

# KENTLAKE HIGH SCHOOL

## Student Handbook 2021-2022

21401 SE Falcon Way  
Kent, WA 98042  
253-373-4900



### ADMINISTRATION

Ms. Heidi Maurer.....Principal  
Mr. Andrew Mackend ..... Assistant Principal  
Mrs. Nicole Kieffer.....Assistant Principal  
Ms. Kirsten Roberts-Hunkovic..... Assistant Principal  
Ms. Mia Mbugua ..... Dean of Students  
Ms. Amy Curtis ..... Dean of Students  
Mr. Greg Kaas..... Athletics and Activities Director

### ASB OFFICERS

ASB President.....Natalie Morris  
ASB Vice President.....Tsegenet Shumet  
ASB Secretary.....OPEN  
ASB Treasurer..... OPEN

# **KENTLAKE HIGH SCHOOL and KENT SCHOOL DISTRICT Handbook**

*This handbook is divided into two important sections. The first pertains Kentlake specific information, such as bell schedules and Kentlake expectations. The second section of this handbook is Kent School District and Washington state policy and procedures.*

## **KENTLAKE HIGH SCHOOL TELEPHONE NUMBERS**

Main Office hours are 7:05 a.m. – 2:55 p.m.

Athletics/Activities.....	253-373-4924
Attendance.....	253-373-4921
Career Center.....	253-373-4941
Cashier.....	253-373-4925
Student Services.....	253-373-4910
Library.....	253-373-4937
Main Office.....	253-373-4900
Registrar.....	253-373-4930
Security.....	253-373-4920/4934

# Kentlake Bell Schedules

Regular Bell Schedule		
PERIOD	CLASS TIME	LUNCH TIME
0	6:40-7:35	
1	7:40-8:35	
2	8:40-9:35	
3	9:40-10:40	
4	10:45-12:20	
1st Lunch	Class 11:15-12:20	10:40-11:10
2nd Lunch	Class 10:45-11:15	11:15-11:45
	Class 11:50-12:20	
3rd Lunch	Class 10:45-11:50	11:50-12:20
5	12:25-1:20	
6	1:25-2:20	

2 Hour Weather Delay Schedule		
PERIOD	CLASS TIME	LUNCH TIME
0	NO Zero Hour	
1	9:40-10:15	
2	10:20-10:50	
4	10:55-12:30	
1st Lunch	Class 11:25-12:30	10:50-11:20
2nd Lunch	Class 10:55-11:25	11:25-11:55
	Class 12:00-12:30	
3rd Lunch	Class 10:55-12:00	12:00-12:30
3	12:35-1:05	
5	1:10-1:40	
6	1:45-2:20	

AM Assembly Bell Schedule		
PERIOD	CLASS TIME	LUNCH TIME
0	6:40-7:35	
1	7:40-8:25	
2	8:30-9:15	
Assembly	9:20-10:05	
3	10:10-10:55	
4	11:00-12:35	10:55-11:25
1st Lunch	Class 11:30-12:35	
2nd Lunch	Class 11:00-11:30	
	Class 12:05-12:35	
3rd Lunch	Class 11:00-12:05	12:05-12:35
5	12:40-1:25	
6	1:30-2:20	

PM Assembly Bell Schedule		
PERIOD	CLASS TIME	LUNCH TIME
0	6:40-7:35	
1	7:40-8:25	
2	8:30-9:15	
3	9:20-10:05	
5	10:10-10:55	
4	11:00-12:35	10:55-11:25
1st Lunch	Class 11:30-12:35	
2nd Lunch	Class 11:00-11:30	
	Class 12:05-12:35	
3rd Lunch	Class 11:00-12:05	12:05-12:35
6	12:40-1:25	
Assembly	1:30-2:20	

Wednesday Home Room Early Release Schedule		
PERIOD	CLASS TIME	LUNCH TIME
0	6:55-7:25	
1	7:40-8:09	
2	8:14-8:43	
Home Room	8:48-9:28	
3	9:33-10:02	
4	10:07-10:36	
5	10:41-11:10	11:10-11:40
6	11:15-12:20	
1st Lunch	11:45-12:20	
2nd Lunch	11:15-11:50	11:50-12:20

Wednesday Early Release Schedule		
PERIOD	CLASS TIME	LUNCH TIME
0	7:00-7:35	
1	7:40-8:15	
2	8:20-8:55	
3	9:00-9:40	
4	9:45-10:20	
5	10:25-11:00	
6	11:05-12:20	11:00-11:30
1st Lunch	11:35-12:20	
2nd Lunch	11:05-11:50	

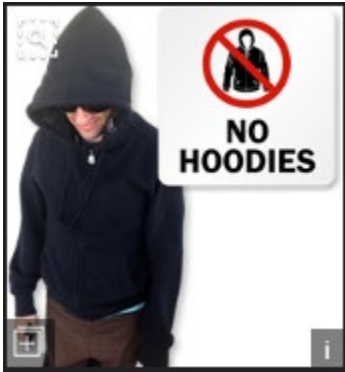
## **DRESS CODE**

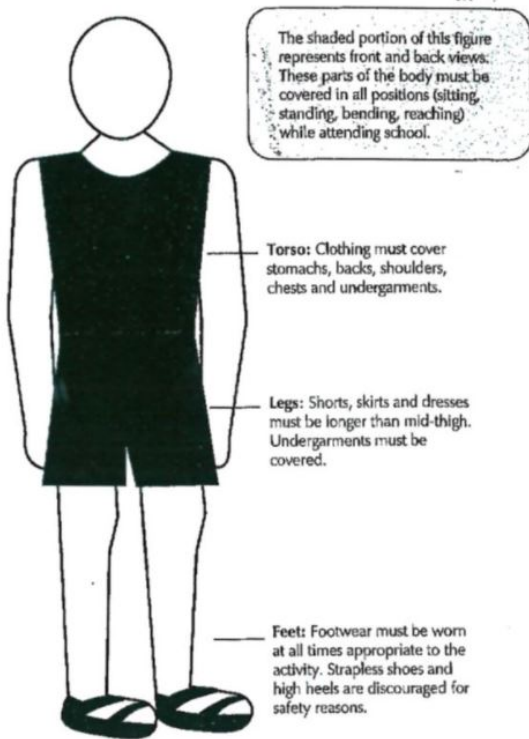
Students are expected to dress comfortably in a manner that is considered professional in preparation for real world career/vocational expectations.

- Clothing that is suggestive or portrays an inappropriate picture or message (i.e., picture of an individual that doesn't adhere to dress code below, sexual innuendo, racial slurs, confederate flag, etc.) is unacceptable at school or at school sponsored events.
- Clothing that suggests or portrays illegal acts (i.e., tobacco, drugs, alcohol, or gang affiliation) is unacceptable at school or at school sponsored events.
- **Undergarments** shall not be visible at any time.
  - **Undergarments** are defined as any article of clothing worn underneath the student's outer pants, shorts, skirt, dress, or shirt.
  - This includes undergarments under see-through clothing
- Hoods and sunglasses shall not be worn during the regular school day (arrival into the school building until 2:20pm). This is a safety concern. School personnel must be able to readily identify students in the building, both as a deterrent to intruders and as a way to monitor student movement throughout the campus.

The only exception to dress code expectations would be for religious affiliation as described in the Kent School District Board Policy.

***Failure to surrender items when asked to do so will result in discipline as described in the KSD Policies 3200 and 3241. See "Defiance of School Authority" above.***





## **POLICIES**

Every class at Kentlake High School will adhere to the following policy.

- All courses will have daily in-class assignments, which relate to the course goals and objectives. Many of these in-class activities and experiences are impossible to replicate. Therefore, it is imperative that a student attends class regularly in order to meet course objectives. Examples of in-class assignments may include: early work, graded discussions, laboratory activities, group presentations, etc.
- The following timeline. One day absence = one day to turn in work, five day absence = five days to turn in work, etc. It is the student's responsibility to request make up work. In the case of pre-arranged absences, teachers will determine when missed work is due.
- Students must clear any absence within 48 hours. All absences which are not cleared will be considered unexcused.

## **TARDY POLICY**

The staff of Kentlake High School is committed to ensuring that class time is used effectively and efficiently.

Teacher Role:

- All teachers in the halls at their doors supervising hall and greeting students as they enter.
- Welcome students into their classroom for the first ten minutes of class without a pass.
- Mark their students tardy via Skyward-first 10 minutes of class.

- Communicate to students that they are being marked tardy.
- 10/10 rule enforced – No students can leave class during the first 10 minutes or last 10 minutes of class.

Student Role:

- Get to class on time.
- Students still in the hall after the bell has rung will **report directly to class.**
- Students **must have hall passes** if they are out of class during class time.

Consequences:

- 5 or more tardies/week = meeting with Dean and implementation of intervention plan

**PROCEDURES**

1. Attendance will be taken by the teacher, each period of each class. An absence is defined as any time a student misses more than the first ten (10) minutes of class.
2. When a student is absent the “auto dialer” will call home on each absence.
3. School-related excused absences are defined as school-sponsored: e.g. field trips, athletic/music/school events in which the student is a participant, school counselor appointments, administrator appointments and suspensions.
4. Absences need to be excused within 48 hours. After that time all absences will be considered unexcused and disciplinary action may be taken.
  - Students will not be excused if they do not check out in the attendance office before leaving campus.

