



MATTSON MIDDLE SCHOOL

2018-2019
Student Handbook

ADMINISTRATION

Principal.....Mr. Schiechl
Assistant Principal.....Mrs. Etier

Dear Parents and Students:

Welcome to Mattson Middle School! We will maintain our core focus on developing caring students who are prepared both academically and socially for high school, college, and beyond. Your future starts right here, right now. Take advantage of every opportunity Mattson Middle School and its amazing staff have in store for you this year!

The purpose of this handbook is to communicate the academic, behavioral, and social expectations necessary in a vibrant learning community. All of Mattson's expectations are based on our core values: **Be Respectful, Be Responsible, Be Ready**. The district and school policies enclosed are designed to maintain a safe and orderly learning environment. Every student is expected to know how to conduct themselves. Since high rates of misbehavior and high academic achievement are mutually exclusive, students should monitor their behavior closely so that school success is possible for you, your fellow students, and the school staff.

Best wishes to you this year!

Mr. Schiechl
Principal

Mrs. Etier
Assistant Principal

Mattson's Expectations for Success

We believe that every student at Mattson is capable of great things. As such, we expect that students are:

Ready

All students to extend their learning by completing nightly homework. Parents can engage their children in schoolwork and be an active part of their children's education by helping ensure homework completion and understanding.

Students are expected to be at school every day. If you need to be absent, for *any* reason, you are responsible for bringing a note to the attendance office within 48 hours of the absence. You are also responsible for obtaining and making up any missed work or assignments. Excessive absences and late arrivals, whether excused or unexcused, will impact your grade.

Responsible

All students are expected to meet high academic standards. Teachers will work with you if you are having difficulties. However, it is up to you to communicate your needs to your teachers so that they can provide the best help possible.

All students to use the technology provided to enhance their learning. Yes, it is fun to have your very own computer and it will be tempting to use your laptop for gaming and social networking. However, we expect every student to act in a responsible manner and only use the laptop for education purposes.

Respectful

All students to actively seek productive ways to resolve problems and conflicts. Whether the issue is with a teacher or a student, we expect our students to reach out to a trusted adult for assistance in solving issues. We expect all students to use school appropriate problem-solving strategies.

Your success here at Mattson Middle School falls solely under those three school expectations. We are ready every day for class with our materials and homework and we show up on time to class with a willingness to learn. We are responsible for our actions and the consequences that come from those actions. We are respectful to our peers, the teachers, staff members, and property of our school. Here at Mattson Middle School we have a positive, supportive and safe learning environment where all students can learn. We are proud to be Mustangs and we always show it!

SCHOOL HOURS

School begins daily at 8:30 a.m. and ends at 3:10 p.m. Students may enter the building no earlier than 8:05 a.m. and should not be on campus before that time either. Early release time on Wednesdays is 1:10 p.m.

You can view our school calendar and other Mattson activities by visiting to our web site: www.kent.k12.wa.us/ksd/ma.

IMPORTANT CONTACT NUMBERS

Principal	Jim Schiechl	253-373-7670
Assistant Principal	Janine Etier	253-373-7670
Administrative Intern	Barbara Day	253-373-6256
Attendance Office	Sally Keene	253-373-7671
Counselor 8th grade	Heidi Hart	253-373-6259
Counselor 7th grade	Melanie Goodman	253-373-6257
Main Office	Petrina Lance	253-373-7670
Office Manager	Cathy Blackston	253-373-6252
DP/Registrar	Diane Barnes	253-373-7369
ASB Cashier	Jen Schafer	253-373-6253
Health Technician	Estela Morgan	253-373-6261
Nurse (T, Fr)	Maria Garvey Armatas	253-373-6261
Librarian	Mia Roberts	253-373-6263
Library Assistant	Joyce Fike	253-373-6264
Athletic Director	Barbara Day	253-373-6256
Activities Director	Patty Burn	253-373-6302
FAX		253-373-7673



GENERAL INFORMATION

To make Mattson a safe and productive learning institution, students should

- * listen carefully and follow directions
- * be in their seats and ready to work when the bell rings
- * keep their parents informed of their progress
- * bring required materials to class
- * keep a neat, well-organized 3-ring binder
- * use appropriate language
- * show friendship in an acceptable manner
- * respond cooperatively to requests from adults
- * treat students and staff with courtesy and respect
- * walk in the hallways
- * be drug, alcohol and tobacco free
- * use equipment appropriately
- * keep hands and feet to themselves
- * be respectful of school and personal property
- * clean up after themselves in all areas of the school
- * participate in school activities with pride
- * be responsible for doing their own work. (Cheating copying or willfully aiding another student will result in disciplinary action. Discipline will range from loss of credit to suspension.)

Kent School District 2018-2019 Student Calendar

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

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

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

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

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

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

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

#School Starts 8/30
2 School Days

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

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

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

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

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

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

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

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

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

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

() Presidents' Break
2/18 – 2/22

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

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

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

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

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

No School Days

School Begins: August 30
Quarter Ends: November 5
Semester Ends: January 25
Quarter Ends: April 17
Semester/School Ends: June 21

September 3: Labor Day
October 12: No School – Teacher Workshop
November 2: No School – Teacher Workshop
November 12: Veterans Day Observed
November 22 & 23: Thanksgiving
Dec. 19 – 31: Winter Vacation
January 1: New Year's Day
January 21: M.L. King Day
January 28: No School – Teacher Workshop
February 18 – 22: Presidents' Break
March 8: No School – Teacher Workshop
*March 29: Optional School Closure Make-Up Day
April 8 – 12: Spring Vacation
*April 29: Optional School Closure Make-Up Day
May 27: Memorial Day

Mattson Website: <http://www.kent.k12.wa.us/ma>

Secondary Student-Led and Parent Conferences
November 20, 2018

ADMINISTRATORS

If you have concerns about safety or other issues regarding your success at Mattson, you can make an appointment to see an administrator by going to the Main Office or by sending an appropriate email using your Outlook account. Administrators will also address questions and concerns about building policy, dress code and behavior expectations.

