Welcome to Northwood Middle School

Our Mission

Successfully Preparing All Students For Their Futures

ADMINISTRATION

Sherilyn Ulland . . . . . . . . . . . . . . . . . . . . . . . . . Principal
Celeste Schofield . . . . . . . . . . . . . . . . Assistant Principal

Welcome to Northwood Middle School! We expect the 2018-2019 school year to be a great year. We encourage you to learn as much as you can, participate fully, have fun, and show pride and leadership in your school and community.

Northwood Middle School colors are purple and gray with teal trim. Our mascot is the Jaguar.

It is important that you read and understand the information in this handbook. Northwood Middle School follows all Kent School District policies and procedures. This handbook contains information specific to Northwood Middle School as well as the Kent School District’s Student/parent Handbook. You will be held accountable for following the rules and procedures as outlined. Thanks! Have a great year!

HOW TO USE THIS HANDBOOK?

This handbook is divided into three sections that contain information specific to Northwood:

(1) Northwood General Information
(2) Northwood Student Athletics and Activities Information
(3) Northwood Student Expectations

and one section for the Kent School District:

(4) Kent School District Student/Parent Handbook 2018-2019 School Year

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Northwood General Information

ASB MEMBERSHIP

An Associated Student Body (ASB) membership is available to all students at a cost of $15.00. The money received from the sale of ASB memberships helps support school activities such as sports, clubs, assemblies and school wide activities. ASB membership is required to participate in after school activities; this includes sports, clubs and ASB sponsored events. Membership sales also pay for transportation, after school sports equipment, uniforms, awards and officials. ASB cards must be presented at the door when attending ASB sponsored events. Replacement ASB student cards may be purchased for $5.00 from the ASB Administrative Assistance.

ASSEMBLY EXPECTATIONS

Assemblies are a privilege and are organized for the enjoyment of students and staff. Respect and responsibility are expected from each member of our student body at all assemblies. Students may be excluded from assemblies based on disciplinary referrals. Expected student behavior before, during and after an assembly will require that students respectfully take direction from any school official. As soon as anyone approaches the microphone, the student body is expected to immediately be attentive. Students are expected to sit with their class and class period teacher during assemblies. Aisles are designated and need to be kept clear. It is appropriate to be respectful, attentive, courteous, and to show appreciation with applause. It is not appropriate to boo, hiss, stomp feet or engage in horseplay on the way to, during, or from an assembly. When the assembly ends listen to instructions and remember that classes will be dismissed by the assembly director. Students will leave the bleachers carefully and safely to return to class.

ATTENDANCE – ABSENCES / EARLY DISMISSAL / FAMILY TRIPS/ LATE ARRIVAL

ABSENCES

If you are going to be absent from school, have a parent or guardian contact the attendance office by phone (253-373-7781), email (michelle.green@kent.k12.wa.us), or online through Family Access the morning of your absence.

Absence due to personal illness, legal or medical appointments, injury or death in the family is excused. Most other absences are considered unexcused. Upon returning to school from an absence, check with each of your teachers for make-up work.

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

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

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

**EARLY DISMISSAL**

Excused early dismissals will be issued for pre-arranged medical/dental appointments. Other requests by parents for students to leave school early will be granted, but may be considered unexcused. A parent or guardian will need to come to school, show ID, and sign out the student through the attendance office. Students will only be released to adults who are authorized per registration information. **STUDENTS MUST SIGN OUT IN THE OFFICE BEFORE LEAVING THE BUILDING!**

**FAMILY TRIPS**

The principal or designee may authorize an absence for pre-arranged family trips if the following guidelines have been met:

- A written request must be made by the parent/guardian to the principal **at least one week prior to the trip.**
- The request will explain the nature/purpose of the trip.
- Student will obtain a Pre-Planned Absence Notification form from the Attendance Office. This form must be completed and signed by all teachers and returned to the Attendance Office prior to leaving for the trip.
- For extended absences, 3 or more days, a parent may request assignments. Please allow twenty-four hour preparation time for teachers.
- Teachers may require make-up work be completed before the trip. Otherwise if an absence is excused, a student will be permitted to make up all assignments outside of class time, under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducted during a class period.
- If the absence occurs at the end of a grading period, all course requirements must be completed prior to leaving.
- School attendance is important and an extended absence may impact a student’s grades and/or academic progress.