**STUDENTS WILL BE CONSIDERED TRUANT UNLESS THEY PROPERLY CLEAR WITH THE ATTENDANCE OFFICE BEFORE LEAVING THE CAMPUS or MISSING A CLASS (after arriving on campus). STUDENTS MUST ALSO CLEAR AN ABSENCE WITH THE ATTENDANCE OFFICE UPON RETURNING FROM AN ABSENCE.**

- The attendance office will gladly accept parent notes or phone calls to excuse student absences. The attendance office will only accept doctor notes that are computer generated.
- Attendance Officer
  - Ms. Cindy Figaro
  - Email: [KLAttendance@Kent.K12.Wa.Us](mailto:KLAttendance@Kent.K12.Wa.Us)
  - Direct Telephone: 253-373-4921
- If your student has an appointment and needs to leave early, please send a note with them in the morning. Be sure to indicate time of release. Students can fill out an attendance slip upon arrival and be released from class at the time indicated on the slip.
- Parents or legal guardians may call to excuse a student from school, but they must still check out in attendance before leaving.
- The alternative to the above is to come into the attendance office to check your student out. Please bring identification.
- If a student should become ill during the school day, please have him/her check out through the health room. Parent permission to leave is required. Students who

become ill at school must obtain a pass from their teacher and may contact a parent or emergency contact after they have reported to the Health Room, which is located in Student Services

### **ATTENDANCE OFFICE TIPS**

- The best way to excuse a late arrival is to call or email the Attendance Office.
- If you are sending a note to excuse an absence, parent/guardian signatures are needed on all notes to excuse an absence.
- Check Skyward often to verify that your absences are correct.
- If a student gets a call from the auto dialer and they were not absent, they will have the opportunity to clear the absence with their teacher.

## **ATTENDANCE DEFINITIONS**

**APPOINTMENTS (student)**: Students must notify the attendance office in advance of any appointments.

**ASSIGNMENTS DURING ILLNESS**: Students who have been absent 3 days can contact their teachers via email (located on Skyward) to request work. Allow 24 hours for teachers to respond to any assignment request

**BECCA**: Per state attendance laws, parents will be notified of unexcused absences. After the fifth unexcused absence in one month or 10th unexcused during the year, the district must file a petition with the juvenile courts.

**EARLY DISMISSAL/LATE ARRIVAL**: Students with an ED in their daily schedule are to leave immediately after last class and LA students are not to arrive sooner than 5 minutes before their scheduled class. Failure to comply with these guidelines will result in disciplinary action and/or revocation of LA/ED privileges.

### ***STUDENTS CANNOT BE ON CAMPUS IF THEY HAVE NO CLASS SCHEDULED.***

**EMANCIPATED STUDENTS**: Students 18 years of age who no longer reside at home may fill out emancipation papers and be accountable for their own attendance. Emancipated students must prearrange absences whenever possible and follow all attendance procedures.

**EXCUSED ABSENCE**: The following are considered excused absences:

- Illness
- Health condition or medical appointment (including but not limited to medical, counseling, dental, optometry)
- Religious or cultural holidays
- Court or judicial proceeding
- Post-secondary visitation or scholarship interview
- Absence related to homeless status
- Suspension
- Principal or designee and parent, guardian, or emancipated youth mutually agreed upon activity

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

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

**TRANSFER STUDENTS:** Students who miss the bus and fail to report to the attendance office immediately will be considered truant. Students **cannot** drive private vehicles without completing a Vocational Education Student Private Transportation Form available from the vocational teacher. Failure to comply will result in disciplinary action.

## **KENTLAKE STUDENT EXPECTATIONS**

### **ALTERATION OF RECORDS**

A student who falsifies, alters, or destroys school records or any communication between home and school shall be subjected to corrective action.

### **BALCONY BEHAVIOR**

Appropriate balcony behavior enables students to walk on the first floor without worry for their own safety. Any student who throws/drops an item from the second-floor balcony will receive consequences.

### **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...includes having someone write your paper, buying a paper, downloading a paper from online services
- Not giving proper credit or citing someone else's unique words and original ideas, research, works, pictures, music, video and other forms of communication
- Using anyone's old project/paper
- 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 plagiarism includes:

**1<sup>st</sup> Offense:** 0 or "F" on the assignment or test. The parent/guardian will be notified.

**2<sup>nd</sup> Offense (in any class):** A meeting will take place between the student, parent, teacher, and administrator, to determine further consequences.

### **CAMPUS REGULATIONS**

During the academic day all parking lots, wooded areas, shrubbery areas, golf course, tennis courts, playing fields, and the adjacent Kentlake Highlands housing neighborhood are **OFF LIMITS**. Students may **not** be in these areas during the school day. The academic day starts once a student arrives on campus whether it be via a school bus, personal vehicle, being dropped off, or walking. Violators are subject to school discipline.

Students leaving campus for doctor's appointments, etc. must check out through the attendance office. From time to time, students may forget to bring a note from home letting the school know about the need for them to leave during the day. Therefore, it is important for students and families to provide



reliable daytime Emergency Contact numbers which the school may call to grant permission for the student to leave campus.

See off-campus lunch privileges for seniors and juniors under "[Lunch Time Expectations](#)"

### **DANCE POLICIES**

1. All rules and standards of behavior that are in effect during the regular school day are also in effect at all school activities.
2. At least one administrator and one security officer will be present at all dances. Any student found possessing, trafficking, using, or being under the influence of alcohol, chemical substances, or those purported to be, shall be subject to suspension, expulsion, and/or arrest.
3. All guests must be approved by an administrator. No guest over the age of 20 will be permitted at the dance.
4. Glow sticks are not allowed at dances.
5. No one will be allowed to re-enter the dance after leaving.
6. No one will be admitted to the dance after 10:00 p.m.
7. All fines must be paid by any Kentlake and/or KSD guest student, prior to purchasing a ticket and attending the dance.
8. Tickets are sold per individual. Students with a Kentlake ASB will get the discount on their ticket. If their date is either a Kentlake student without ASB or a non-Kentlake student, their ticket price will be the without ASB price.
9. Sexually explicit dancing is not allowed. Sexually explicit dancing includes: freaking, grinding or any other type of dancing which could be construed as vulgar or provocative. (ie: dancing styles that involve intimate touching of body parts, or that simulate sexual activity. All dancers must remain upright.
  - No sexual squatting or sexual bending is allowed.
  - No hands on or below knees with your buttocks facing or touching your partner.

**All students attending must present a Kentlake ASB/ID card to purchase tickets. All guests must have photo ID with birth date or a current high school ASB/ID card in order to be admitted.**

10. No substitution of persons named on the dance list. Only the person whose name is written on the dance list will be admitted.
11. Other restrictions for purchase of tickets for special events may be added at the discretion of the administration.

### **ELECTRONIC DEVICES**

Portable electronic devices and accessories such as, cell phones, iPods, ear buds, headphones, etc., are not to be used in the classroom unless teacher approval has been given in advance.

**Cell Phones:** Cell phone use is only allowed outside the classroom environment unless teacher approval has been given in class. Student use of cell phones can only take place before/after school, during passing period, and at lunch time.

Use of these devices will be allowed outside the classroom as long as:

- The safety of the campus is not compromised and/or;
- The privilege is not being abused. Individual use of electronic items will be at the discretion of school administration and staff.

Failure to comply with the Electronic Device policy will result in further disciplinary actions.

***Failure to surrender items when asked to do so will result in discipline as described in the KSD Policies 3200 and 3241. See "Defiance of School Authority" above.***

Students are responsible for the safety and security of their personal belongings. School personnel are not responsible for investigating thefts of such items.

### **FAILURE TO PROPERLY IDENTIFY SELF**

*Failure to identify self when asked to do so will result in discipline as described in the KSD Policies 3200 and 3241. See "Defiance of School Authority" above.*

### **FALSIFICATION/FORGERY**

The fraudulent use of the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited. Progressive discipline will apply.

### **FINES**

Students are expected to be clear of all fines at all times. There is a responsibility to pay and/or clear fines before paying for optional items, such as dances, spirit wear, yearbooks and trips. All athletes and ASB members are expected to be clear of all fines or they will not be allowed to participate. For those unable to pay fines due to financial hardship, a payment plan must be in place in order for future purchases and/or participation in school activities be allowed. Having fines on file may prevent students from:

- Participating in Athletics or other ASB club activities
- Purchasing a parking permit
- Purchasing dance tickets
- Purchasing yearbooks at the end of the year
- Picking up pre-purchased yearbooks on the early release date
- Purchasing optional spirit wear

### **GAMBLING**

Gambling is prohibited on school property and is subject to progressive discipline.

### **HALLWAY ACTIVITY/STAIRWAYS**

Students shall not block entrances, hallways, stairways, or otherwise disrupt the campus by interfering with the safe movement of students in the school building. Congregation of groups of students in these areas is prohibited at all times for safety reasons. Students must remain to the right when traveling throughout the building, particularly when walking down stairways. **It is against the law, due to fire-code regulations, to block stairs by sitting or standing on them.**

Students shall not carry or use sports equipment (e.g. football, basketball, soccer ball, volleyball, baseball, skateboards, etc.) in the halls, or on campus, during the school day.

### **Hallway Passes**

Students must display the teacher-issued license plate pass when in the halls during class time. Teaching assistants (TAs) or Peer Tutors must wear the appropriately issued identification badge when in the halls. There are no passes during the first and the last 10 minutes of class so that administration can clear the hallways.

### **LD CARDS**

All students are required to carry their ASB/ID card with them at all times (during school and for all school functions). Cards must be presented upon request. This card is needed to check out library materials and to access any computer/technology. Replacement cards may be purchased from the Cashier.

### **LOITERING**

A student shall be expected to leave the school campus at the official close of the school day unless participating in a school-related activity supervised by a school staff member. Failure to exit the building in a timely manner will be cause for discipline.

**Loitering in the presence of misconduct:** A student shall be expected to leave any activity immediately at which misconduct is occurring.