AFTER SCHOOL ACTIVITY

(dances, sporting events, etc.)

The purpose of after school activities is to have fun in a safe way. We hope to avoid problems that will create a dangerous situation for students. It is also our wish that students who attend the activities will enjoy themselves without fear of injury. Please follow the guidelines listed below to ensure the safety of all students as well as the continuation of activities at Mattson.

1. Doors to the M/P (Multi-Purpose) Room will not open before the starting time of the activity.
2. **Only** Mattson students are allowed at activities. It is a closed campus.
3. Once you enter, you must remain inside. You will not be allowed to leave unless a parent/guardian is present to pick you up.
4. **No horseplay is allowed** (e.g. running, piggyback riding, standing on tables, throwing objects, etc.) **Rule #4 is a safety rule. If the activity you want to do is unsafe, then it is not allowed.**
5. There will be no inappropriate or offensive style dancing (e.g. moshing, slam dancing, bump and grind, etc.).
6. The school dress code will apply for all activities.
7. There will be no physical display of affection. This includes kissing, inappropriate embraces or hands in inappropriate places.
8. All school rules including those concerning alcohol and tobacco are in effect at the activity.
9. Students are expected to be picked up within 15 minutes following the end of the activity.

Students who fail to comply with the rules will be removed, sent to the office and parents will be notified. Further disciplinary action may be taken, including exclusion from future activities.

ASSOCIATED STUDENT BODY (ASB)

ASB offers an opportunity for students to be involved in their school. The student body association is composed of a president, vice-

president, secretary, treasurer, 8th grade senators, 7th grade senators and classroom representatives. Elections for senators and classroom representatives are held in September. ASB strengthens relationships among students and provides a voice for student concerns, so we encourage all students to participate.

ASB EXECUTIVE COUNCIL

President – Manvir Sohal

Vice President – Sophia Smith

Secretary – Naiya Gagliardi

Treasurer – Jacob Champlain

Senators – Trevor Robertson and David Melesee

ATHLETICS AND ACTIVITIES

Kent School District offers the convenience of online athletic registration through [FamilyID](#).

FamilyID is a secure registration platform that provides parents/guardians with an easy, user-friendly way to register their child(ren) for our programs and helps us to be more administratively efficient. When you register through FamilyID, the program keeps track of your information in your FamilyID profile. You enter your information only once for each family member. You may then access your family profile to register for future sports/seasons.

This system is mobile friendly, which allows registration to be completed on a smart phone although most individuals find creating the initial profile on a computer more convenient, and it is recommended that initial entries be completed all at once. Families without access to a computer are welcome to visit their school's office where they will be allowed to use a school computer to complete the process.

Additional information regarding interscholastic athletics and activities can be found at the following web address:

<http://www.kent.k12.wa.us/KSD/AT>

ATHLETIC PARTICIPATION POLICY

To participate in athletics at Mattson, athletes must be passing in at least five subjects in the previous quarter and have a GPA of at least 2.0.

Grade Checks:

- 1) Grade checks will be run on all student athletes and managers before the start of the season using grades from the previous quarter or semester (semester first and third season, quarter second and fourth season). There will be no grade check for incoming seventh graders first season until mid-quarter progress reports.
- 2) Grade checks will be run again the day after progress reports are due.
- 3) At any grade check, any athlete or manager found to have less than a 2.0 GPA, or not passing at least four classes will be placed on probationary status. Any athlete on probationary status will not be eligible to participate in the first week of contests for that sport.
- 4) Grade checks will be run on Friday morning before 9 am for all athletes/managers on probation. Any athlete/manager that does not meet the grade requirements above will remain on probation for the next entire week. Grades that improve during the day on Friday will not apply until the following Friday. To be assured of participation the following week, students need to be sure grades are at an acceptable level before they leave school on Thursday.
- 5) Any athlete/manager on probation at the beginning of the season, or at the mid-quarter checks will remain on probation for the remainder of the season. They will not be on probation for any subsequent seasons if their quarter or semester grades are above the set standard.
- 6) Athletes/managers that are on probation must still attend all practices after school. Arrangements may be made with coaches to meet with teachers after school to work toward grade improvement.
- 7) Athletes/managers on probation are not allowed to do the following: Wear team uniforms to school on days that they are not eligible to participate, sit or stand with the team on the field or the bench during a contest (both home and away); participate in a contest in any way (including calling lines, keeping score, etc.) and travel to away games or leave class early to set up for home games. They may attend both home and away games, but they may not sit with or suit up with the team.
- 8) Athletes assigned after school detention are not allowed to participate in practice or contests on the day that their detention is assigned. Ongoing behavior issues may also result in athletic suspension.

9) Coaches will be supplied a list of ineligible students for the following week by the end of the day Friday the week prior.

To keep all of Mattson's teams eligible, it is important that the athletes and parents all understand the following: Students are not to be given special treatment or privileges on a regular basis to enable them to participate in any non-school activities or athletic activities; such as reduced practice times, special workouts, late arrivals or early dismissals. Parents, it is very important to understand that your son or daughter is required to arrive at practice on time and not leave early from practice to participate in any non-school athletic activity. There cannot be any exceptions to this rule. This rule was put into practice to insure athletes are properly conditioned for competition.

