-7679 (School building)  
Cashier ..... 253-373-7685 (School building)  
    Kathy Massimino..... 253-373-7680(Teams)  
Counseling..... 253-373-7380 (School building)  
    Karen Scott.....253-373-7380(Teams)  
Data Processor.....253-373-7684(School building)  
    Jennifer Hinkle.....253-373-7680(Teams)  
Library ..... 253-373-7301 (School building)  
Main Office..... 253-373-7680 (School building)  
    Sarah Hamann..... 253-373-7680 (Teams)  
    Brooke Freaney.....253-373-7680(Teams)  
Music  
    Band..... 253-373-7396 (School building)  
    Choir..... 253-373-4812 (School building) (208) 817-9395 (Teams)  
    Orchestra..... 253-373-7747 (School building) (208) 817-0814 (Teams)  
Registrar..... 253-373-7695 (School building)  
    Lori Kirk..... 253-373-7680 (Teams)  
Security ..... 253-373-7719 (School building)

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**[KSD Student/Parent Handbook is located on our website](#)**

## Academic Integrity Policy

Kentwood High School strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement. To falsify or fabricate the results of one's learning, or to cheat, corrupts the educational process, impedes a student's academic progress, and compromises the trust between teacher and student that is fundamental to the learning process.

### Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students with academic integrity:

- Students must do their own work and submit only their own work on assignments (including homework), examinations, reports, and projects, unless otherwise permitted by the instructor.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, tests, quizzes, and performance evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

### Definitions of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration. Copying another student's homework without direction or approval from the teacher is considered cheating. Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Academic Misconduct:** the intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about the test.

### Responding to Academic Dishonesty

Academic Dishonesty may be submitted to the student's administrator through a Skyward referral. Formal action is determined by the teacher and administrator in a progressive manner. A possible consequence for academic dishonesty is no credit for the assignment or test and parent/guardian notification. At a teacher's discretion, a student may recover partial credit for an assignment by redoing the assignment within a time period established by the teacher. Offenses are cumulative throughout the curriculum of one course.

An administrator will review the referral and academic integrity policy with the student. A student appealing academic integrity policy action will make an appointment to meet with the principal. Actions for violations of Academic Integrity:

- **1st Offense:** 0 or “F” on the assignment or test. At a teacher’s discretion, a student may recover partial credit for an assignment by redoing the assignment within a time period established by the teacher.
- **2nd Offense:** Action will be determined by teacher and administrator. At a teacher’s discretion, a student may recover partial credit for an assignment by redoing the assignment within a time period established by the teacher.
- **3rd Offense:** A meeting will take place between the student, parent, counselor, and administrator, to determine further actions which may include the removal from the class, with a loss of credit, and/or loss of some percent within the class grade.

## **Attendance** (See KSD Student Handbook for district-wide policies)

For safety reasons, all students must check out in the attendance office prior to leaving campus early with parent/guardian permission. It will not be excused afterward.

### **Procedures:**

- Attendance will be taken by the teacher, each period of each class. An absence is defined as any time a student misses more than the first ten (10) minutes of class and a code “W” will appear in Skyward. Teachers will use the code “N” when a student attends class more than 10 minutes late unexcused.
- When a student has an unexcused absence or tardy, the “auto dialer” will call home at the end of each day to alert parents.
- School related absences are defined as school sponsored field trips, athletic/music/school events in which the student is a participant, school counselor appointments, administrator appointments and suspensions. Prearranged absences are included as absences.
- Absences need to be excused prior to leaving the school campus. After that time all absences will be considered unexcused and disciplinary action may be taken.
- The attendance office will gladly accept parent notes or phone calls to excuse student absences. The attendance office cannot accept other notes including doctor notes unless signed by the parent/guardian.
- If your student has an appointment and needs to leave early, please send a note with them in the morning. Be sure to indicate time of release. Students can fill out an attendance slip upon arrival and be released from class at the time indicated on the slip. Parent/guardian signatures are needed on all notes to excuse an absence.
- Parents or legal guardians may call to excuse a student from school, but the student must still check out in attendance office before leaving.
- The alternative to the above is to come into the attendance office to check your student out.  
Please bring identification.
- If a student should become ill during the school day, please have him/her check out through the health room. Parent/Guardian permission to leave is required.

### **ATTENDANCE OFFICE TIPS**

- Check Skyward often to verify that your absences are correct.
- If a student gets a call from the auto dialer and they were not absent, please have them pickup a correction slip in the attendance office the next day to correct.

## Attendance Definitions

**ABSENCE:** Any time a student misses more than the first ten (10) minutes of class.

**APPOINTMENTS:** Students must notify the attendance office in advance of any appointments. **ASSIGNMENTS DURING ILLNESS:** Students who have been absent 3 days can contact the

Counseling Office. Counselors will contact the student's teachers. Please allow at least 24 hours

to obtain assignments.

**BECCA:** After seven unexcused absences in a month or ten unexcused absences in an academic year, the district may file a truancy petition with the juvenile court per Board Policy 3122P. **EARLY DISMISSAL/LATE ARRIVAL:** Students with an ED in their daily schedule are to leave immediately after last class and LA students are not to arrive sooner than 5 minutes before their scheduled class. Students without scheduled classes should not be on campus. Failure to comply with these guidelines will result in disciplinary action and/or revocation of LA/ED privileges.