### **LUNCH TIME EXPECTATIONS**

The cafeteria is meant to be a clean and welcoming place. Lunchroom behavior and expectations include:

- Cleaning up after yourself **and** your lunch table by disposing trash into garbage cans.
- Maintaining appropriate places in lunch lines—no cutting.
- Paying for all cafeteria food purchases before leaving the lunch/cashier line.
  - Keeping food visible to the food servers/cashier at all times. Do NOT place food items in pockets while waiting in line.
- Eating in the hallways or on stairways is NOT allowed.

Students may not access vehicles during lunch periods unless school permission is given by a school authority.

- School authorities reserve the right to restrict eating to only the commons area, auxiliary gym, and outside bus entrance area.
- Students are to remain downstairs during lunch.

### **Senior and Junior LUNCH PRIVILEGES**

Seniors and juniors will be eligible to leave campus during their regular lunch period (with parent permission) under these conditions:

1. Seniors- 16 or more credits; Juniors- 10 or more credits;
2. 2.0 cumulative GPA or 2.0 GPA from previous grading term;
3. Current ASB/ID card (must be able to present immediately upon request);
4. No pattern of disciplinary infractions, including tardies and/or truancies;
5. Off-campus contract signed by parent and student on file in Attendance Office.

### **PUBLIC DISPLAY OF AFFECTION**

Students must refrain from public display of affection that is considered inappropriate (i.e. prolonged kissing, embracing, sexual intercourse, or other intimate behavior) in a school environment. Expectations towards inappropriate displays of affection also apply at school dances and offenders will be required to leave immediately. Refusal to comply constitutes defiance of school authority and will be subject to disciplinary action.

### **RECKLESS DRIVING**

Unsafe driving on school property is prohibited. The speed limit is 10 mph on school grounds. Consequences for speeding and any other driving deemed unsafe will be cause for loss of driving and/or parking privileges on campus and/or any other appropriate discipline. Students without a license and/or vehicle insurance cannot drive on campus.

### **SPECTATOR CONDUCT AT ASSEMBLIES AND EXTRA CURRICULAR ACTIVITIES**

Behaviors or chants/cheers that are disrespectful to opposing players, coaches or fans, will not be tolerated. Violators of such behaviors will be removed from the event and disciplinary action will be considered. Appropriate attire is expected at all school-sponsored events. All Kentlake students and/or spectators are required to abide by the NPSL sportsmanship expectations. A spectator who is ejected will be required to complete the following:

A. The individual will not be allowed to attend a minimum two contests in that sport at the same level of competition from which the spectator was ejected. The individual may not attend contests or be at a home or away facility as a spectator during the suspension period. This includes attendance at events held at any level (varsity/sub-varsity) during the 2016-2017 North Puget suspension period.

B. For student spectators, the student must meet with the school athletic director and/or building principal and/or district athletic director prior to returning to events. Parent/Guardian contact is expected.

C. An adult spectator must meet with the school athletic director and/or building principal and/or district athletic director prior to attending future events.

D. The individual may apply in writing through his/her school district process to seek reinstatement/reduction.

E. In addition to the required meeting noted above, a student spectator must complete the NFHS Sportsmanship course before returning to events. This course can be accessed at [www.nfhslearn.com](http://www.nfhslearn.com). A copy of the NFHS Sportsmanship Course certificate must be submitted with the written request for reinstatement/reduction.

F. An adult spectator, if the parent of a student athlete, must complete the NFHS "The Role of the Parent in Sports" online course before a return to events is allowed. An adult spectator who is not the parent of a student athlete must complete the NFHS Sportsmanship course. These courses can be accessed at [www.nfhslearn.com](http://www.nfhslearn.com). The appropriate NFHS certificate signifying course completion must be submitted with the written request for reinstatement/reduction.

G. The league president will forward materials to North Puget Sound League discipline committee who will vote on reinstatement/reduction. All application materials and any additional documentation submitted by the applicant must be submitted in one packet to the athletic directors.

H. A student spectator, ejected for the second time, will sit out a minimum one calendar year with the right to appeal.

I. An adult spectator, ejected for the second time, will receive a no trespass order from his/her school district that applies to all WIAA-sanctioned activities for one calendar year with the right to appeal.

#### **STUDENT/SPECTATOR CONDUCT:**

a. Bands shall not perform at games away from home except by special invitation of the host school. Good sportsmanship by all is our goal. Bands can contribute to that goal by adhering to the following:

(1) Bands are to play only during the time-outs, dead ball situations and between periods.

(2) Bands are to promote good sportsmanship for players, spectators and officials and avoid inciting overt attitudes toward officials. Actions by band members to try and distract players while shooting a free throw is considered poor sportsmanship, as are instruments, including drums used as distracting noise makers.

(3) Noisemakers are not allowed. Band instruments, including drums, are to be used for playing music and in conjunction with approved and organized cheers led by the cheer staff, not as noisemakers.

(4) If amplifiers are used, they must be turned down to a level that announcers and cheerleaders can perform their responsibilities. Game management is authorized to control the volume.

b. Any correspondence among schools which pertains to student activities should be co-signed by the principal or designee.

c. The schools of the North Puget Sound League prohibit noisemakers, including but not limited to items such as: drums, horns, megaphones, radios, thunder sticks and the discharge of confetti or powder substance during all athletic contests.

(1) Cheerleaders are allowed to use megaphones in an organized cheer.

(2) Hanging signs, other than the official school banner, is up to each school's administration. If signs are allowed the following guidelines must be adhered to:

☑ Must be positive in nature,

☑ Do not mention the opponent,

☑ Cannot be handheld

☑ Not brought in by the opposing school

(3) Appropriate crash through banners are allowed for home teams only. (Non-offensive messages only).

(4) Band instruments may be used only as part of a total band.

- d. Half time presentations must be discreet, non-offensive to the opposing school and approved by the principal of the host school. **Game starting time (prior to each half) may not be affected by home school presentation. See specific sport.**
- e. Student tunnels will be allowed only by students in school uniforms (bands, cheerleaders, drill teams).
- f. Any team or student guilty of misconduct or unbecoming behavior may subject themselves and their school to possible League sanctions.
- g. NPSL contests should be preceded by a “good sportsmanship” statement.
- h. Introductions are to be respectful for both teams involved.
- i. It is recommended that student spectators not be seated in the first-row bleachers.
- j. No full-face paint or body paint is allowable (face decals are acceptable). Shirts are required to be worn at all times.
- k. There will be no immediate rush onto the court or field following the end of competition by spectators.

**The following are PERMISSIBLE (Game management personnel will have the discretion to dictate appropriateness):**

- Face Paint (1/2 face or less; identification of individual must not be compromised by amount of face paint)
- Continuous Standing
- Posters that are positive for the home team
- Making noise during free throws
- Yelling “air ball” and “you got swatted” but only immediately after the initial infraction (not continuous throughout the game)
- Continuous fan yelling on defense
- Continuous fan yelling on offense
- Any positive chant directed toward your own team/school
- Brief natural reaction to disappointment on the court (i.e. – Oh no!, No way! . . )
- Jumping up and down during game

## **PARKING RULES**

Kentlake is a closed campus. For the safety of our staff and students, we must be aware of who is parking on our campus. Only registered students and staff, along with parents or visitors on official business, may park in our parking lots. ALL students are required to park in Lot A during the school day. **We have limited parking spots available and permits will be sold on a first come, first served basis. Availability of permits is not guaranteed for second semester and/or 4<sup>th</sup> quarter. It is recommended to purchase now, then Cashier will give to student once they are a licensed driver.**

Parking permits for the year are \$80.00 for all students. Running Start students or part-time students are also required to have a parking permit.

**Students will need to be clear of fines in order to purchase a parking permit.** Parking permits are valid through the last day of the current school year, they do not carry-over to the next school year.

Parents and visitors should register their car in the main office immediately upon entering the building.

1. **ALL students are required to park in Lot A during the school day.**

2. Safe driving, including a 10-mph speed limit is enforced. Speeding and/or reckless driving will result in disciplinary action.
3. Parking is not allowed in bus zones, reserved parking, handicapped parking, staff parking (designated areas of Lot A and all of Lot B), clearly marked “no parking zones”, or unmarked areas of all parking lots.
4. Students may register up to 3 vehicles, all required information must be completed for each vehicle.
5. If there is a question about a ticket that was issued, **you must contact Security within 2 school days, or the ticket will remain.** Other concerns regarding parking should be directed to the Security department.
6. It is your responsibility to have a permit displayed at all times when parking on campus during the school day. Lost/stolen permits may be replaced from the cashier for **\$30.00** **YOU WILL BE TICKETED IF YOU DO NOT HAVE YOUR PERMIT DISPLAYED.**
7. Any violations of the above may result in tickets, towing and/or loss of parking privileges.
8. Permits are for the current school year only. If a permit is purchased late in the year, it does not transfer to the following school year.

**Tickets:**

<b>FULL YEAR</b>	<b>9/1/2021 to 6/17/2022</b>	<b>\$80.00 for all permits</b>
<b>Second Semester</b>	<b>1/24/2022 to 6/17/2022</b>	<b>\$40.00 for Semester 2 only</b>

**VALUABLES IN SCHOOL**

Students are cautioned not to bring cash or personal valuables to school. Valuables should not be stored in the hall or P.E. lockers, offices, or cars. We have no insurance to cover loss or theft of valuables.

## **STUDENT SERVICES/ACTIVITIES**

**ACTIVITIES BUS**

An activities bus will be provided for students who stay for supervised activities including academic support and Learning Lab. Pick up is at the main entrance to the building. Students must wait outside the school building for the bus to arrive. All students riding the activities bus must show a properly dated activities bus pass to be allowed to ride. Passes are available from activity supervisors.