If this process is not followed, the absence may remain unexcused and the student will not be allowed to make up his/her work.

**LATE ARRIVAL TO SCHOOL**

At Northwood we value the time students spend at school. Tardiness to school is strongly discouraged. Parents are asked to ensure that their children arrive to school prior to the formal starting time, 8:30am. Students are responsible for being in class on time at the start of the school day. Students who arrive late to school, after 8:35 a.m., shall report to the Attendance Office. Late arrivals due to illness, medical or legal appointments will be excused. Other late arrivals (including those due to failed alarm clocks, car trouble, power failure, etc.) are considered unexcused. Excessive unexcused late arrivals will result in disciplinary action.
TARDINESS TO CLASSES

Tardiness is not desirable and unexcused tardiness is not acceptable at Northwood. It is a disruption when students arrive late to class. Students are given adequate time between classes and it is their responsibility to arrive to class on time. Students who have unexcused or repeated tardiness will have consequences that may include lunch detention or afterschool detention.

BICYCLES, SKATEBOARDS, ROLLERBLADES AND SCOOTERS

Bicycles are to be locked to the bike racks during school hours. Bicycles are the responsibility of the students. **Skateboards, scooters, Heelys, and roller blades are not to be ridden on campus. Students must check skateboards, rollerblades, and scooters into the office upon arrival at the Northwood Campus.** Skateboards, rollerblades, and scooters are the responsibility of the students. Northwood is not responsible for lost, stolen or damaged property.

BUILDING HOURS

The building opens at 8:05 am. Students must leave promptly at the end of the school day unless they are taking part in athletics or other school-sponsored activities. If you have not been picked up by 3:20 pm (or 1:20 pm on Wednesdays), you may be directed to wait inside the office. Always take your books and materials with you to your activities because the building is locked after school. All students must report to designated supervision areas.

- Northwood is a closed campus.
- Students staying for supervised after-school activities are expected to remain on campus until dismissal from that activity. **Students remaining on campus after school MUST be in a supervised activity**
- Students are allowed on campus at 8:05 am. Students should not arrive earlier than this time unless in a supervised activity.
- Students are to be off campus after 3:20 pm Mondays, Tuesdays, Thursdays or Fridays OR 1:20 pm on Wednesdays unless in a supervised activity.
- Students are required to stay on-campus once they have arrived except for off-campus field trips or early dismissals.
- During lunches, students must remain in the cafeteria, library, or back courtyard (a supervising adult MUST be outside first). They must stay clear of all classrooms during lunch unless they have an appointment with a pass to a classroom.
- Students are to stay in the cafeteria, gym, or library while waiting for classes to begin in the morning, unless they have an appointment with a teacher which requires a pass from the teacher.
- **Once students leave campus after school they may not return unless accompanied by an adult.**

BUS SERVICES

Remember that according to state law, the bus driver is in charge of the bus and its passengers. You must obey the driver promptly and willingly or you may lose your bus-riding privileges. Good bus behavior is
based mainly upon respect for others and safety. Please note: all school rules apply on buses. Students are only allowed to ride the bus to which they have been assigned by transportation. **Prior approval must be obtained from transportation (253-373-7442) for a student to ride a different bus. The school does not have the authority to give this permission.** Students must show their student ID cards to ride the bus.

**CASHIER**

Our cashier is at your service to take fees during the hours posted. Checks will be accepted in the exact amount of the fee to be paid. Checks should be made out to Northwood Middle School. All checks returned “NSF” will be subject to a $25 returned check fee.