**EMANCIPATED STUDENTS:** Students 18 years of age who **no longer reside at home** may fill out emancipation papers and be accountable for their own attendance. Students must call the attendance office by 8:30 a.m. on the day of the absence. Failure to do so will result in truancy. Emancipated students must prearrange absences whenever possible.

**EXCUSED ABSENCE:** Absences due to illness, doctor/dentist appointments or religious holidays are considered excused. A parent/guardian phone call or note must be provided.

**MAKE-UP WORK:** Teachers are not required to provide and/or accept make-up work when a student is truant. While assignments may be completed at teacher discretion, credit for this work may not be allowed.

**TARDINESS:** Students who arrive after the bell and within the first 10 minutes of the class period are considered tardy. It is the responsibility of the student to be punctual to all classes. Whenever tardiness becomes chronic or disruptive, the school authorities will seek to correct the situation in a manner that is fair and reasonable.

**TRUANCY:** Absence from school or class without the knowledge and consent of the parent/guardian(s) or absence from the school or class after once arriving on the campus without the knowledge and consent of the school is defined as truancy.

# **Athletics and Activities**

## **ASSEMBLY BEHAVIOR**

Assemblies of a varied nature will be scheduled. Expected conduct for these events includes:

1. COVID requirements will change over time. For up-to-date information regarding COVID policies and procedures visit the KSD website [here](https://kent.k12.wa.us) ([Info & Updates / Return to School Safely \(kent.k12.wa.us\)](#)).
2. Go directly to the assembly area and be seated in assigned area.
3. During flag exercises, per Board Policy 2333, students not reciting the pledge of allegiance will maintain a respectful silence. The same expectations apply for the national anthem. If applicable, students should remain respectful until the color guard “retires” the colors.
4. Remain attentive and courteous during any performance and silent during a speech.
5. No signs, posters, noisemakers, or other objects may be brought in to the assembly without prior approval of the Activity Coordinator.
6. Go directly to the assigned classroom area immediately following the assembly.
7. Students who are disruptive or behave inappropriately will be subject to school discipline.

## **ASB CARDS**

More information will be available regarding ASB cards in the near future.

# 2021-22 ASB Officers

ASB PRESIDENT	ASB VICE PRESIDENT	ASB SECRETARY	ASB TREASURER	ASB PUBLIC RELATIONS
ITZEL BEJARANO-ARIAS	LAUREN LACHANCHE	JAYDEN WENGER	MIA TRAJANO	JACKY DIAZ-MANDUJANO

SENIOR CLASS OFFICERS CLASS OF 2022	JUNIOR CLASS OFFICERS CLASS OF 2023	SOPHOMORE CLASS OFFICERS CLASS OF 2024	FRESHMEN CLASS OFFICERS CLASS OF 2025
Ava Zenter	Esperance Fandonougbo	Amiyah Jones	Andy Phung
Julie Dinh	Kennedy Moore	Catey Lantz	
Luke Foege	Nisaiah Allen	Jilianne Gonzales	
Samantha Fundeski	Alouetta Parsell		
Sirajummuneer Ahmad	Brian Aguas		

## **CLUBS**

- Clubs must be cleared through the school prior to any club activities.
- Scheduling of all activities, fundraising drives, dances, use of the building before and after school, etc., is done through the Athletics/Activities Office.
- All bulletins, advertising or signs of any nature must have approval of the club

advisor and Activities/Athletics Office prior to being made or displayed.

- All contracts, agreements and purchases made for a club in the name of Kentwood High School must have prior approval and be signed by the principal.

#### **DANCE POLICIES**

1. All rules and standards of behavior that are in effect during the regular school day are also in effect at all school activities.
2. Guests must be 9th grade or older. No guests older than 20 years old are allowed. All guests must have the KW student complete a Guest Dance Form. This dance form must be approved by advertised due date.
3. No one will be allowed to re-enter the dance after leaving.
4. Any Kentwood student fines must be paid prior to purchasing a ticket and attending the dance.
5. All students attending must present a Kentwood ID card to purchase tickets prior to the dance. No tickets will be sold at the door. Kentwood ID must be shown at the door. All guests must have photo ID with birth date or a current high school ID card in order to be admitted.
6. No substitution of persons named on the dance list is allowed. Only the person whose name is written on the dance list will be admitted.
7. Other restrictions for purchase of tickets for special events may be added at the discretion of the administration.

#### **ELECTIONS - REGULATIONS FOR ASB**

Candidates must have:

- Grade of C or better in all subjects during the previous grading period.
- Credit standing equivalent to his/her class.
- No discipline problems/suspensions for the present or previous semester.
- Approval of his/her candidacy from the Athletics/Activities Office prior to the commencement of his/her campaign.
- Enroll/Attend Leadership Class

#### **SPORTS**

## **KENTWOOD CONQUERORS**

### **HEAD COACHES BY SEASON**

#### **FALL SPORTS:**

- **Cross Country – Stewart Kunzelman**
- **Football – Michael Bush**
- **Boys Golf – Michael Landry**
- **Girls Golf – Ann Johnson**
- **Girls Soccer – Raymond Johnson**
- **Girls Swim/Dive – TBD**
- **Boys Tennis – Ingrid Bakke**
- **Volleyball – Kayla Hanus**

**WINTER SPORTS:**

- **Boys Basketball – Blake Solomon**
- **Girls Basketball – Jordan Nero**
- **Gymnastics – Victoria Carlson**
- **Boys Swim/Dive – TBD**
- **Boys/Girls Wrestling – Kendall Anderson**

**SPRING SPORTS:**

- **Baseball – Mark Zender**
- **Fastpitch – Gary Graf**
- **Judo – Leslie Mizuki**
- **Boys Soccer – Raymond Johnson**
- **Girls Tennis – Ingrid Bakke**
- **Track – Robert Thomas**

ATHLETIC DIRECTOR..... KURT PHELPS

**NPSL Sportsmanship Code**

Show pride, class, spirit and respect.