**CAREER CENTER**

Located in the Library, the Career Center is staffed by a Career Specialist. The Center can help you by providing interest testing, assistance in making career decisions, and information about post-secondary schools which can prepare you for your career choices. (ext. 4941)

**COUNSELORS**

Counselors assist students in making academic and/or vocational plans and college selection as well as dealing with day to day problems. Students must make an appointment to meet with a counselor. Counselors may make referrals to services in the community as needed. Students are assigned counselors by alphabet.

- Julie Gibson A-E [Julie.Gibson@kent.k12.wa.us](mailto:Julie.Gibson@kent.k12.wa.us)
- Ken Darcy F-Li [Kenneth.Darcy@kent.k12.wa.us](mailto:Kenneth.Darcy@kent.k12.wa.us)
- Lisa McGraw Lj-Rh [Lisa.Mcgraw@kent.k12.wa.us](mailto:Lisa.Mcgraw@kent.k12.wa.us)
- Lana Wainscott Ri-Z [Lana.Wainscott@kent.k12.wa.us](mailto:Lana.Wainscott@kent.k12.wa.us)

### **FIRE AND EARTHQUAKE PROCEDURES**

Fire, earthquake, and other safety drills will be practiced periodically during the year for your safety. You should be familiar with the procedures and the exit routes from each of your classes. If there is an emergency, under no circumstances should parents call the school or attempt to enter the building.

### **HEALTH / NURSE**

Parents and/or guardians have the primary responsibility for a student's health. The State Board of Health requires students to be fully immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, and Hepatitis B (9 grade only) as appropriate. A completed and signed Certification of Immunization Status must be on file with the school. The state regulations also require 9th graders to be screened for scoliosis. For a major health concern that may require emergency care or affect learning abilities or school participation, parents should notify the nurse, through either a written note and/or a personal conference.

Students who become ill at school must obtain a pass from their teacher and may contact a parent or emergency contact ***after they have reported to the Health Room***, which is located in Student Services. If the Health Room is closed, students may report to the Attendance Office. The school will contact a parent or emergency contact for permission if the student needs to go home. Under no circumstances should the student leave school without checking out through the Attendance Office.

If your child needs to receive medication at school, written authorization from a parent/guardian and medical provider is required. Medication includes all over-the-counter medications such as cough drops and Tylenol. When possible, parents and medical care providers are urged to schedule giving medication outside school hours. If medication is necessary for your child during school hours, the following is required:

Submit a completed medication authorization form to your school. The form is available online or in the school's Health Room.

Submit a written note from the doctor stating: name of medication, dose, time and reason it must be given during school hours, (detailed info on form must be provided if medication is to be given for over 4 weeks) and a written note from the parent/guardian giving permission for your child to receive the prescribed medicine at school.

Parents need to bring the two notes and the medication in its original container to school. If the parent/guardian cannot come to school, he/she needs to call the school nurse before sending the medication to school. Faxed authorization is accepted (Fax 253-373-4918)

We want all kids to be safe at school. Follow [this link](#) to review the Medication Policy/Procedures and the Authorization for the Administration of Oral Medication at School that you and your child's healthcare provider must complete and submit to your child's school nurse.

[Medication Authorization Forms](#)

[Allergy Epi-pen Authorization](#)

[Asthma Medication Authorization](#)

[Medication Authorization](#)

## Seizure Medication Authorization

### ***Life Threatening Conditions***

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

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

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

### **LIBRARY**

The Kentlake library has many resources to assist students with assignments, personal information needs and reading just for fun. Procedures and policies are as follows:

- A *Library Pass*, signed by your teacher, is required for **all** students in the Library unless they are with a class.
- Students must have a specific task to perform in the Library (read, study, homework, research, etc...).
- **NO** Food or Drink are allowed in the Library. Help us preserve our Library environment and resources in their present *excellent* condition.
- Our Library is a quiet area. Students socializing loudly will be asked to leave.
- Picture identification (i.e.: your Student ID Card) is required to check out library materials.
- Students who need to use a library computer must check one out from the Circulation Desk.
- The library computers are **ONLY** for school related use. Students using a library computer must have a school related purpose or a Teacher note describing computer usage. Students using a library computer for [recreational Internet searching](#) or [email](#) will lose use of the computer.

#### Check Out

- Books: Two Weeks
- Magazines: Two Week
- Reference Materials: Non-Circulating
- Computer Use: **Maximum** of One Class Period

#### Fines

- Late Materials: TEN (10) Cents per school day per item overdue.

#### Copy Fees

- Self Service Copies (Black and White): Fifteen (15) Cents per page (coin-operated copier).

#### Computer Printing

- Black and White: Five (5) Cents for EVERY PAGE printed.
- Color: Twenty-Five (25) Cents for EVERY PAGE printed.

### **LOCKERS**

- Lockers are available for student use.



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

### **REGISTRAR**

The registrar handles all matters related to grades, transcripts, class rank, and GPA. Should you have questions in these areas, please go directly to the registrar's office, located in Student Services before school, during lunch or after school.

### **TELEPHONES**

School phones are for emergency and attendance issues only. In an attempt to decrease the number of disruptions to the classroom, students are not allowed to receive messages unless it is an extreme emergency from a parent/guardian.

### **VISITORS AND GUESTS**

Due to the impact of visitors to the school environment, students will NOT be allowed to bring guests/visitors to school.

### **STUDENT EMPLOYMENT PERMITS**

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

## **STUDENT ACTIVITIES**

### **ASB CARDS**

ASB cards may be purchased at the Cashier's Office during operating hours or online. The revenue obtained from the sale of student ASB cards is expended to finance Athletics and ASB Clubs. Benefits of an ASB card are:

1. Admittance at no charge to home athletic events.
2. Reduced student admission prices at athletic events at other schools. (Adult prices are charged to students when they do not have an ASB card.)
3. Admission to most school events at reduced prices.
4. **Required in order to run for office, participate in school sports or clubs.**
5. Reduced price on Yearbook.

ASB cards are for the benefit of the individual only. Items may not be purchased at reduced prices for other students that do not have an ASB card.

### **ASB/CASHIER OFFICE**

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

- The Cashier accepts the following payment types:
  - Cash
  - Checks (except as noted below)
  - Visa, Mastercard or Discover
- Checks will be accepted only in the exact amount of the fee to be paid. Change cannot be given on a check over the amount of purchase.
- Checks must be made out to Kentlake High School or KLHS.
- Checks will not be accepted by seniors after May 15, 2020.
- Checks will not be accepted during the month of June from any student.
- Credit/Debit cards may be used for online purchases at: <https://wa-kent.intouchreceipting.com/>

- Second person or payroll checks will not be cashed.

The following may be purchased at the ASB/Cashier's Office:

ASB Card: \$30.00 **Required** for sports, any club membership, Leadership students, ASB or Class Officers

Annual: \$60.00 (with ASB card)  
\$70.00 (without ASB card or if purchased after the published deadline)

Parking Permits: \$80.00 for all permits, \$40.00 for Semester 2 only

Class Fees: Many classes have additional fees. This is noted in our course catalogs. Students will be presented with a Class Syllabus at the beginning of each class that will have these fees detailed. Class fees are expected to be paid within the first month of the year/semester.

**Senior Class Officers**

President: Kaelyn Clasen  
Vice President: Angela Tovar  
Secretary: Tatum Burton  
Treasurer: Jailynn Creek

**Sophomore Class Senators**

Senator: Zackary Ford  
Senator: Aly Go  
Senator: Kelsey Ligget  
Senator: Shivika Vasudeva

**Junior Class Officers**

President: Noah Soepardi  
Vice President: Lauren Pantoja  
Secretary: Joselyn Barker  
Treasurer: Tristan Swogger

**Freshmen Class Senators**

Elections held in fall.

## **CLUBS/ACTIVITIES**

**CLUBS AND ACTIVITIES**

- Clubs must be cleared through the school prior to any club activities.
- All club members are required to purchase an ASB card.
- Scheduling of all activities, fundraising drives, dances, use of the building before and after school, etc., is done through the ASB Office with the approval of Athletics & Activities Director, Mr. Gregg Kaas.
- *All bulletins, advertising or signs of any nature must have approval of the club advisor and Activity Coordinator prior to being made or displayed.*
- All contracts, agreements and purchases made for a club in the name of Kentlake High School **must have prior approval** and be signed by the principal, or their designee.

**CONDUCT OF STUDENT ATHLETES AND STUDENT ACTIVITIES MEMBERS**

A student participating in any activity sponsored by ASB funds is expected to purchase an ASB card and uphold an exemplary standard of student conduct. Student athletes and student leaders at Kentlake should consider themselves role models at all times. This expectation extends to ASB leaders, Cheerleaders, Dance Team, music group members, and any other groups receiving ASB funds.

In addition to complying with federal, state, and local laws, school and district rules of conduct, and team/activity rules, student athletes/leaders must also comply with the following:

- While in attendance at school or at school sponsored events, you are to remove yourself immediately from any situation where illegal activities are occurring, or where other persons are engaging in conduct which violates school or district rules.
- If the situation is during a school sponsored field trip (whether local or extended), activity, or event, you are to report the situation immediately and in confidence to school supervisory personnel.

***Please see Kent School District Athletic Parent and Student Handbook for more information.***

**ASB Card Policy**

1. All students participating in athletics, any club, Leadership or ASB Officers, must be holders of an ASB Card.
2. An ASB card is a one-time a year purchase and the cost for an ASB card is non-refundable. Students participating in ASB activities are required to purchase an ASB card.
3. The Associated Student Body provides financial support in each building for expenses incurred by athletic programs and club activities. Revenues from ASB cards remain in the students' ASB fund accounts.