- * Athletes may not leave Mattson turnouts to attend any non-school related activity.
- * Parents must pick their son or daughter up within 10 minutes of the end of practices and games.

The 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 – co-ed track, boys' and girls' soccer

ATTENDANCE

Absent from school

1. Bring a note from parent/guardian excusing the absence or have parent or guardian call the Attendance Office within 48 hours of the absence. Failure to do so may result in discipline.
2. Report to the Attendance Office BEFORE school begins.
3. Receive an admit slip from the Attendance Office.
4. Show the admit slip to the teachers in all your classes.

****Excessive absences may impact your grades!***



Doctor or dental appointments

1. Report to the Student Center before school begins.
2. Bring a note from parent/guardian requesting permission to leave school at a certain time.
3. Receive an Early Dismissal Slip from the attendance assistant.
4. A parent or guardian must sign out and pick students up in the Student Center.
5. Show the slip to class teacher – report to the Student Center at the assigned time or when called to come for dismissal.
6. Upon returning to school, check in at the Student Center.

Late arrival policy

1. Bring a note from parent or guardian stating the reason for late arrival to the Student Center within 48 hours. Failure to do so will result in discipline.
2. Receive an admit slip and report to class.
3. Excessive late arrivals may impact your grade.

Prearranged absence from school

In addition to illness, family emergencies, doctor or dentist appointments and authorized school activities cleared in advance, school district policy allows for occasional excused absences on the part of an individual student if deemed appropriate by the school principal. The principal or his designee will authorize an absence for prearranged family trips only after the following guidelines have been met:

1. The request must be made by the parent or guardian in writing to the attendance administrator at least one week prior to the trip.
2. The request shall explain the nature and purpose of the trip.
3. Teachers may request that make-up work be completed prior to the trip. Otherwise, all make-up work must be completed after the student returns.
4. The student must take the notification of absence form to each teacher prior to the trip.
5. If the absence occurs at the end of a semester, all course requirements must be completed prior to leaving school.
6. Even if the absence is considered excused, it may adversely affect a student's grade and/or credit.

7. Parents who remove their student from school for trips without one week's notice may expect that the absence will be unexcused.

Tardy to class

Being on time is an important life lesson to learn. When you are late to class, it hinders your abilities to adequately prepare for class and get started on time.

When you are tardy to class, the teacher will mark it in attendance.

1. If you receive 3 total tardies in a week (to any classes), you have been late to 10% of your classes and will then be assigned a lunch detention the following week.
2. If you have received 4 or 5 tardies in a week, you will be assigned 2 lunch detentions the following week.
3. If you have 6 or more tardies in a week (20% or more of your classes), the progressive discipline moves up to an after-school detention.

Truancy

Students who miss any part or all of a school day without a legitimate excuse are considered **truant**. This includes missing part or all of any single class or leaving a class without permission. **All students who arrive on campus, either before the start of the school day or during school hours, must remain on campus unless given permission by a parent to leave.** Students violating this rule will be considered truant and will be referred to the administration.

BACKPACKS

Each student at Mattson is assigned a locker; backpacks are to be stored in their locker. Students may bring a backpack to transport their books and supplies to and from school but it is to remain in their locker during the day. A backpack is anything that is worn on the back or off the shoulder that's purpose is to carry books, binder, etc.

Backpacks are not allowed in the classroom. Your backpack is to go into your locker before school starts. Take everything out of your backpack that you need to ensure you're on time to class!

There is limited space in classrooms, cafeteria and hallways, and teachers and students tripping over the bags because they are lying on the floors in the classrooms. There are health considerations for

students who may be constantly carrying unsafe loads on their backs.

Backpacks found in the halls/pod areas are turned into lost and found.

If your backpack is on you during the day, it will be confiscated by security or administration.

BICYCLES, SKATEBOARDS, ETC.

There will be no riding of bicycles, skateboards, scooters, shoe skates, etc. on school property. Students must walk these items on campus and lock them in the bike cage or put them in their locker during the school day.

CASHIER



Fees may be paid in the Student Center before/after school and during the student lunch periods. Please make checks payable to **MATTSON MIDDLE SCHOOL**. Class fees and other fees may also be paid online.

CHEATING/PLAGIARISM: Plagiarism is defined as using someone else's words or ideas without telling everyone where the words came from. Examples of plagiarism include:

- Cutting/pasting text from electronic sources without citing
- Putting your name on other people's work, including having someone write your paper, buying a paper, downloading a paper from online services, etc.
- Not giving proper credit or citing someone else's unique words and original ideas, research, works, pictures, music, video and other forms of communication
- Changing only a few words, sentences, or phrases, and saying they are your own
- Not using quotation marks when copying exactly someone's words, sentences, phrases, etc.
- Paraphrasing carelessly, documenting poorly, quoting excessively or failing to use your own voice

Consequences for cheating/plagiarism are at the discretion of your teacher but can ultimately lead to school discipline.

CLUBS AND ACTIVITIES

We have clubs and activities in which students may participate. Some of them include: Interact Club, Bible Club, Cheer, Dance Team, Coin Club, STANG Crew, and more. Listen to the daily bulletin for announcements as to when these groups meet.

COUNSELORS

Our school counselors are educated and trained to help Mattson students realize their full potential. The counselors are here to listen to students about any situation, large or small, that affects their lives.

Mattson students see the counselors for many reasons: to receive extra help with decisions that may involve choosing courses, study skills, problems with classes, and personal issues. Discussions with the counselors are kept confidential unless there is a serious threat to students' safety.