Display modesty in victory and graciousness in defeat.

Please enjoy the game and promote good sportsmanship. In the North Puget Sound League, everyone is a winner.

*Students owing fines will not be allowed to participate in the athletic program.*

**Kentwood High School**  
**Daily Bell Schedule**

Period	Time		
0	6:40 - 7:35	55	
1	7:40 - 8:40	60	
2	8:45 - 9:40	55	
3	9:45 - 10:40	55	
4/Lunch	10:45 - 12:20	65	
	1st Lunch 10:40 - 11:10		
	Class: 11:15 - 12:20		
	2nd Lunch 11:15 - 11:45		30
	Class: 10:45 - 11:15		30
3rd Lunch 11:50 - 12:20	Class: 10:45 - 11:50	65	
5	12:25 - 1:20	55	
6	1:25 - 2:20	55	

**Wednesday (No ConkTime)**

Period	Time	
0	7:00 - 7:35	35
1	7:40 - 8:20	40
2	8:25 - 9:00	35
3	9:05 - 9:40	35
4	9:45 - 10:20	35
5/Lunch	Lunch A 10:25 - 11:00	35
	Class 11:05 - 11:40	35
	Lunch B 11:05 - 11:40	35
	Class 10:25 - 11:00	35
6	11:45 - 12:20	35

**Wednesday (ConkTime)**

Period	Time	
0	6:55 - 7:25	30
1	7:40 - 8:10	30
2	8:15 - 8:45	30
ConkTime	8:50 - 9:30	40
3	9:35 - 10:05	30
4	10:10 - 10:35	25
5/Lunch	Lunch A 10:40 - 11:10	30
	Class 11:15 - 11:45	30
	Lunch B 11:15 - 11:45	30
	Class 10:40 - 11:10	30
6	11:50 - 12:20	30

## Cashier

- Cashier: Kathy Massamino- [Katherine.Massimino@kent.k12.wa.us](mailto:Katherine.Massimino@kent.k12.wa.us)
- Parents and students pay online using our new payment portal to pay for class fees, fines, ASB cards, yearbooks and many other items. Go to: <https://wa-kent.intouchrecepting.com> to see your account. You can also reach the site by going to the KSD or Kentwood websites - For Families - On Line Payments.

The cashier takes fees before school, during lunches and after school at the window located near the Main Office. Policies include:

- Cash, credit/debit will be accepted at school.
- Checks will be accepted only in the exact amount of the fee to be paid.
- Checks must be made out to Kentwood High School.
- The Cashier does not make change for vending machines or the lunchroom.
- The Cashier window is not open to students during classtime.
- Parents and students can also pay online using our new payment portal to pay for class fees, fines, ASB cards, yearbooks and many other items. Go to: <https://wa-kent.intouchrecepting.com> to see your account. You can also reach the site by going to the KSD or Kentwood websites - For Families - On Line Payments.

## College and Career Planning

Contact our College and Career Specialists:

### KW College and Career Specialist

Quincey Davison Jr. [Quincey.DavisonJr@kent.k12.wa.us](mailto:Quincey.DavisonJr@kent.k12.wa.us)

### College Success Foundation

Lorena Bobadilla [Lorena.Bobadilla@kent.k12.wa.us](mailto:Lorena.Bobadilla@kent.k12.wa.us)

Crystal Duenas [Crystal.Duenas@kent.k12.wa.us](mailto:Crystal.Duenas@kent.k12.wa.us)

### Gear Up!

Alejandra Baires-Ramirez [Alejandra.Baires-Ramirez@kent.k12.wa.us](mailto:Alejandra.Baires-Ramirez@kent.k12.wa.us)

Kentwood provides several supports for planning your path after high school. The College and Career Center is located in Room 500. The Center can help you by providing interest testing, assistance in making career decisions, mentorship, and information about post-secondary schools which can prepare you for your career choices. Many high school graduates realized that they had completed their education without actually preparing themselves for a career. Students may alleviate this problem by establishing a career goal early in their high school experience, and planning coursework that relates to their future goals. Students who need assistance with determining a career direction may visit the College and Career Center. Students who want a complete guidance program may:

1. Take a computerized career interest assessment which will help them focus on specific career areas.
2. Analyze Interests, abilities and values as they relate to the world of work.
3. Research careers of interest to determine which occupations best meet their needs.
4. Compare job duties, entry and advance pay, future outlook opportunities for advancement and post high school education/training preparation.
5. Use various guides and course description books to determine what high school courses will help them prepare for their chosen career.