## ATHLETICS

ATHLETIC DIRECTOR..... GREG KAAS

<b><u>FALL SPORTS</u></b> .....	<b><u>HEAD COACH</u></b>
CHEER .....	MARCI SEGER
COED CROSS-COUNTRY.....	SCOTT CLEARY/KATHY MORRISON
DANCE .....	CHRISTINA ARRINGTON
FOOTBALL.....	KEVIN HURT
BOYS GOLF .....	MARK GAUL
GIRLS GOLF .....	BARRY SMITH
GIRLS SOCCER .....	JILL KEENER
GIRLS SWIMMING/DIVING .....	STACY JUDD
BOYS TENNIS.....	LYNNE COGGER
VOLLEYBALL.....	SHAWNA BEHRENS

<b><u>WINTER SPORTS</u></b> .....	<b><u>HEAD COACH</u></b>
BOYS BASKETBALL.....	MARCUS WILSON
GIRLS BASKETBALL .....	ALYCE LACEY
GYMNASTICS.....	LINDSEY DUERRE/SHEILA CLARK
BOYS SWIMMING/DIVING .....	DOUG HITLIN
WRESTLING.....	JEREMY WILLIAMS/MICHAEL ANDREWS

<b><u>SPRING SPORTS</u></b> .....	<b><u>HEAD COACH</u></b>
BASEBALL .....	MIKE SUGURO
FASTPITCH.....	JORDAN WALLEY
JUDO .....	JEFF TIBEAU
BOYS SOCCER .....	BARRY SMITH
GIRLS TENNIS.....	JANA WILSON
TRACK AND FIELD .....	KARL MAW/SCOTT CLEARY

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

Kent School District is excited to announce that we are now offering the convenience of online athletic registration through [FamilyID.com](http://FamilyID.com).

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

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

Additional information regarding interscholastic athletics and activities can be found at the following web addresses: [http://www.kent.k12.wa.us/KSD/AT\\_or](http://www.kent.k12.wa.us/KSD/AT_or)  
<http://www.npslathletics.org/>

## CAREER CENTER INFORMATION

Many high school graduates find that they have completed their education without actually preparing themselves for a career. Students may alleviate this problem by establishing a career goal early in their high school experience, and planning coursework that relates to their future goals. Students who need assistance with determining a career direction may visit the Career Center located in the library at Kentlake.

The Career Center offers many personalized services to assist students. Students are encouraged to contact Kentlake's Career Specialist, Kathy Morrison.

Students who want a complete guidance program may:

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

All students have the opportunity to use computerized interest inventories, financial aid programs, and college search software available through the Career Center. The Career Centers also have current information on occupations in Washington State as well as local and national information. Other available services include:

- \* Resume Writing
- \* Individualized Testing
- \* Job Search Assistance
- \* Goal Planning Assistance
- \* Career-Related Software

## *Non-Discrimination Statement*

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

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

- **Civil Rights Compliance Coordinator Randy Heath**  
[Randy.Heath@kent.k12.wa.us](mailto:Randy.Heath@kent.k12.wa.us) | (253) 373-7134
- **Title IX Coordinator Dr. Wade Barringer**  
[Wade.Barringer@kent.k12.wa.us](mailto:Wade.Barringer@kent.k12.wa.us) | (253) 373-7203
- **Section 504 Coordinator Cheri Simpson**  
[Cheri.Simpson@kent.k12.wa.us](mailto:Cheri.Simpson@kent.k12.wa.us) | (253) 373-7235
- **ADA Coordinator Spencer Pan**  
[Spencer.Pan@kent.k12.wa.us](mailto:Spencer.Pan@kent.k12.wa.us) | (253) 373-7513

View the Kent School District (KSD) Non-Discrimination [Policy 3210](#) and [Procedure 3210P](#) online or contact your [school](#) office or the KSD Administration Center ([12033 SE 256th Street, Kent, WA 98030](#)) for a copy.

Report discrimination and discriminatory harassment to any school staff member or the KSD Civil Rights Compliance Coordinator. You also have the right to [file a complaint](#) against the district alleging that the Kent School District has violated anti-discrimination laws.

## *Translation Services & Bilingual Education*

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

**For information regarding translation services**, please call (253) 373-7010 to speak with Executive Director of Student and Family Support Services Randy Heath.

**For bilingual education information**, please call (253) 373-7269 to speak with the Director of Multilingual Education.

## ATTENDANCE TIPS & RESOURCES

### *Good Attendance is Important*

We value every student's contributions to our school community and miss them when they are gone. Regular, daily attendance is one of the most important things a student can do to be successful in all grade levels.

- All absences (excused and unexcused) have the potential of harming students academically.
- Students who miss 10 percent (18 days) of the school year, or two or more days a month, are defined as being chronically absent.
- By sixth grade, absenteeism is one of three signs that a student may drop out of high school.
- By ninth grade, regular and high attendance is a better predictor of graduation rates than eighth-grade test scores.
- It takes an average of three days for a student to catch up from every one day of being absent.
- Missing three or more days of school per month can set a student back up to two full years of learning.
- Three school tardies equal one absence.

### *Assess Your Student's Attendance*

Take an assessment of where your student is halfway through the school year and learn what you can do to help.

- **The Danger Zone (7-9 Absences):** There is a good chance your child has fallen behind academically. Develop a plan with the school to help your child get to school on time and attend regularly.
- **The Warning Zone (4-6 Absences):** Your child's learning may be affected. Pay special attention to make sure your child is keeping up with the work.
- **0-3 Absences: The Satisfactory Zone (0-3 absences):** Your child has good attendance. Celebrate and make a goal with your child to have even better attendance.

## **Make School Attendance a Priority**

- Discuss the importance of showing up to school every day with children.
- Schedule appointments outside the school day or on non-school days.
- Help children stay healthy by ensuring they get plenty of sleep, eat a balanced diet, wash their hands regularly, and are up-to-date on immunizations.
- Keep children home only if they are truly sick. Complaints of headaches or stomachaches may be signs of anxiety.

## **Set Regular Bedtime & Morning Routines**

- Help your child maintain daily routines, such as finishing homework and going to bed on time.
- Lay out clothes and pack backpacks the night before.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.

## **Help Your Child Stay Engaged**

- Find out if children feel engaged by their classes and safe from bullies and other threats.
- Ensure children are keeping up with school work so they are not tempted to miss school if they haven't done their homework or studied for a test.
- Stay on top of academic progress and seek help from teachers or tutors if necessary. Make sure teachers know how to contact you.

- Stay on top of your child’s social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage meaningful after-school activities, including sports and clubs.

## **Communicate with Your School**

- Know the school’s attendance policy including incentives and penalties
- Talk to teachers if you notice sudden changes in your child’s behavior. These could be due to something going on at school.
- Check on your child’s attendance to be sure absences are not piling up.
- Ask for help from school officials, after-school programs, other parents or community agencies if you are having trouble getting your child to school.

## **ABSENCE REPORTING & TRACKING**

### ***Report Every Absence to the School***

If a student is going to be absent, the parent/guardian should notify the school office on the morning of the absence by phone, email, or written note and provide an excuse for the absence.

If no excuse is provided with the notification, or no notification is provided, the parent/guardian will be asked to provide an excuse for the absence upon the student’s return to school.

### ***We’re Here to Help***

Please partner with us to ensure your student attends regularly and is successful in school. We know students may be absent from school for a variety of reasons. Our attendance office, school nurse, counselor, and teachers are prepared to help if your student is unable to make it to school regularly or on time.

We will track attendance daily, document when your student is missing from class, communicate with you to understand why the absence occurred, and identify barriers and supports available to overcome challenges you may face in helping your student attend school.



Our schools follow Kent School District (KSD) policies and procedures Washington State Law to ensure every student is successful.

- [Kent School Board Policy 3121 Compulsory Attendance](#)
- [Kent School Board Procedure 3121P Compulsory Attendance](#)
- [Kent School Board Policy 3122 Excused & Unexcused Absences](#)
- [Washington State Legislature Compulsory School Attendance & Admission \(28A.225 RCW\)](#)

## ***Schools Track Excused & Unexcused Absences***

KSD has a responsibility under state law to accurately track unexcused absences and excessive excused absences and to work with the student and parent/guardian 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.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding discipline or corrective action.

### **One Unexcused Absence**

After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.

### **Between Two & Five Unexcused Absences**

Between two and five unexcused absences in a school year, the school is required to initiate a parent conference to improve the student's attendance. During the conference with the principal or designee, student and parent/guardian the following should be considered:

- Adjusting the student's program.
- Providing more individualized instruction.
- Transferring student to another school if space is available.
- Assisting the student to obtain supplementary services that may eliminate or ameliorate the causes of the absences.

- Imposing other corrective actions that are deemed appropriate.

## **Seven Unexcused Absences in a Month**

Not later than the seventh unexcused absence in a month, the school is required to initiate a written agreement with the parent to improve the student's attendance. For secondary students, after the second absence and before the seventh absence, the school is required to conduct an assessment with the student to determine barriers to the students' ability to attend school.

After seven unexcused absences in a month, the school may refer the student to the community truancy board (elementary) or truancy workshops (secondary) or file a petition to juvenile court.

## **Seven Unexcused Absences in a Month or Before 15 Unexcused Absences in a School Year**

After seven unexcused absences in a month or before 15 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 a student under the age of seventeen at the time the petition is originally filed.

The student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any one month, or ten or more unexcused absences in the current school year, a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school will be counted when preparing the petition.

Attesting that actions taken by the school district have not been successful in substantially reducing the student's absences from school.

Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

## **Vacation/Extended Absence**

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

## 19 Days or Less

Planned absences of less than 20 days usually require only parental permission by way of a phone call, fax, email, or written note explaining the reason for the absence and the dates involved.