**CLOSED CAMPUS**

Northwood has a “Closed Campus.” This means that students must stay on campus once they have arrived. This applies even before classes begin at 8:30 am. If, for example, your bus arrives at 8:20 am, you are to stay on campus from your arrival time until the end of the school day. If your parents drop you at school, you must remain at school. If you leave for any reason, you will be considered truant. We will contact your parents and follow-up with school discipline.

Northwood’s “Closed Campus” also means that ALL visitors must be processed through the office. Visitors will only be allowed access to the school for educational or other related purposes. (See Visitors section of this handbook for more information)

**COMMUNICATIONS**

Announcements are provided daily as well as posted by the ASB office. Northwood’s website contains a wide variety of information about the school including our staff e-mail addresses, monthly newsletter, links to Skyward Family Access and Teacher webpages. [http://www.kent.k12.wa.us/NW](http://www.kent.k12.wa.us/NW)

**COMPUTERS**

Part of the Kent School District’s responsibility is preparing our students for the 21st century and providing them access to the tools they will be using as adults. Digital Citizenship lessons will be provided to students in the fall. Topics include safety, security, digital life, privacy, digital footprints, culture, cyberbullying, self-expression, and identity. Below are some guidelines and principles for appropriate use. The complete Electronic Resources policy ([2022P](#)) can be found on the Kent School District Website.

- School laptops should only be used for school work and educational applications.
- Do not download any .exe files onto your computer.
- Do not visit gaming websites or download games.
- Do not visit social networking sites.
- Do not share your ID number or password with others.
- Anyone caught using someone else’s account will be in violation of the KSD Acceptable Use Policy (AUP). Both parties will be disciplined, and this includes loss of privileges.
- Food, drink, and gum are not allowed near computers.
- Using the computers is a privilege. All school rules apply to the computers when using the internet and network.
- Fines may be issued for lost/stolen/damaged components.
• Persistent misuse/violation of rules may result in loss or limited use of laptop privileges for the year.

BUYING, SELLING, BETTING

No buying or selling will be allowed on school property unless authorized by the school administration. Betting and gambling are not permitted on school property.

COUNSELORS

Northwood has an excellent counseling program. A counselor is available throughout the day to help students with situations and/or problems. If you would like an appointment, go to the counseling office in the main office to fill out a request form.

Northwood Middle School has two counselors, Brenda Bottorff and Renee Damerow. We have found it effective to divide the students by grade which allows the students to have the same counselor for both years of middle school. Mrs. Bottorff handles the 8th grade class this year and Mrs. Renee Damerow works with the 7th grade class. If you need to reach a counselor, it is best to call and/or email to make an appointment during the hours of 8:30 am and approximately 3:45 pm. With a caseload of nearly 300 students for each counselor, please understand that it might take a day or so to receive a response. Contact information is as follow:

Mrs. Bottorff (8th Grade)           (253) 373-6631 Brenda.Bottorff@kent.k12.wa.us
Mrs. Damerow (7th Grade)           (253) 373-6633 Renee.Damerow@kent.k12.wa.us

FEES AND FINES

NORTHWOOD ASB STUDENT FEES
(Subject to change)

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<tr>
<td>Student I.D. Card</td>
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<tr>
<td>Replacement ID/ASB Card</td>
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<td>ASB Sticker</td>
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<tr>
<td>Annual after ASB purchase</td>
<td>$ 25.00</td>
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<td>Annual without ASB purchase</td>
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FINE POLICY

During your years at Northwood, you will be using many items which belong to the school. These include tools, books, instruments, and many other kinds of materials. If you lose or damage school equipment, you will be fined the repair or replacement cost. Please note that if you are using school equipment or materials and they are stolen from you, it is still your responsibility to pay for them.

Textbooks are an important item you must look after. Don’t mark them up and don’t leave them lying around. Teachers are authorized to assess fines for damaged books.
Fines are recorded on a student fine sheet. This becomes a matter of record and unpaid fines will prevent you from participating in sports or other school activities.