1. Apply to be part of the College Success Foundation. This partner organization has mentors working on-site at Kentwood. CSF is a system of supports and scholarships to inspire underserved, low-income students to finish high school, graduate from college and succeed in life.
- \* All students have the opportunity to use computerized interest inventories, financial aid programs, and college search software in the Career Center. The Career Centers also have current information on occupations in Washington State as well as local and national information. Other available services include:
- Resume and Cover Letter Writing
  - Career and Post-Secondary Exploration
  - Job Search Process Assistance
  - Goal Planning Assistance
  - Career Related Software

## **Conk Crew (Ignite)**

Our Conk Crew Team and Ignite Nation are partnering to support our 9th graders transitioning into the Kentwood Community. A team of 10<sup>th</sup>, 11<sup>th</sup>, and 12th grade leaders have been strategically selected and are honored to support every 9th grader that is a part of Kentwood HS.

The goal of the program is to provide guidance, friendship and academic and social support. Conk Crew mentors will take 9th graders through academic and SEL (social-emotional) lessons throughout the school year. These lessons will help the mentors to build relationships with their group of 9<sup>th</sup> graders and will support our 9<sup>th</sup> graders become part of our Conk Family.

Our Conk Crew is lead by Adam Jones, Kellie Norman, Laura Camblin, and Tracy Garza.

## **Counseling Department**

<u>Counselor</u>	<u>Student's Last Name</u>
Jamie Eager	A-De
Daryleen Kagawa	Df-Kag
Tricia Sarsfield	Kah-Mor
Laci Fults	Mos-Se
Shari Dolleman	Sf-Z

Counselors assist students in making academic and/or vocational plans and college selection as well as dealing with day-to-day concerns. Counselors may make referrals to services in the community as needed. Students can make appointments to see their counselor and counselors will also send for students as needed. Students can make appointments to see their counselor and counselors will also send for students as needed. Contact Karen Scott, Counseling Office Assistant, or your alpha counselor to schedule an appointment. Come into the Counseling Office before school, at lunch, or after school to coordinate an appointment time.

## **Deliveries (SSA Office)**

The Kentwood Secondary School Assistant Office (SSA), accepts academic and school-based materials for student pick-up. Laptops, backpacks, lunches, athletic gear, books and binders are examples of academic, school-based materials. Students will receive notice to pick up the academic, school-based materials left for them during time between classes, during their lunch time, or directly after school.

## **Discipline**

Kentwood strives for a safe and healthy learning environment for all. The following is a list of discipline which can be applied for violations of rules: teacher conference with student for social skills instruction, administrator conference with student, administrator conference with parent and student, alternative interventions, detention, short-term and long-term suspension. Our discipline guidelines are governed by Washington State law and district policy.

At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions. Parent/guardian communication will be documented in Skyward.

### **Definitions of Misconduct**

**See KSD Student Handbook for district-wide policies**

**CELL PHONE/ELECTRONIC DEVICES:** Portable electronic devices and accessories such as, cell phones, iPods, MP3 players, ear buds, headphones, etc., are not to disrupt instructional time.

### **DRESS CODE:**

For school discipline purposes this means that 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.

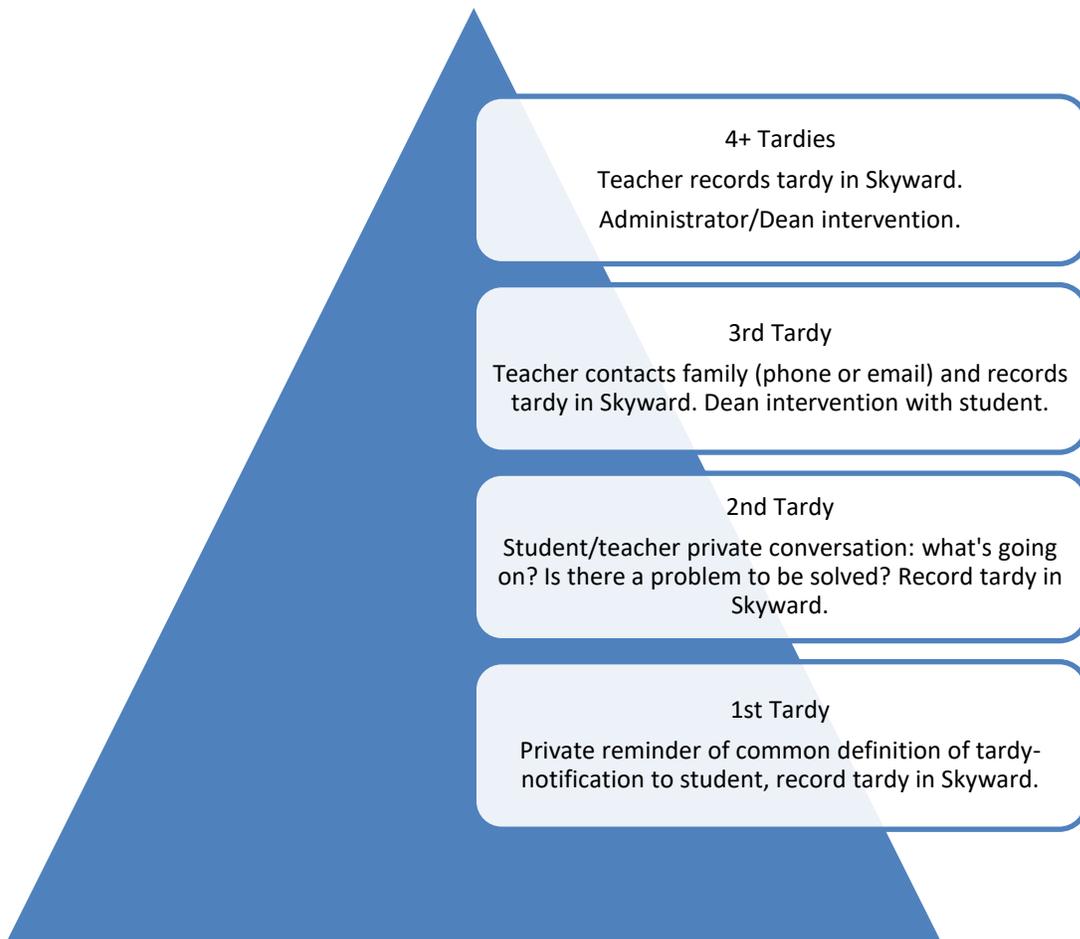
- Students will dress so that their genitals, buttocks, and nipples are covered with non-transparent material at all times.