- The absence must meet the criteria listed in Policy 3122 in order for the absence to be considered excused.
- Additional documentation (such as a doctor's note) may be required by the principal.
- Students are responsible for completing all assigned coursework from their absence.

## 20 Days or More

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.

## SCHOOL DISCIPLINE

### General Definitions

For purposes of all disciplinary policies and procedures, the following definitions will apply:

- "Behavioral violation" means a student's behavior that violates the district's discipline policies.
- "Classroom exclusion" means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
  - a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and

- the student remains under the supervision of the teacher or other school personnel during such brief duration.
- “Culturally responsive” has the same meaning as “cultural competency” in RCW 28A.410.270, which states “cultural competency” includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students’ experiences and identifying cultural contexts for individual students.
- “Discipline” means any action taken by a school district in response to behavioral violations.
- “Disruption of the educational process” means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
- “Emergency expulsion” means the removal of a student from school because the student’s statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530
- “Expulsion” means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480
- “Length of an academic term” means the total number of school days in a single trimester or semester, as defined by the board of directors.
- “Other forms of discipline” means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.
- “Parent” has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an

individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student's welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the "parent" of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.

- "School board" means the governing board of directors of the local school district.
- "School business day" means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent's office for the calendar day.
- "School day" means any day or partial day that students are in attendance at school for instructional purposes.
- "Suspension" means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
  - In-school suspension means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
  - Short-term suspension means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

- Long-term suspension means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

## Discipline Category Definitions

### 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.

### Assault

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

### Reasonable Self-Defense:

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

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

the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

## Defacing or Destruction of Property

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

Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages.

If a student has been suspended or expelled, the student may not be readmitted until the student, parents, or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released.

The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

## Repeated Defiance of School Authority

For school discipline purposes, means refusal to obey reasonable requests, instructions, and directives of any school personnel (including volunteers or contractors working for the school) pertaining to the orderly operation of the school. Directives regarding safety need to be followed immediately. Lower, non-safety issues, students will be given multiple opportunities to comply before discipline is administered. Student's failure to engage academically will be addressed in ways that do not include disciplinary actions.

## Disruptive Behavior of the Education 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
- Causing a substantial interruption to instruction or the safe and orderly operation of the school.

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

## Disruptive Dress

For school discipline purposes this means that student dress and appearance may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance.
- Damage to school property will result from the student's dress and appearance.
- A hostile environment will be established or perpetuated; or,
- A material and substantial disruption of the educational process will result from the student's dress or appearance.

Material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use or promotion of obscene, lewd, racist, violent, sexual, drug, alcohol or tobacco-related messages.

## 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;
- 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.

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.)

## Fighting or Assault Involvement

For school discipline purposes means the encouraging, promoting, and/or escalating a fight or assault by words or actions.

## Gang Conduct

For school discipline purposes includes:

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

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

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

### **Harassment, Intimidate and/or Bullying**

For school discipline purposes, “harassment, intimidation and bullying” includes:

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

### **Lewd and/or Obscene Behavior**

For school discipline purposes 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.)

## Theft/Stealing

For school discipline purposes the 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.

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

For school discipline purposes this means 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.

## Tobacco/Nicotine/Vaping Products – Use or Possession

Students may not participate in smoking/vaping, 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.)

## 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

## Unsafe Behavior

For school discipline purposes this means minor behaviors that create unsafe conditions (for example running in the hall, climbing on prohibited structures, engaging in mutual rough play, light pushing/shoving).

## Weapons

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.

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.

## Supporting Students with Other Forms of Discipline

Unless a student's ongoing behavior poses an immediate and continuing danger to others, or a student's ongoing behavior poses an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline. These other forms of discipline may

involve the use of best practices and strategies included in the state menu for behavior available on the Office of the Superintendent of Public Instructions website.

## ***Grievance Process for Other Forms of Discipline & Classroom Exclusion***

***Any parent/guardian or student who is aggrieved by the imposition of other forms of discipline and/or classroom exclusion has the right to an informal conference with the principal for resolving the grievance. If the grievance pertains to the action of an employee, the district will notify that employee of the grievance as soon as reasonably possible. At such conference, the student and parent will have the opportunity to voice issues and concerns related to the grievance and ask questions of staff members involved in the grievance matter. Staff members will have opportunity to respond to the issues and questions related to the grievance matter.***

***Additionally, the principal will have opportunity to address issues and questions raised and to ask questions of the parent, student, and staff members. If after exhausting this remedy the grievance is not yet resolved, the parent and student will have the right, upon two (2) school business days prior notice, to present a written and/or oral grievance to the Superintendent or designee. The Superintendent or designee will provide the parent and student with a written copy of its response to the grievance within ten (10) school business days. Use of the grievance process will not impede or postpone the disciplinary action, unless the principal or Superintendent elects to postpone the disciplinary action.***

***Discipline that may be grieved under this section includes other forms of discipline, including after-school detention; classroom exclusion; removal or suspension from athletic activity or participation; and removal or suspension from school-provided transportation.***

## **Suspension and Expulsion – General Conditions and Limitations**

The district's use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the

school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. The district will not expel, suspend, or discipline in any manner for a student's performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of preserving the educational process. The district will not administer any form of discipline in a manner that would prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.

The district must provide the parent(s) opportunity for involvement to support the student and resolve behavioral violations before administering suspension or expulsion. Additionally, the Superintendent or designee must consider the student's individual circumstances and the nature of the violation before administering a short-term or in-school suspension.

An expulsion or suspension of a student may not be for an indefinite period and must have an end date. After suspending or expelling a student, the district will make reasonable efforts to return the student to the student's regular educational setting as soon as possible. Additionally, the district must allow the student to petition for readmission at any time. The district will not administer any form of discipline in a manner that prevents a student from completing subject, grade-level, or graduation requirements.

When administering a suspension or expulsion, the district may deny a student admission to, or entry upon, real and personal property that the district owns, leases, rents, or controls. The district must provide an opportunity for students to receive educational services during a suspension or expulsion (see below). The district will not suspend or expel a student from school for absences or tardiness. If during a suspension or expulsion the district enrolls a student in another program or course of study, the district may not preclude the student from returning to the student's regular educational setting following the end of the suspension or expulsion, unless one of the following applies: The Superintendent or designee grants a petition to extend a student's expulsion under WAC 392-400-480; the change of setting is to protect victims under WAC 392-400-810; or other law precludes the student from returning to his or her regular educational setting. In accordance with RCW 28A.600.420, a school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by

public schools. The Superintendent may modify the expulsion on a case-by-case basis.

A 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 an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. These provisions do not apply to students while engaged in a district authorized military education; a district authorized firearms convention or safety course; or district authorized rifle competition.

## In-school suspension and short-term suspension

The Superintendent designates Principals, Assistant Principals, and Central Office Administrators who currently hold a valid Washington state administrative certificate with the authority to impose in-school and short-term suspension. Deans of Students/EAs/administrative interns (in consultation with an administrator have also been granted this authority. Before administering an in-school or short-term suspension, staff members must have first attempted one or more other forms of discipline to support the student in meeting behavioral expectations and considered the student's individual circumstances. The district will not administer in-school suspension that would result in the denial or delay of the student's nutritionally adequate meal. Unless otherwise required by law, the district is not required to impose in-school or short-term suspensions and instead, strives to keep students in school, learning in a safe and appropriate environment. However, there are circumstances when the district may determine that in-school or short-term suspension is appropriate. After investigating an incident but before administering any in-school or short-term suspension, the district will attempt to notify the student's parent(s) as soon as reasonably possible regarding the behavioral violation. Additionally, the principal or designee must conduct an informal meeting (or initial hearing) with the student to hear the student's perspective. The principal or designee must provide the student an opportunity to contact his or her parent(s) regarding the informal meeting. The district must hold the informal meeting in a language the parent and student understand.

At the informal meeting, the principal or designee will provide the student:

- Notice of the student's violation of this policy;

- An explanation of the evidence regarding the behavioral violation;
- An explanation of the discipline that may be administered; and
- An opportunity for the student to share his or her perspective and provide explanation regarding the behavioral violation.

Following the informal meeting, the principal or designee must inform the student of the disciplinary decision regarding the behavioral violation, including the date when any suspension or expulsion will begin and end. No later than one (1) school business day following the initial hearing with the student, the district will provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email in a language and form the student and parents will understand. The written notice must include:

- A description of the student's behavior and how the behavior violated this policy;
- The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
- The other forms of discipline that the district considered or attempted, and an explanation of the district's decision to administer the suspension or expulsion;
- The opportunity to receive educational services during the suspension or expulsion;
- The right of the student and parent(s) to an informal conference with the principal or designee; and
- The right of the student and parent(s) to appeal the in-school or short-term suspension; For students in kindergarten through fourth grade, the district will not administer in-school or short-term suspension for more than ten (10) cumulative school days during any academic term. For students in grades five through twelve, the district will not administer in-school or short-term suspension for more than fifteen (15) cumulative school days during any single semester, or more than ten (10) cumulative school days during any single trimester. Additionally, the district will not administer a short-term or in-school suspension beyond the school year in which the behavioral violation occurred.

## Long-term suspensions and expulsions

Before administering a long-term suspension or an expulsion, district personnel must consider



other forms of discipline to support the student in meeting behavioral expectations. The district must also consider the other general conditions and limitations listed above. Unless otherwise required by law, the district is not required to impose long-term suspension or expulsion and may impose long-term suspension or expulsion only for specify misconduct. In general, the district strives to keep students in school, learning in a safe and appropriate environment.