Mattson has two Counselors:

7th Grade Heidi Hart –

Heidi.Hart@kent.k12.wa.us

8th Grade Melanie Goodman –

Melanie.Goodman@kent.k12.wa.us

When a student wishes to see a counselor, student can submit a *request* online (from Mattson Homepage > Click on Counseling on the left side> Scroll down until you see your counselor > Click on “request an appointment”) The counselor will then receive a notification and when the counselor is available, the counselor will call the student down to the student center where they will check in and wait to be seen.

The counselors also maintain referral lists for community agencies and welcome inquiries from parents about their child's progress.

Some of other school counselor responsibilities include: standardized testing, scheduling or changing classes for students, student placement, Children's Protective Service referrals, crisis intervention, parent/teacher staffing, staff consultations and conflict resolution/mediation.

DRESS CODE

Personal Appearance

The dress code is something we enforce at Mattson Middle School because our students are here to do their jobs: be students. We are trying to teach students that as they age, there will be expectations for each job they enter along the way. This is not an attack on any individual student.

The dress code is also designed to reduce distractions, remove health and/or safety hazards, and protect students from situations that may make them feel uncomfortable. Consider taking this page with you when you do your back-to-school shopping.

All the adults at Mattson are responsible for determining whether what you wear complies with the dress code. It is important that when an adult tells you, you are violating the dress code, you understand that it's not about you, but about what you've chosen to wear that day.

If you are not dressed in accordance to the dress code policy, you will be asked to change into something else, to cover up with a sweatshirt or to change into your PE uniform. If you do not have anything to change into, you will be given an extra PE uniform to change into. You may contact someone to bring you clothing, but you will wear the alternate clothing until someone arrives. If you refuse to change, you will be in ISS for the remainder of that day.

When picking out what to wear to school, choose moderate clothing. Inappropriate clothing includes, but is not limited to:

Headwear

1. Students are allowed to wear hats while at school during pass periods and at lunch, but when a student enters the classroom, the classroom expectations must be followed.

Tops

1. The top must cover from the neck to the end of the shoulder. No narrow or spaghetti straps, one shoulder strap or halter tops.
2. No attire with plunging necklines or visible sides of bodies showing
3. The scoop or v-neck should be no lower than four fingers (2") below the neck line.

4. Your stomach and/or back should not show. When the top is tucked in, with your hand raised, if your stomach or back shows, the top is too short for school. Your top should also not expose the top of your back or back of your shoulders. This is true even if you're wearing another shirt over the top.
5. Oversized arm pockets are also not appropriate for school wear

Shorts, skirts and pants

1. The length must extend to the end of fingertips or below, when your arms are hanging straight down at your sides and your fingers extended. If you have to pull your skirt down to make it the right length, your skirt is too short.
2. No pajama bottoms or pajama-like pants
3. No bedroom slippers.
4. Shorts, skirts, and pants must not have holes or frays above the fingertips.
5. Pants must be worn up around your waist line. If your pants are sagging, you'll be asked to wear a belt or will be provided with something to keep your pants up. If you're wearing appropriate shorts underneath sagging pants, you may be asked to take the pants off and wear the shorts instead.

Other Dress Code Information

1. Clothing advertising alcoholic beverages, illegal drugs, tobacco products, profanity, or are gang related are also inappropriate.
2. Additionally, clothing or behaviors that are identified with gang affiliation is not allowed. The wearing of chains (metal or otherwise) is not allowed.
3. Also, any clothing that shows any form of obscene, lewd or racist representation is prohibited.

ELECTRONIC DEVICES / CELL PHONES / MP3 PLAYERS/MONEY

Students are not to bring valuable items or large sums of money to school.

Students are allowed to use their electronic devices (cell phones, iPod, mp3, other technology devices) **ONLY** during the following times:

- 30-minute lunch time
- 5-minute passing periods

The following procedure will be used in the event an electronic device is being improperly used in the classroom:

1. First offense: the teacher will politely remind the student to put the device away
2. Second offense: the teacher will inform the student that they have already been warned and a referral is being written to administration for discipline
3. Third offense: the teacher will ask the student to go the office for the remainder of the class period

If there are further issues regarding electronic device usage during class, a meeting can be set up with the teacher, parents, and administration.

FINE POLICY

During your years at Mattson, you will be using many items which belong to the school. These include tools, books, instruments and many other kinds of materials. If you lose or damage school equipment, you will be fined a fair repair or replacement value. Please note that if you are using school equipment or materials and they are stolen from you, it is still your responsibility to pay for them. Textbooks are one of the big items you must look after; cover them, do not mark in them and do not leave them lying about. Teachers are authorized to assess fines for uncovered textbooks.

Fines should be paid immediately upon receipt of notice. Fines not paid during the school year will result in grades and school records being held at Mattson until all fines are clear. Participation in sports and clubs will not be permitted if you have outstanding fines.

LAPTOPS

All students will be receiving laptops on our deployment day, and are to be used at school. Students will receive training about laptop care and safety during the school day, while parents will receive information at Open House.

LIBRARY / MEDIA SERVICES

Mattson Middle School library is located in the center of campus and is staffed with a full-time librarian and a part-time administrative assistant. The library houses thousands of books, A-V materials and equipment for staff, various magazines and newspapers, and vertical file items

(pamphlets, brochures, pictures, maps) – in addition, there are computers, one teaching station (computer plus projector), and one printer. A carefully monitored color printer is also available.