- Students will wear a shirt with fabric in the front, back and on the sides under the arms.
- Students will wear a “bottom” for example jeans, pants, skirt, sweatpants, leggings, shorts to cover the buttocks and upper thighs.
- Students will wear shoes.
- Students must remove their sunglasses upon entering the building.
- Bandanas, due to historical connection with gang activity, are not allowed. If students are wearing bandanas, they must be immediately removed.
- Head coverings related to religious observance (e.g., yarmulkes, hijabs, dastaars/turbans) are permitted for students.

**RECKLESS DRIVING:** All students must refrain from unsafe driving on school property. Unsafe driving on campus may result in loss of privilege to drive and park on campus. Reckless driving behavior includes, but is not limited to, speeding, handheld cell phone use while driving, and transportation of unrestrained passengers.

**TARDINESS**

Students are expected to be in class on time. *Being on time to class means that the student is physically in the classroom by the time the bell rings.* Students who arrive more than ten minutes late without a note from a staff member will be considered absent for that class.



**TECHNOLOGY MISUSE:** (See KSD Student Handbook for district-wide policies) Acceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District. Violations of KSD Technology policies could result in loss of privileges, or access, to technology resources.

**UNAUTHORIZED AREA:** Kentwood is a “closed campus” which means students cannot leave the school grounds with exception of 12<sup>th</sup> graders with administratively approved Senior Privileges (See below). During the academic day, all parking lots, wooded areas, tennis courts, and playing fields are off limits. Students may not be in these restricted areas during the school day. A student will be expected to leave the school campus by 2:30 pm unless under the direct supervision of a staff member.

## **Grades (Skyward)**

Access your current grades by logging into your [Skyward account](#). Quarter grades are issued during the ninth week of each semester. Credits and Grade Point Average (GPA) are determined by the semester grade.

## **Health Room and Nurse**

Contact our Health Room staff for assistance:

Cheryl Bellino, School Nurse - (253) 373-7712 or (208) 609-7691 (Teams)

[Cheryl.Bellino@kent.k12.wa.us](mailto:Cheryl.Bellino@kent.k12.wa.us)

Denise Fargo, Health Tech - (253) 373-7720 (986) 867-0187 (Teams)

[Denise.Fargo@kent.k12.wa.us](mailto:Denise.Fargo@kent.k12.wa.us)

Parents and/or guardians have the primary responsibility for a student’s health. The State Board of Health requires students to be fully immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Varicella and Hepatitis B as mandated for grade level. A completed and signed Certification of Immunization Status (CIS) must be on file with the school. For a major health concern that may require emergency care or affect learning abilities or school participation, parents should notify the nurse, through either a written note, e-mail, and/or a personal conference.

Students who become ill at school must obtain a pass from their teacher to report to the Health Room, except before or after school and during the student’s lunch period. If the Health Room is closed, students may report to the Attendance Office. The school will contact a parent or an emergency contact for permission if the student needs to go home. Under no circumstances should the student leave school without checking out through the Attendance Office.

Medication should be taken at home before and after school. If it is necessary for medication to be taken at school a written authorization from a parent and medical care provider is required.

Medication includes over-the-counter medications such as cough drops and Tylenol. If medication is necessary for the student during the school hours, the following is required:

- Submit a completed medication authorization form signed by the medical provider and the parent/guardian to your school nurse (Available on-line or through the KW nurse office)

OR

- Submit notes to the school nurse that consist of:
  1. Written and signed note from the doctor indicating: name of medication, dose, time and reason it must be given during school hours.
  2. Written and signed note from parent/guardian giving permission for your child to receive the

prescribed medicine at school.

Medication must also be brought to school in its original unexpired container. If medication will need to be taken on overnight field trips, please contact the nurse 2 weeks prior to leaving.

## **ID Cards**

All students are required to carry their ID card with them at all times (during school and for all school functions). Cards must be presented upon request. This card is needed to check out library materials and to access any computer/technology. To add ASB to your ID Card, see the instructions in the Athletics and Activities section of this handbook.