## ***Behavior Agreements***

The district authorizes staff to enter into behavior agreements with students and parents in response to behavioral violations, including agreements to reduce the length of a suspension conditioned on the participation in treatment services, agreements in lieu of suspension or expulsion, or agreements holding a suspension or expulsion in abeyance. Behavior agreements will also describe district actions planned to support behavior changes by the students. The district will provide any behavior agreement in a language and form the student and parents understand. A behavior agreement does not waive a student's opportunity to participate in a reengagement meeting or to receive educational services. The duration of a behavior agreement must not exceed the length of an academic term. A behavior agreement does not preclude the district from administering discipline for behavioral violations that occur after the district enters into an agreement with the student and parents.

## ***Informal Meeting (Initial Hearing)***

After investigating but before administering any suspension or expulsion, the district will attempt to notify the student's parent(s) as soon as reasonably possible regarding the behavioral violation. Additionally, the principal or designee must conduct an informal meeting with the student to hear the student's perspective. The principal or designee must make a reasonable attempt to contact the student's parents and provide an opportunity for the parents to participate in the informal meeting in person or by telephone. The district must hold the informal meeting in a language the parent and student understand. At the informal meeting, the principal or designee will provide the student:

- Notice of the student's violation of this policy;

- An explanation of the evidence regarding the behavioral violation;
- An explanation of the discipline that may be administered; and
- An opportunity for the student to share his or her perspective and provide explanation regarding the behavioral violation.

Following the informal meeting, the principal or designee must inform the student of the disciplinary decision regarding the behavioral violation, including the date when any suspension or expulsion will begin and end.

## ***Notice***

No later than one (1) school business day following the informal meeting with the student, the district will provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email. If the parent cannot read any language, the district will provide language assistance. The written notice must include:

- A description of the student's behavior and how the behavior violated this policy;
- The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
- The other forms of discipline that the district considered or attempted, and an explanation of the district's decision to administer the suspension or expulsion;
- The opportunity to receive educational services during the suspension or expulsion;
- The right of the student and parent(s) to an informal conference with the principal or designee;
- The right of the student and parent(s) to appeal the suspension or expulsion; and
- For any long-term suspension or expulsion, the opportunity for the student and parents to participate in a reengagement meeting.

Other than for the firearm exception under WAC 392-400-820, the district will not impose a long-term suspension or an expulsion for any student in kindergarten through fourth grade. If a long-term suspension or expulsion may exceed ten (10) days, the district will consider whether the student is currently eligible or might be deemed eligible for special education services. If so, the principal will notify relevant special education staff of the suspension or expulsion so that the district can

ensure it follows its special education discipline procedures as well as its general education discipline procedures.

## Emergency Expulsions

The district may immediately remove a student from the student's current school placement, subject to the following requirements: The district must have sufficient cause to believe that the student's presence poses:

- An immediate and continuing danger to other students or school personnel; or
- An immediate and continuing threat of material and substantial disruption of the educational process.

The district may not impose an emergency expulsion solely for investigating student conduct. For purposes of determining sufficient cause for an emergency expulsion, the phrase "immediate and continuing threat of material and substantial disruption of the educational process" means:

- The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
- School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.

An emergency expulsion may not exceed ten consecutive school days. An emergency expulsion must end or be converted to another form of discipline within ten (10) school days from its start. After an emergency expulsion, the district must attempt to notify the student's parents, as soon as reasonably possible, regarding the reason the district believes the student's statements or behaviors pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the education process.

## **Notice**

Within twenty-four (24) hours after an emergency expulsion, the district will provide written notice to the student and parents in person, by mail, or by email.

The written notice must include:

- The reason the student's statements or behaviors pose an immediate and continuing danger to students or school personnel, or poses an immediate and continuing threat of material and substantial disruption of the educational process;
- The duration and conditions of the emergency expulsion, including the date on which the emergency expulsion will begin and end;
- The opportunity to receive educational services during the emergency expulsion;
- The right of the student and parent(s) to an informal conference with the principal or designee; and
- The right of the student and parent(s) to appeal the emergency expulsion, including where and to whom the appeal must be requested.

If the district converts an emergency expulsion to a suspension or expulsion, the district must: (a) Apply any days that the student was emergency expelled before the conversion to the total length of the suspension or expulsion; and (b) Provide the student and parents with notice and due process rights under WAC 392-400-455 through 392-400-480 appropriate to the new disciplinary action.

## Appeals of Expulsions and Suspensions

The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency expulsion have similarities but the timelines differ. A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing. Requests to appeal should be directed to the Executive Director Student and Family Support Services. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.

When an appeal for long-term suspension or expulsion is pending, the district may continue to administer the long-term suspension or

expulsion during the appeal process, subject to the following requirements:

- The suspension or expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
- The district will apply any days of suspension or expulsion occurring before the appeal is decided to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion; and
- If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

The appeal should be based on one or more of the following factors:

- The behavior for which the discipline was given did not occur as stated by the school.
- The discipline given was not appropriate for the behavior.
- There were extenuating circumstances that were not considered by the administrator when deciding on the discipline.
- Administration did not follow district policy and/or procedure during the discipline process.

## In-school and short-term suspension appeal

For short-term and in-school suspensions, the Superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing. The Superintendent or designee must deliver a written appeal decision to the student and parent(s) in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:

- The decision to affirm, reverse, or modify the suspension;
- The duration and conditions of the suspension, including the beginning and ending dates;
- The educational services the district will offer to the student during the suspension; and
- Notice of the student and parent(s)' right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.

## Long-term suspension or expulsion and emergency expulsion appeal

For long-term suspension or expulsion and emergency expulsions, the Superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email, within one (1) school business day after receiving the appeal request, unless the parties agree to a different timeline. Written notice will include:

- The time, date, and location of the appeal hearing;
- The name(s) of the official(s) presiding over the appeal;
- The right of the student and parent(s) to inspect the student's education records;
- The right of the student and parent(s) to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
- The rights of the student and parent(s) to be represented by legal counsel; question witnesses; share the student's perspective and explanation; and introduce relevant documentary, physical, or testimonial evidence; and
- Whether the district will offer a reengagement meeting before the appeal hearing.

For long-term suspension or expulsion, the student, parent(s) and district may agree to hold a reengagement meeting and develop a reengagement plan before the appeal hearing. The student, parent(s), and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

## Hearings

For long-term suspension or expulsion and emergency expulsions, the Superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email, within one (1) school business day after receiving the appeal request, unless the parties agree to a different timeline. Written notice will include:

- The time, date, and location of the appeal hearing;
- The name(s) of the official(s) presiding over the appeal;
- The right of the student and parent(s) to inspect the student's education records;
- The right of the student and parent(s) to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
- The rights of the student and parent(s) to be represented by legal counsel; question witnesses; share the student's

- perspective and explanation; and introduce relevant documentary, physical, or testimonial evidence; and
- Whether the district will offer a reengagement meeting before the appeal hearing. For long-term suspension or expulsion, the student, parent(s) and district may agree to hold a reengagement meeting and develop a reengagement plan before the appeal hearing. The student, parent(s), and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

A hearing to appeal a long-term suspension or expulsion or emergency expulsion is a quasijudicial process exempt from the Open Public Meetings Act (OPMA). To protect the privacy of student(s) and others involved, the district will hold a hearing without public notice and without public access unless the student(s) and/or the parent(s) or their counsel requests an open hearing. Regardless of whether the hearing is open or closed, the district will make reasonable efforts to comply with the Family Educational Rights and Privacy Act (FERPA) concerning confidentiality of student education records. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A single hearing will not likely result in confusion; and
- No student will have his/her interest substantially prejudiced by a group hearing.

If the official presiding over the hearing finds that a student's interests will be substantially prejudiced by a group hearing, the presiding official may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing. For long-term suspension or expulsion, the district will hold an appeal hearing within three (3) school business days after the Superintendent or designee received the appeal request, unless otherwise agreed to by the student and parent(s). For emergency expulsion, the district will hold an appeal hearing within two (2) school business days after the Superintendent or designee received the appeal request, unless the student and parent(s) agree to another time.

The appeal council will consist of three school administrators, not from the school involved in the appeal. One of the administrators will be designated as the presiding official and will be responsible for leading the appeal hearing and after consultation with the other members of the council of producing a written finding based on the guidelines below. All

members of a discipline appeal council must be knowledgeable about the rules in Chapter 392-400 WAC and this policy and procedure.

Upon request, the student and parent(s) or their legal representative may inspect any documentary or physical evidence and list of any witnesses that the district will introduce at the appeal hearing. The district must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing. The district may also request to inspect any documentary or physical evidence and list of any witnesses that the student and parent(s) intend to introduce at the appeal hearing. The student and parent(s) must make this information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing. Upon request, the student and parent(s) may review the student's education records. The district will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing. If a witness for the district cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness' nonappearance if the district establishes that:

- The district made a reasonable effort to produce the witness; and
- The witness' failure to appear is excused by fear of reprisal or another compelling reason.

The district will record the appeal hearing by manual, electronic, or other type of recording device and upon request of the student or parent(s) provide them a copy of the recording. For long-term suspension or expulsion, the presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) will provide a written decision to the student and parent(s) in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision must include:

- The findings of fact;
- A determination whether (i) the student's behavior violated this policy; (ii) the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and (iii) the suspension or expulsion is affirmed, reversed, or modified;
- The duration and conditions of suspension or expulsion, including the beginning and ending dates;
- Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request; and



- Notice of the opportunity for a reengagement meeting and contact information for the person who will schedule it. For emergency expulsion, the district will provide a written decision to the student and parent(s) in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision must include:
- The findings of fact;
- A determination whether the student's statements or behaviors continue to pose (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process;
- Whether the district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the district converts the emergency expulsion to a suspension or expulsion, the district will provide the student and parent(s) notice and due process consistent with the disciplinary action to which the emergency expulsion was converted; and
- Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request.