• **Library Rules** –

- Be Respectful.
- Enter and leave the library quietly.
- Use quiet voices.
- No horseplay, running, pushing, etc.
- No food, drink, candy or gum is allowed in the library.
- Take care of library materials.
- Use bookmarks; please do not dog-ear (bend) the pages.
- Keep books away from water, food, and pets.
- Do not loan library books to friends; they are checked out to you.
- Be polite and respect the right of others to work quietly.
- Return all items to proper place when you leave.
- Push in your chairs before you leave.
- Completely log out of computers when you are done.
- If you are unsure where to reshelv a book, please leave it at the checkout desk.
- Clean up your work area. Leave it nicer than you found it.
-

• **Hours** – Our goal is to have the library open as much as possible for student use. Toward that end, we are open during the entire school day, including both lunch periods. We also try to be open at least 15 minutes before school starts and 15 minutes after school ends. Exceptions are made to accommodate meetings and special performances or functions. The open hours are posted on the library door, where notices of special hours or changes are also noted.

• **Passes** – To use the library during school hours, a building pass is required. These are obtained from classroom teachers and/or administrators. To come to the library during what remains of a student's lunch, a special lunch pass must be obtained from the adult in the lunchroom. There are a limited number of lunch passes which are available on a first-requested basis.

- Check-out/Check-in Policies – Please take care of your books and be aware of the following library policies:
Each student may have two items checked out at the same time.
Loan periods:
 - Books - two weeks
 - Reference – library use only, or sometimes overnight
 - Renewals – two additional weeks at a time, as needed
 - Your ID card or the ten-key pad are used for checkout; please remember your student number!
 - Books should be returned to the library book drop box.
- Fines – We do charge for damaged or lost books! All fines are payable to the cashier. Failure to take care of library issues may result in loss of certain privileges (library checkout, participation in special extracurricular activities).
- Lost items – Replacement costs are determined by the cost of the book, plus an additional \$2 - \$3 fee to cover processing, barcodes, labels, jackets, protective coverings, shipping/handling, and tax. If an item has been paid for, the student has two more months in which to find the lost item. After that time, the payment is not refundable, as the library will have ordered a replacement copy. Exceptions may be made only for out-of-print books.
- Damaged items – Fines will be assessed for damage that goes beyond the normal wear-and-tear expected with library books. They will vary with the degree of damage. Please do not attempt to repair books on your own.
- Computers – Computers are to be used only for school-related work.
 - All computer use must comply with the computer policies use documents #2022 and #2022p.
 - All students must have a signed copy of the One-to-One Student/Parent Laptop agreement on file to take a laptop home.

LOCKER ASSIGNMENTS

Individual student lockers are issued to store student belongings. Students' locker number and combination are printed on their schedules. Before

the start of the first class, students will need to leave backpacks and other items in the locker. Lockers are not considered secured areas and items are stored at a student's own risk. Each locker is assigned to one student only. Students should not give anyone the combination.

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, mark with a permanent marking pen your clothing, coats and such. This enables us to return lost items to you. Valuable items must be described by the student before they will be returned. The lost and found container is in the MPR.

Lockers are not secured areas. The school is not responsible for items lost or stolen (this includes textbooks). ALL lost and found items not claimed by the end of June are given to a local charity.

LUNCH TIME RULES

1. Students will accept the responsibility for handling their own garbage, recycling their own trays and cleaning up their own spills, etc.
2. Students will behave in an orderly, reasonable manner. Running, shouting, throwing objects, crowding into lines, having others purchase your lunch, being disrespectful to staff or other students, or taking food out of the cafeteria is not allowed.
3. Students come to the cafeteria and go directly to the lunch line
4. After students get their food, they are to return to their seats and finish eating
5. When students finish eating, they are to clean up and throw away their trash.
6. Students can go outside, stay in the cafeteria, or go to the library until the bell rings for the ending of first or second lunch.
7. ALL FOOD AND DRINK IS TO BE CONSUMED IN THE CAFETERIA. Food and drink are not to be taken into the halls or classrooms. Closed containers may be taken to your locker for consumption at a later time. Please do not leave any food in your locker overnight. Because we have outdoor hallways any food left in lockers attracts rodents.
8. If you are found with food or drink outside the cafeteria, you will be asked to throw the item



away or return to the cafeteria immediately. If the behavior continues, you will be assigned lunch detention.

9. Lockers may be used before and after the lunch period. If you wish to return to your locker during the lunch period, you need a pass.
10. The consequences for violations of the above guidelines for LUNCHROOM BEHAVIOR will result in lunch detention or other disciplinary actions.

NURSE / HEALTH ROOM

Any student may see the nurse when not feeling well. Go to the Student Center, sign in and then on to the Health Room. Students who become ill should always communicate this to a staff member so that assistance can be provided. No student is to leave campus without first checking out through the Attendance Office. Do not report to the Health Room between classes unless it is an extreme emergency. Always go to class first and get a pass, so your teacher will know where you are. Mattson has a nurse in the building only two days each week.

PASSES OUT OF CLASS

When you are out of the classroom for any reason, you must have a pass. Each teacher has a yellow vest that should be worn by students who are out of class:

- *Going to the restroom
- *Going to your locker
- *Going to the library
- *Going to the office or student center

If you are out of class without a pass, you are technically truant. At that time, you will be sent back to class. If the behavior continues to be an issue, discipline will be assigned.

SKYWARD FAMILY ACCESS

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

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.

To access click on the link [Skyward Family Access](#) 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. Secondary students receive their Student Access log-in ID and password at school. If there are questions regarding the log-in ID and password, student grades, or other student or school information, please contact the student's school.

SNOWBALL THROWING

In order to prevent serious injury to students and staff, snowball throwing IS NOT permitted on or near the Mattson campus. Violation will result in disciplinary action.

TEXTBOOKS

Books are provided by the school for many classes. The textbooks are your responsibility, which means you should handle them with care and be prepared to pay for any damage that occurs while issued to you. Textbooks should be covered at all times.



THREE-RING BINDERS

One of our goals at Mattson includes helping students become organized. We strongly encourage all students to maintain a three-ring binder with dividers.