## **KWAY**

### **TREK**

**Trustworthiness - being reliable, honest, and safe, even when nobody is looking.**

**Responsibility - learning the expectations so that you know your role and can do your job.**

**Equity – providing empowerment and resources as needed for every individual to be included and successful.**

**Kindness - being friendly, generous, and considerate.**

#### **Location: Classrooms**

<b>Trustworthiness</b>	Follow classroom and school expectations. Be truthful. Strive to build trust with each other. Do your own work and contribute to the work of the group. Support safety in the classroom with people, their perspectives, and their property. Follow through on what you say you will do.
<b>Responsibility</b>	Be prepared and participate in the lesson or task of the day. Be kind while working together. Be trustworthy with people's property, time, and space.
<b>Equity</b>	Teaching and assignments consider differing levels of learning. There is access and opportunity for all students based on their varied needs including language. All voices are heard. Everyone aims to be consistent and inclusive. Language used in the classroom is inclusive, uplifting, and free from derogatory comments.
<b>Kindness</b>	Assume positive intent in others. Listen and act with empathy. Treat all people with dignity. Be considerate, supportive, and helpful. Be caring and compassionate toward people. Language used in the classroom is inclusive, uplifting, and free from derogatory comments.

#### **Location: Hallways**

<b>Trustworthiness</b>	Move with a purpose to get to your location on time. Use hall passes responsibly. Maintain a smooth, quiet traffic flow. Support safety in the hallway with people and their property.
<b>Responsibility</b>	Be aware of others. Be trustworthy with people's property, time, and space. Stay to the right. Use hall passes responsibly. Adults are present in the hallway for support. Clean up after yourself. Be aware that custodial staff are people too.

<b>Equity</b>	All students have access to classrooms, lockers, and bathrooms. Be mindful of people needing more space including those who are injured or differently abled. Allow people to pass rather than blocking the hallway. Be friendly and welcoming to all. Language used in the hallway is inclusive, uplifting, and free from derogatory comments. All people are represented in the things posted in the halls.
<b>Kindness</b>	Engage with a smile and a “hi.” Greet and connect with one another. Help people who are lost. Be ready to hold the door for someone. Allow all people to pass rather than block the hallway to get to their location on time. Be friendly and welcoming to all. Language used in the hallway is inclusive, uplifting and free from derogatory comments. Be aware custodial staff are people too.

**Location: Offices**

<b>Trustworthiness</b>	Be welcoming to all visitors, staff, and students. Support safety in the offices with people and their property. Follow through on what you say you will do. Keep private information private. Be mindful of private spaces.
<b>Responsibility</b>	Interact kindly with people like it is the first or last time you will meet. Be helpful and supportive of meeting expectations. Be aware that office staff are people too.
<b>Equity</b>	People have access to offices and staff. Be warm and welcoming to all. People are provided multiple ways of finding information: electronic, paper, phone. Information is available in multiple languages. All perspectives are heard. Everyone aims to be consistent, inclusive, and kind.
<b>Kindness</b>	Collaborate to keep a positive attitude and engage in positive communication. Assume positive intent in others. Be considerate of people’s property, time, and space. Be helpful and supportive of meeting expectations. Be aware that office staff are people too. Wait your turn quietly. Open doors and lend a hand when you can. Language used in the office is inclusive, uplifting, and free from derogatory comments.

**Location: Cafeteria**

<b>Trustworthiness</b>	Follow cafeteria and school expectations. Support safety in the cafeteria with people and their property. Pay for what you take. Everyone cleans up after themselves. Wait patiently. Attend only your assigned lunch.
<b>Responsibility</b>	Support safety in the cafeteria with people and their property. Leave the space better than it was when you arrived. Everyone cleans up after themselves. Stack your chairs at the end of third lunch. Recycle when possible. Attend only your assigned lunch. Be aware that cafeteria and custodial staff are people too. Push in chairs.
<b>Equity</b>	Be welcoming to all visitors, staff and students. Advocate for options for different dietary or allergy needs. Seating and service available to all. Be mindful of people needing more space including those who are injured or differently abled. Be friendly and welcoming to all. Language used in the cafeteria is inclusive, uplifting and free from derogatory comments. All people are represented in the things posted in the cafeteria. Wait patiently.
<b>Kindness</b>	All model expectations and invite others to sit at your table. Wait your turn, say please and thank you, and be ready with payment so things are efficient. Check to see if people eating alone are doing it because they want to. Be friendly and welcoming to all. Maintain a reasonable volume. Leave the space better than it was when you arrived. Push in chairs. Everyone cleans up after themselves. Be aware that cafeteria and custodial staff are people too. Language used in the cafeteria is inclusive, uplifting, and free from derogatory comments.

**Location: Bathrooms**

<b>Trustworthiness</b>	All people have access. Support safety in the bathroom with people’s time, privacy, space, and property. Language used in the bathroom is inclusive, uplifting, and free from derogatory comments. Enter, use the bathroom for its intended purpose, wash hands and leave. Everyone cleans up after themselves.
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<b>Responsibility</b>	Support safety in the bathroom with people’s time, privacy, space, and property. Be kind and private. Enter, use the bathroom for its intended purpose, wash hands and leave. Everyone cleans up after themselves.
<b>Equity</b>	All students have access according to their needs. Be mindful of people needing more space including those who are injured or differently abled. Bathrooms are clean and stocked with essentials like toilet paper and paper towels. Feminine hygiene products for all who need them are available at designated locations. Wait patiently.
<b>Kindness</b>	Check in with someone who appears to be in distress; let an adult know if things look serious. Support safety in the bathroom with people’s time, privacy, space, and property. Help others who need supplies. Leave the space better than it was when you arrived. Always flush and wash your hands. Get your rebounds when you miss the trash can.