## Reconsideration of appeal

The student or parents may request the school board or discipline appeal council, if established by the school board, review and reconsider the district's appeal decision for long-term suspensions or expulsions and emergency expulsions. This request may be either oral or in writing.

The school board may designate a discipline appeal council to hear and decide any appeals in this policy and procedure or to review and reconsider a district's appeal decisions. A discipline appeal council must consist of at least three persons appointed by the school board for fixed terms. All members of a discipline appeal council must be knowledgeable about the rules in Chapter 392-400 WAC and this policy and procedure. The school board may also designate the Superintendent or a hearing officer to hear and decide appeals. The presiding official(s) may not have been involved in the student's behavioral violation or the decision to suspend or expel the student.

For long-term suspension or expulsion, the student or parent(s) may request a review within ten (10) school business days from when the

district provided the student and parent(s) with the written appeal decision. For emergency expulsion, the student or parent(s) may request a review within five (5) school business days from when the district provided the student and parent(s) with the written appeal decision.

- In reviewing the district's decision, the school board or discipline appeal council, if established, must consider (i) all documentary and physical evidence from the appeal hearing related to the behavioral violation; (ii) any records from the appeal hearing; (iii) relevant state law; and (iv) this policy adopted.
- The school board (or discipline appeal council) may request to meet with the student and parent(s), the principal, witnesses, and/or school personnel to hear further arguments and gather additional information.
- The decision of the school board (or discipline appeal council) will be made only by board or discipline council members who were not involved in (i) the behavioral violation; (ii) the decision to suspend or expel the student; or (iii) the appeal decision. If the discipline appeal council presided over the appeal hearing, the school board will conduct the review and reconsideration. For long-term suspension or expulsion, the school board (or discipline appeal council) will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:
  - Whether the school board (or discipline appeal council) affirms, reverses, or modifies the suspension or expulsion;
  - The duration and conditions of the suspension or expulsion, including the beginning and ending dates of the suspension or expulsion; and
  - For long-term suspensions or expulsions, notice of the opportunity to participate in a reengagement meeting. For emergency expulsion, the school board (or discipline appeal council) will provide a written decision to the student and parent(s) in person, by mail, or by email within five (5) school business days after receiving the request for review and reconsideration. The written decision must identify:
    - Whether the school board [or discipline appeal council] affirms or reverses the school district's decision that the student's statements or behaviors posed (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process.

- If the emergency expulsion has not yet ended or been converted, whether the district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the district converts the emergency expulsion to a suspension or expulsion, the district will provide the student and parent(s) notice and due process under WAC 392-400- 455 through 392-400-480 consistent with the disciplinary action to which the emergency expulsion was converted.

## Educational Services

The district will offer educational services to enable a student who is suspended or expelled to:

- Continue to participate in the general education curriculum;
- Meet the educational standards established within the district; and
- Complete subject, grade-level, and graduation requirements.

When providing a student the opportunity to receive educational services during exclusionary discipline, the school must consider:

- Meaningful input from the student, parents, and the student's teachers;
- Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
- Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.

After considering the factors and input described above, the district will determine a student's educational services on a case-by-case basis. Any educational services in an alternative setting should be comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of exclusionary discipline.

As soon as reasonably possible after administering a suspension or expulsion, the district will provide written notice to the student and parents about the educational services the district will provide. The notice will include a description of the educational services and the

name and contact information of the school personnel who can offer support to keep the student current with assignments and course work.

For students subject to suspension or emergency expulsion up to five (5) days, a school must provide at least the following:

- Course work, including any assigned homework, from all of the student's regular subjects or classes;
- Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes; and
- An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.

For students subject to suspension or emergency expulsion for six (6) to ten (10) consecutive school days, a school must provide at least the following:

- Course work, including any assigned homework, from all of the student's regular subjects or classes;
- An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion; and
- Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes.

School personnel will make a reasonable attempt to contact the student or parents within three (3) school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:

- Coordinate the delivery and grading of course work between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
- Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.

For students subject to expulsion or suspension for more than ten (10) consecutive school days, a school will make provisions for educational services in accordance with the "Course of Study" provisions of WAC 392-121-107.

## Readmission application process

### ***Application***

The readmission process is different from and does not replace the appeal process. Students who have been suspended or expelled may make a written request for readmission to the district at any time. If a student desires to be readmitted at the school from which he/she has been suspended/expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the Superintendent. The application will include:

- The reasons the student wants to return and why the request should be considered;
- Any evidence that supports the request; and
- A supporting statement from the parent or others who may have assisted the student.

The Superintendent will advise the student and parent of the decision within seven (7) school days of the receipt of such application..

### ***Reengagement Meeting***

The reengagement process is distinct from a written request for readmission. The engagement meeting is also distinct from the appeal process, including an appeal hearing, and does not replace an appeal hearing. The district must convene a reengagement meeting for students with a long-term suspension or expulsion.

Before convening a reengagement meeting, the district will communicate with the student and parent(s) to schedule the meeting time and location. The purpose of the reengagement meeting is to discuss with the student and his or her parent(s)/guardian(s) a plan to reengage the student. The reengagement meeting must occur:

- Within twenty (20) calendar days of the start of the student's long-term suspension or expulsion, but no later than five (5) calendar days before the student's return to school; or
- As soon as reasonably possible, if the student or parents request a prompt reengagement meeting.

## ***Reengagement Plan***

The district will collaborate with the student and parents to develop a culturally-sensitive and culturally-responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a reengagement plan, the district must consider:

- The nature and circumstances of the incident that led to the student's suspension or expulsion;
- As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
- Shortening the length of time that the student is suspended or expelled;
- Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and
- Supporting the student parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.

The district must document the reengagement plan and provide a copy of the plan to the student and parents. The district must ensure that both the reengagement meeting and the reengagement plan are in a language the student and parents understand.

## ***Exceptions for Protecting Victims***

The district may preclude a student from returning to the student's regular educational setting

following the end date of a suspension or expulsion to protect victims of certain offenses as follows:

- A student committing an offense under RCW 28A.600.460(2), when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned; A student who commits an offense under RCW 28A.600.460(3), when directed toward another student, may be removed from the classroom of the victim for the

duration of the student's attendance at that school or any other school where the victim is enrolled. Additional information regarding school discipline can be found in Policy and Procedure 3241 and 3241P.

## **STUDENTS WITH DISABILITIES AND DISCIPLINE**

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.

## ***We Hear You & Help is Available***

Suicide is the second leading cause of death for young people between 10 to 24. Sometimes your struggle can be underestimated because of your age. But we hear you, and help is available.

## **Ask for Help**

Don't be afraid to let your friends, family, [school counselors](#), or teachers know what you need. People want to help, so do not be afraid to reach out. You can also call the Local Crisis Hotline or National Suicide Prevention Lifeline any time — calls are confidential. If you are having an emergency, please call 911.

- Local Crisis Hotline: 1-866-427-4747
- National Lifeline: 1-800-273-TALK (8255)

## **Be a Good Friend**

Friends sometimes let friends know if they are thinking about suicide or dying. Other times, changes in behavior may show that someone is struggling.

## **Don't Keep Suicide a Secret**

If your friend is considering suicide, don't promise to keep it a secret. Tell him or her you can help, but you need to involve other people, like a trusted adult. Neither of you has to face this alone.



## ***Defining Bullying***

We define harassment, intimidation, and bullying (HIB) as intentional electronic, written, verbal or physical act that:

- 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.
- Has the effect of substantially disrupting the orderly operation of the school.

## **Conflict is inevitable, harassment, intimidation, and bullying are not.**

Conflict is a natural part of life. People view things differently, have disagreements, treat each other mean at times. It is important not to label conflict/fighting as bullying. Schools use these guidelines to help determine if this is a conflict or a situation of HIB.

Please note that the school will act in both cases.

## **Conflict/Fighting Behaviors**

- Between friends/equals/peers
- Spontaneous/occasional
- Accidental/not planned
- Little or no serious/lasting harm
- Equal emotional reaction to the incident
- Not done for domination/control
- Sense of remorse
- Desire to solve the problem

## **Bullying Behaviors**

- Not friends/imbalance of power
- Repeated over time
- Intentional
- Physical/emotional harm

- Unequal emotional reaction to the incident
- Seeking control/possession/domination
- No remorse, blames the target
- No effort to solve the problem

## ***Teaching Students to End Bullying***

Our social-emotional learning curriculum, taught at all grade levels, helps students develop skills to solve conflicts and promote kindness, acceptance, and inclusion in our schools.

### Second Step

Second Step is designed to teach developmentally appropriate social-emotional skills to children in grades K-8. Some of the skills taught include empathy, problem-solving, and emotion management.

## REPORT BULLYING

### • **Let Your School Know**

All instances of suspected harassment, intimidation, and/or bullying should be reported to your school's **principal or assistant principal** in any of the following ways:

- In person
- Over the phone
- By email

You may also complete the official [HIB Report Form](#) and submit it to the school's main office.

## SEXUAL HARASSMENT

### ***Sexual Harassment Policy***

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school

campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision.
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of sexual harassment include:

- Pressuring a person for sexual favors.
- Unwelcome touching of a sexual nature.
- Writing graffiti of a sexual nature.
- Distributing sexually explicit texts, e-mails, or pictures.
- Making sexual jokes, rumors, or suggestive remarks.
- Physical violence, including rape and sexual assault.

View the Kent School District (KSD) Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#) online or contact your [school](#) office or the KSD Administration Center for a copy.

Report sexual harassment to any school staff member or the KSD Title IX coordinator. You also have the right to [file a complaint](#).