TRANSPORTATION RULES

Remember that according to state law the bus driver is in charge of the bus and passengers. You must obey the driver promptly and willingly or you may lose your bus riding privileges. Good bus behavior is based mainly upon respect for others and safety. Please note that all school rules apply on the buses. Once you arrive to school on the bus, students are to remain on campus. Students are not allowed to take a bus other than their assigned bus unless parents have obtained prior approval from the transportation office (253-373-7442).

DISCIPLINE and DEFINITIONS

LUNCH DETENTION

Lunch Detention is a school discipline sanction. It will be held Monday through Friday during lunch period (30 minutes) in the ISS Room. On the day of your lunchroom duty, you may bring your lunch or a lunch will be delivered to you from the cafeteria. You will eat in the lunch detention room.

You will not be allowed to eat with friends or go outside. If you have lunch detention, you are expected to go directly to room 10 at the start of lunch. The ISS supervisor will let you in and you will turn your cell phone in and quietly take a seat. You will be able to eat lunch if you bring your own, or your lunch will be delivered to you 15 minutes after lunch starts. A missed lunch detention will result in further discipline, such as additional lunch detention assignments or after school detention.

Lunch Detention Guidelines:

1. You will be sent a notice the day of your lunch detention and talk with the ISS supervisor or a staff member in the office.
2. Students go directly to room 10 at the start of their assigned lunch. If you are over 5 minutes late you are considered absent.
3. Students will enter quietly, turn in their cell phones and take a seat.
4. Students will sit quietly and eat their lunches. There will be no talking, passing notes, card games or computer usage.
5. Students in Lunch Detention are not allowed to access the snack line. You will be allowed to buy a school lunch if necessary.
6. You are not allowed to leave the Lunch Detention area. This includes bathroom and/or water breaks. This can be taken care of during passing period before or after your lunch.

AFTER-SCHOOL DETENTION

After-School Detention is also a school sanction. **After School Detention is held from 3:15 p.m. to 4:15 p.m. in the In-School Suspension Room.** Students are expected to be on time or they will be counted as absent—anything over 10 minutes late will be considered absent. Under the supervision of an adult, students will be expected to do school work or perform a service for the school, such as campus clean up duty. Students are required to follow the

directions of the supervisor and work for one hour. If students are dismissed early for lack of cooperation, or if they fail to show up, another after school detention or in-school suspension will be assigned. Students should report to the Student Center for their detention. If you do not show up for your assigned after school detention, you will lose privileges to attend after school events (games, practices, dances, etc.)

IN-SCHOOL SUSPENSION ROOM

The In-School Suspension room is used for several reasons. A student can be assigned to time in the ISS room based on progressive discipline or if they are removed from a classroom. This is a quiet place where students are expected to work at regaining control and to reflect on the actions that earned an ISS assignment. Students are not to leave class without permission and go to the ISS room. If a student leaves class to go to the In-School Suspension Room without permission, he/she will be considered truant.

SCHOOL CLIMATE

HARASSMENT

Mattson has a zero tolerance for harassment. It is the Kent School District Policy that all students should be able to attend and learn in a school setting that is free from all forms of discrimination: creed, race, age, color, religion, sex, handicap or national origin. Harassment refers to behavior which is not welcome, is personally offensive and creates uneasiness. Any student who experiences conduct of this sort, or who feels that his or her school environment has become a hostile environment, should report the matter to their teacher or school administration immediately. Harassment is prohibited in the workplace or school and may result in suspension. Some specific examples of behavior considered to be sexual harassment (but not limited to):

- * staring or leering that has sexual overtones
- * unwanted comments
- * suggestive gestures
- * sexually demeaning jokes, statements or comments
- * spreading sexual gossip

SCHOOL ENVIRONMENT

The school environment is an academic setting which promotes learning. Do not bring radios, stereos, MP3 players, skateboards, toys, baseball cards or other items not related to the learning environment on campus. Any Mattson staff member has the authority to confiscate such items during school hours. Dangerous items such as guns, knives, chains, martial arts paraphernalia, firecrackers or explosives are not allowed on campus.

Teachers have the authority to remove students from their classes for up to one period for violations of classroom rules. Students may be removed to stand outside the classroom door for a brief moment, to the In-School Suspension room or to an administrator. If a student on school premises or near school premises, or off school premises at any school sponsored activity acts inappropriately, it will constitute sufficient cause for discipline, suspension or expulsion.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

Students at Mattson Middle School who have accumulated fifteen (15) absences per semester, regardless of being excused or unexcused, face the possibility of failing the class. Failure to attend school for twenty (20) consecutive days will result in an automatic withdrawal from school.

An unexcused tardy to class that is more than half of the class time will be considered an unexcused truant absence.

According to the Kent School District Policy 3122P, we have a responsibility under state law to accurately track unexcused absences and excessive excused absences and to work with the student and parent to promote good school attendance. Schools will use the following guidelines to notify parents/guardians prior to referring a student, parent, or student and parent to the King County Juvenile Prosecuting Attorney's Office for violation of the state mandatory school attendance laws.

- A. After one unexcused absence in a month the school is required to inform the parent in writing or by phone.
- B. After two unexcused absences the school is required to initiate a parent conference to improve the student's attendance.

- C. After five unexcused absences in a month the school is required to initiate a written agreement with the parent to improve the student's attendance.
- D. After seven unexcused absences in a month or ten unexcused absences in an academic year, the district will file a truancy petition with the juvenile court. The following truancy petition procedures apply only to student under the age of seventeen at the time the petition is originally filed.