**Library**

Contact our Library staff for assistance:

Lois Pena, Librarian (253) 373-7301 or (208) 817-9680 (Teams) [Lois.Pena@kent.k12.wa.us](mailto:Lois.Pena@kent.k12.wa.us)

The Kentwood Library is the home of four different student services:

- Library & Information Services** – Access to materials to support your studies and popular fiction
- The Career Center** – Personalized guidance for your journey to college or career
- Learning Lab** – A quiet environment for testing and make up tests
- Technology Specialist** – The place to come when you have an issue with your laptop.

**Information Services**

The Kentwood online library catalog website includes a searchable list of our collection as well as many databases of resource information. This year we will be using a new library software, so it will look a bit different, but it’s easy to use. It may be accessed from any computer by logging onto the Kentwood website, clicking on the Academics tab, then choosing Library. You may print to the Library printers from the Library computers. Library computers have most of the programs available on student laptops.

**Recharging Station**

If you need to recharge your student laptop, we have a station where you can leave it charging and safely locked up until you can retrieve it. You must remember your locking code! Plan to leave it charging for at least an hour.

**Library Policies**

Library personnel are available to help students find materials in the library, information on the internet and how to use various computer applications. Don’t hesitate to ask for help!

**A student ID card** is required to check out books and other materials.

If you have **overdue materials**, you will need to return them before you will be able to check out more materials. No fines are charged for overdue materials. Those students having overdue materials from another school or with materials a month overdue will not be allowed to checkout until materials are returned or the replacement cost has been paid.

**You are responsible for all materials checked out on your account.** Please do not check out materials for others, or you may find yourself paying for damage others have caused or paying for the cost of a book that someone else lost.

**Pure water is allowed in covered, spill proof containers, but food, drinks (other than pure water) or**

**gum** are not allowed in the library. Use the cafeteria to have lunch! Students must put food and drinks in their packs or leave them at the front desk. Students who persist in eating or drinking in the library may be given a discipline referral.

Use your KSD student email account. With the availability of OneDrive to students, personal email accounts should not be used at school.

Surfing the Internet for recreational purposes, playing games or listening to music on school computers are not permitted. The computers are here for school related projects only.

**Phones** should be put away, out of sight, just as in any other class.

### **Library Hours**

- You are welcome to use the library before school, (**7:10 am**) after school (until **2:40 pm**) and **during lunch** when we do not have scheduled classes. There may be occasional exceptions due to testing or special events.
- If you wish to use the library on your own during class time, bring a legibly signed note (complete with date, time, and the task you need to complete) from your teacher. Sign in as you enter the library and then present your teacher's note to library staff.

### **Lockers**

- Lockers are available but optional. Lockers are assigned in the Attendance Office.
- A student is permitted to use only the locker assigned to him/her.
- Lockers are to be treated with care, kept neat, clean and free of materials or markings which are in poor taste or may damage the finish or lock.
- Report problems with your locker to the Attendance Office immediately.
- Students who change, share, damage, tamper, force open or write on lockers are subject to fines and/or discipline.
- Lockers are school property and may be inspected at any time by school officials

### **Nutrition Services (Breakfast and Lunch)**

[Click here to go to the KSD website](#) for information on Remote Learning Meals, Free & Reduced-Price Meals and more!

- School authorities reserve the right to restrict eating to only the commons area. Students are to properly dispose of all waste.
- Free and Reduced Meal Applications are available in the Counseling Office, or access is available by [online application through MealAppNow](#). It only takes a few minutes and is the fastest, easiest way to get approved.

### **Registrar**

The registrar handles all matters related to grades, transcripts, class rank, and GPA.

Contact our Health Room staff for assistance:

Lori Kirk (253) 373-6119 (Teams)

Should you have questions in these areas, please go directly to the window located in the main office area, before school, during lunch or after school.

## **Safety and Security**

### **Campus Conduct:**

- Students are expected to treat one another, as well as staff and community members, with dignity and respect.
- Students are expected to know and follow all building and district rules.
- Students are required to correctly identify themselves to school officials when requested.
- Musical instruments can only be played in music class or in school sanctioned assemblies/concerts. Musical instruments must be transported in a case.
- Skateboards and scooter devices cannot be carried around campus. They must be secured in lockers, or Main/Annex Office, for the entirety of the schoolday.
- Food deliveries can be picked up in the round-about during assigned lunch times, or deliveries can be dropped off at the SSA Office. Food deliveries should not disrupt or interfere with class instructional time.
- Students not involved in a supervised after school activity must leave the building and campus by 2:30 p.m.
- Students shall not carry or use sports equipment (i.e. football, basketball, volleyball, baseball, skateboards, etc.) in the halls, or on campus, during the school day.
- Students are only allowed to sell items approved by school ASB and/or administration.
- Students should avoid the excessive use of perfume and/or cologne due to the effects it has on the many students and staff impacted by allergies and asthma.

### **Fire, Earthquake and Emergency Drills:**

Fire, earthquake and emergency drills will be practiced periodically during the school year for your safety. Students should be familiar with the procedures and exit routes from each of your classes. In the event of an emergency that necessitates the evacuation of the building, students are to follow the directions of school staff.

### **Parking Rules:**

- All students must register their vehicles with the Cashier prior to parking on campus.
- Registration fees are as follows:
  - Non free/reduced lunch: \$40/semester
  - Free/reduced lunch: \$20/semester
- Seniors, Juniors and space permitting, Sophomores may purchase a parking permit. This permit is Non-Transferable. Copying or sharing of permits will result in possible disciplinary action.
- Safe driving is expected at all times and will be enforced by school Security and Law Enforcement Officers. Speeding and/or reckless driving will result in school discipline, possible loss of campus parking privileges and possible law enforcement involvement.
- During the school day, parking permits must be clearly displayed at all times while parking on campus. The recommended method will be to hang the permit on the interior rear-view mirror with the permit number facing the windshield. For motorcycles, the permit will be attached to the main body of the vehicle.
- Students are required to park in the designated student parking lots only. Students that

are found parked in unauthorized areas/reserved parking, (Bus Zone, Fire Lane, Police, Visitor, Staff, Maintenance) are subject to a parking fine.

**Consequence(s) for parking violations (per year): \$10.00 per ticket**

Frequent offenses will result in possible school discipline and loss of parking privileges.

**Frequently asked questions:**

*What if I have to drive a different car to school occasionally?*

If the car is listed on your original registration card, merely place your parking permit on the rearview mirror of the car you will be driving. If not registered, simply register the car with Security upon arrival at school.

*What if I have a new or different car, or get new license plates?*

Upon arrival at school simply stop by the main office and complete a Parking Registration Update form.

*What if I don't have a parking permit and have to drive to school?*

Park off campus.

*What if I receive a ticket in error?*

Contact Security by the next school day. Failure to do so could result in the ticket remaining.

*What if I my permit is lost or stolen?*

Inform Security and purchase a replacement permit from the Cashier.

**Personal Protection Spray devices:**

Students must obtain an Administrators' approval prior to bringing or possessing any type of Personal Protection Spray Device (i.e., pepper spray or mace) to school or while on campus.

**Visitors and Guests:**

All visitors, including parents/guardians must register in the main office upon arrival.

Students must obtain an Administrators' approval prior to bringing any guest/visitor.

**Senior Privileges**

Apply for Senior Privileges in the Athletics/Activities Office. Student's administrator will review applications for approval. Seniors who have been approved will receive a sticker for their ID card. Seniors will be eligible to leave campus during their regular lunch period (with parent permission) under these conditions:

1. Senior status (on-track to graduate = 18.0+ credits);
2. Current 2.0 minimum GPA;
3. Current KW ID card (must be able to present immediately upon request);
4. No major disciplinary infractions;
5. Parent Permission

*Approved privileges may be revoked if any of the above conditions are not being met.*

## **Student Rights and Conduct**

The mission of the Kent School District is *Successfully Preparing All Students For Their Futures*. In support of this mission, the school board acknowledges that conduct and behavior are closely associated with learning, and that an effective instructional program requires a safe, wholesome and orderly school environment. The Board, therefore, requires all students who attend the schools and ride the buses of this district to comply with the laws, regulations, and policies governing the operation of the Kent School District.

It is the intent of the board that all students, teachers, administrators, and parents have access to the important information in this booklet about student rights, responsibilities, and due process.

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.

### **Student Responsibilities**

- Pursue their course of studies
- Attend school daily and be on time to all classes
- Be aware of all school rules governing student behavior and conduct themselves accordingly
- Express their opinions and ideas in a respectful manner as in order not to libel or slander others
- Dress and groom themselves in a manner which is not disruptive to the educational process or threatening to the health and safety of themselves or others
- Conduct themselves in a manner which will not disrupt their education or disrupt or deprive others of their education
- Respect the rights of others and exercise the highest degree of self-discipline in observing and adhering to established rules and regulations
- Follow established procedures in seeking changes in those policies, rules, or regulations which affect them and with which they disagree
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events, or on school busses
- Comply with requests of school employees in the performance of their duties
- Ensure that the lockers assigned to them contain no illegal drugs, weapons, contraband, or other evidence of violations of public law or district policy or school Lockers are subject to search without prior notice.

### **Student Rights under WAC**

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- High educational standards in a safe and sanitary building
- Education consistent with stated district goals
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status,

sexual orientation including

gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability

- Access to their own education records at reasonable school times upon request
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse
- Freedom from unlawful interference in their pursuit of an education while in the custody of the Kent School District
- Security against unreasonable searches and seizures
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - Freedom of speech and press
  - Peaceably assemble
  - Petition the government and its representatives for a redress of grievances
  - The free exercise of religion and to have their schools free from sectarian control or
  - Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them, including the periodic review and update of discipline rules, policies, and procedures.
- Establish appropriate channels to voice their opinions in the development of curriculum
- Representation on advisory committees affecting students and student rights
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies
- Consult with teachers, counselors, administrators and other school personnel at reasonable times
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization
- Free election of their peers in student government and the right to hold office
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined
- Citizenship privileges as determined by the United States and Washington State Constitution and its Amendments
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights

The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Washington or the rights retained by the people.

## **Work Permits**

Students are to secure an employment permit application form and obtain prior permission before contracting to work. The school may refuse to approve a work permit or revoke a work permit if the student is not making satisfactory progress in school.