Parents must notify the school at least five (5) days prior to leaving for a family trip or vacation. Teachers may provide student work for those days missed due to extended family trips during the school year. School planned field trips/activities DO NOT count as unexcused absences.

Absences are only excused for the following reasons:

illness, doctor/dental appointment, religious observance, funeral, court date, family emergencies, disciplinary actions, or school-approved activities. Oversleeping is not considered an excused absence or excused late arrival.

Absences or late arrivals must be excused within 48 hours or they will be counted as unexcused.

Accumulated unexcused absences will cause students to become subject to the BECCA Bill (Washington State's Compulsory Attendance Law, RCW 28A.225). Any failure to comply with the law may subject the student to legal sanctions.

UNEXCUSED TARDY POLICY

Students are marked tardy to class based on the teacher's classroom tardy policy.

- Students who receive three (3) tardies in a week to any class periods, will receive one (1) lunch detention the following week.
- If a student is tardy to four to five (4-5) classes in a week to any class periods, the student will receive two (2) lunch detentions.
- If a student receives six (6) or more tardies to any class periods in a week, the student will receive after school detention.

Adjustments are made based on parent communication with administration.

AUDIO-VISUAL, COMPUTER/ELECTRONIC USAGE POLICY

This policy is to provide direction and clarification to students for the use of any audio-visual, computer and/or electronic equipment. Hardware and software at Mattson is to be used by students under the supervision of a staff member. Students are not to use any electronic equipment in a dangerous manner which could cause injury or damage to the student, others and/or equipment. Students are prohibited from using any equipment to intimidate, harass and/or disrupt the curricular function of the school. Electronic equipment used to view or to express verbal and/or written communication must meet the guidelines of the Kent School District Policies 8420, 3320 and 3221. These policies prohibit the use of vulgarity and/or offensive terms; being libelous, obscene or profane; causing a substantial disruption of the school; invading the privacy of others; demeaning any race, religion, gender or ethnic group; advocating the violation of the law; or advertising tobacco products, liquor, illicit drugs or drug paraphernalia. Failure to comply with the usage policy will result in loss of privileges and may include additional school discipline.

DISRUPTIVE BEHAVIOR POLICY

A student shall not intentionally cause the substantial and material disruption of any school operation (e.g. horseplay, academic dishonesty, inappropriate display of affection, insulting or verbal abuse to any staff member, etc.). Failure to comply will result in school discipline.

HARASSMENT POLICY

Mattson Middle School has a zero-tolerance for harassment. It is a strongly upheld belief that all students should be able to attend school and learn in a social environment that is free of any and all forms of harassment and discrimination. Students have the right to be treated with respect and civility and have the responsibility to treat others the same. Harassment is prohibited in the work place and school and may result in a suspension.

Sexual Harassment: Occurs when sexual or other gender based physical or verbal conduct interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile or offensive work or school environment. Sexual harassment includes offensive sexual flirtations, advances or propositions, continued or verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, any offensive or abusive physical contact or otherwise making another individual feel threatened or uncomfortable.

Racial Harassment: Occurs when racial or other ethnic based verbal conduct or use of physical gesture(s) interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile or offensive work or school environment. Racial harassment includes racial slurs, regardless of intent, gestures, name calling, taunting, teasing, jokes, demeaning comments or graphic representations (e.g. swastikas, confederate flags, and display of anarchism) or otherwise making another individual feel threatened or uncomfortable.

Notification Procedures: If you feel you have been harassed, you have a right to file a complaint that will be investigated. Please report your complaint to any staff member in the building. If that adult is not an administrator, the adult must report your complaint to an administrator.

TAMPERING WITH FIRE APPARATUS OR FALSE ALARM POLICY

Setting off false alarms, discharging or stealing fire extinguishers, damaging a fire extinguisher or the alarm system will not be tolerated. School discipline and restitution will apply. Police may be notified.

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 superintendent of the Kent School District may modify the expulsion of a student on a case-by-case basis under *RCW 28A.600.010*.

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.

ATHLETIC CODE SANCTIONS

(With regard to tobacco, alcohol and/or substance abuse)

Please refer to the Kent School District Student Athletic Handbook for a comprehensive look at the rules and sanctions.

Alcohol and/or Substance Abuse Definitions/Terms:

- Actual Possession:*** The act of having a substance in one's custody or control. Actual possession occurs when the item is in the physical custody of the person charged with possession.
- Constructive Possession:*** In the absence of physical possession, if there is dominion and control over the substance - such as knowledge that alcohol, tobacco, legend drugs or illegal substances are available and/or being used by others - student athletes have a responsibility to remove themselves, beyond all reasonable doubt and proximity, from the situation. At off campus events, where drugs, alcohol or other illegal substances are **evident**, student athletes who have made a **willful** choice to remain at the event, are in violation of this rule.
- Use*** Physical consumption of a substance by means of inhalation, snorting, drinking, absorption, injection or any other method which produces an intoxicating or mental/physical altering effect.
- Sale*** The act of distributing an illegal substance by means of exchanging substances for an agree sum of money or other valuable consideration.
- Proximity*** Close in distance, time or relationship (commingling or interacting) with other students coming or going from a social gathering, whether inside location or outside (yard/street/ neighborhood).
- Discovery-Investigative*** The process by which an administrator/coach arrives at a conclusion regarding a student's involvement in an athletic code infraction. The decision will be based on evidence, either verbal or written.
- Discovery-Self Admittance*** Student athletes who admit to their involvement in an athletic code infraction and who are cooperative and honest in the investigative process regarding alleged code infractions.
- Self-Referral*** Student athletes who report self-infractions to school administrator prior to any investigation or inquire by school administrators or staff.

Sanctions will carry over from eighth grade to senior high school and from seventh grade to eighth grade.

ALCOHOL TOBACCO AND/OR SUBSTANCE ABUSE: For on or off campus violations in regard to use of alcohol, tobacco and/or substance abuse for student athletes, the following sanctions apply:

1st Violation: IN SEASON

<u>Means of Discovery</u>	<u>Actual Possession, Use/Sale</u>	<u>Constructive Possession</u>
<u>Investigative</u>	Expulsion – 25 days or length of current season, whichever is longer	Expulsion – 20 days or length of current season, whichever is longer
<u>Self Admittance</u>	Suspension – 25 days/10 days maximum may be held in abeyance by the principal	Suspension – 20 days/12 days maximum may be held in abeyance by the principal
<u>Self Referral</u>	Suspension – 25 days/15 days maximum may be held in abeyance by principal	Suspension – 20 days/15 days maximum may be held in abeyance by principal

1st Violation: OUT OF SEASON

The student athlete will be placed on suspension for the first 15 turnout days during the next completed sports season in which the student athlete participates; also, the student athlete will miss the first interscholastic contest to follow this suspension if no interscholastic contest should fall within the suspension period.

2nd Violation: IN OR OUT OF SEASON

Whether in season or out of season, a second violation of the athletic code for alcohol and/or substance abuse will result in expulsion from all sports in the Kent School District for one calendar year. If a student athlete completes tobacco, drug/alcohol dependency assessment and subsequent recommendation, the principal may reduce sanction to suspension from the first 50% of game contests for the next completed sports season.

3rd Violation: IN OR OUT OF SEASON

Whether in season or out of season, a third violation of the athletic code for alcohol and/or substance abuse will result in expulsion from all sports in the Kent School District.

REINSTATEMENT PROCESS:

Application for reinstatement following any form of athletic discipline will be accepted by the principal upon completion of the following:

- Letter of intent and purpose for reinstatement
- Drug, tobacco and/or alcohol assessment by an individual or agency that is acceptable to the school district. Results will be shared with family and school administration.
- Proof that a tobacco, drug/alcohol, counseling, or preventive education program has been completed.

The principal may waive any and or all of the requirements above if deemed appropriate. Final decision for reinstatement resides with the school principal.

COMPULSORY ATTENDANCE LAW

Did You Know?

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

Plan for Good Attendance

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

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.
<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence. If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that

may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

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

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

Vacation/Extended Absence

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

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

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

DISCIPLINE POLICY

The Kent School District supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of students. The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules deprive themselves of the opportunity to learn and interfere with the progress of others. All students shall submit to the rules of the district. Refusal to comply with written rules and regulations established for governing the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action for misconduct must reflect good faith effort on the part of the staff.

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

No form of discipline shall be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements or adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences except to the extent that the student's attendance and/or participation is related to the instructional objective of the subject or course and such attendance and/or participation has been identified pursuant to school district policy as a basis for grading. Corporal punishment is not authorized, but district staff may use reasonable force when deemed necessary to restrain a student or prevent harm to self or others.

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

Definitions

Discipline: All forms of corrective action other than 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 one calendar year.

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 or disruption. 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 Discipline and Short-Term Suspension: 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.

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 him/herself or others 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. 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.

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

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. 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 aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

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

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

ARSON

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

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 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. For verbal threats, see Harassment, Intimidation, and Bullying.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: 0 Days

Secondary: Short-Term Suspension of 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; and
- 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).

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 3 Days

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 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.

DEFIANCE OF SCHOOL AUTHORITY

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3224. Defiance of school authority can also include intentional disruptive behavior.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

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. A suspension for secondary students in either case should not fall below three (3) 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 this 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;

- a threat to cause bodily injury, 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: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION: Secondary: 0-3 Days Suspension

LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS

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: 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.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 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 5-12): 0-20 Day Suspension

STANDARD CORRECTIVE ACTION:

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.*)

Secondary Students

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

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

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

TRUANCY

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

The student comes onto school property and then leaves without permission before the school day ends and/or

Remains on school property but does not attend one or more periods

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

See Policy and Procedures 3122.

UNSAFE BEHAVIOR

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

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

WEAPONS

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

ALLOWED RANGE OF SUSPENSION (Weapon other than firearm):

(Grade 5-12) 0-20 Day Suspension

STANDARD CORRECTIVE ACTION:

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

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

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

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

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

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

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

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

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

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions, or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

Many inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

How to report Bullying

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

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

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

Sexual Harassment

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

Definitions

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

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

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

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

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

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

NON –DISCRIMINATION POLICY

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

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

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

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

The procedures for filing a formal complaint
can be found in Procedure 3210 Civil Rights
Compliance Coordinator
Section 504/ADA Coordinator
Mr. Randall Heath
Executive Director
Student & Family Support Services
Kent School District
12033 SE 256th Street A-300
Kent, WA 98030-6503
253-373-7235
Randall.heath@kent.k12.wa.us

Title IX Officer
Ms. Moriah Martin
Chief Human Resources Officer
Human Resources
Kent School District
12033 SE 256th Street A-100
Kent, WA 98030-6503
253-373-7203
Moriah.martin@kent.k12.wa.us

HEALTHY YOUTH SURVEY

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

What is the Healthy Youth Survey?

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

Who will be asked to take the survey?

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

What questions are on the survey?

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

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

Is the survey voluntary?

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

How are the survey results used?

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

How is student identity protected?

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

Need More Information?

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

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

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

The Healthy Youth Survey is sponsored by the following state agencies: Department of Health, Office of the Superintendent of Public Instruction, DSHS Division of Behavioral Health and Recovery, Department of Commerce, and Liquor and Cannabis Board.