FOOD SERVICE

Breakfast is provided beginning at 8:10 a.m. and ending at 8:25
- The cost is $2.00.

The cafeteria provides hot lunches for $3.20, milk (vegetable/fruit/ juice) for .50 cents as well as an a la cart menu. Prices subject to change.

The Kent School District has a Free & Reduced Lunch Program for those who qualify. Forms are mailed home by food services and can be obtained anytime during the year in the office.

Northwood is NOT a CEP (Community Eligibility Provision) School.

GYM LOCKERS

Each student will be assigned a locker that is his or her responsibility to keep clean and locked. Locks are provided. Lost locks are subject to a $8.00 replacement fee.

Students are not to share gym lockers with unauthorized students. Students who violate this rule may be putting their personal property at risk. The school is not responsible for lost, stolen, or damaged goods belonging to students. It is unwise to have valuable items in your locker.

Lockers are school property and may be opened by school authorities at any time when it is necessary. If you have locker problems, check with the Health and Fitness office.

Locker inspections will be made periodically. You can bring an additional lock from home, but you must give the combination to the Health and Fitness office.

GYMNASIUM USE

Due to insurance regulations, the use of any areas of the building must be under the direct supervision of a staff member.

Please help protect our gym floors by wearing appropriate shoes in the gym and by keeping food and drink out of the gym.

HARASSMENT

It is the policy of Northwood Middle School that all employees and students should be able to work and learn in an environment free from harassment. Harassment – sexual, racial, verbal, or physical – interferes with our efforts to provide a safe and friendly atmosphere at school. This also includes harassment occurring through any electronic means.

Verbal or physical harassment may involve taunting, badgering, heckling, tormenting, or physical intimidation.
Sexual harassment is unwanted and unwelcome sexual behavior which interferes with your right to get an education or to participate in school activities. It may involve uninvited comments, touching, gestures, jokes, notes, pictures, graffiti, gossip, or intimidation. Sexual harassment may include behavior which is offensive to an observing person, even if that person is not the intended target of harassment.

Racial harassment occurs when racial or other ethnic-based verbal conduct or use of physical gesture(s) interferes with an individual’s work or school performance. It also occurs if the conduct creates an intimidating, hostile or offensive work or school environment.

The target and the perpetrator do not need to agree about what is happening; harassment is subjective. **At school and at school-related activities, behavior which offends or demeans others violates school policy and is illegal.**

**Harassment will not be tolerated at Northwood Middle School and administrative sanctions, ranging from parent conferences to suspension, depending on the offense, including involvement of law enforcement, will be imposed.** Students who feel they are victims of harassment should report their concerns to an adult at school or at home.

**HEALTH AND FITNESS**

Every student enrolled in Health and Fitness at Northwood Middle School participates in a full program of daily activity. A student must be completely dressed in workout clothes in order to receive full credit for the day. Required clothing includes: t-shirt or sweatshirt, shorts or sweatpants, socks, athletic shoes, and appropriate supportive undergarments.

In order to help students acquire the 24 High School credits required for graduation, our 8th grade Health & Fitness program will align with the 9th grade Health & Fitness Standards allowing students the opportunity to earn 0.5 High School credits.

**IMMUNIZATION LAW**

In order to protect you from a number of childhood diseases, Washington State law requires that all children admitted to public school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella (German measles), Hepatitis B and mumps. Incomplete or missing records may result in a student be excluded from school. If you have any questions, ask in the nurse’s office.

**LIBRARY**

The library is generally open for student use before school, during lunchtime, and after school. It is equipped with a book security system. Students must leave through the security system to ensure that books are properly checked out. Books not checked out will trigger the alarm. Books from the general library collection may be checked out for two weeks. Reference materials may be checked out for overnight only and are to be returned by 8:30 am. To protect our books and technology, keep food, candy,
and beverages out of the library.

Behavior in the library is expected to be orderly, respectful, and courteous to enhance the quality of the study and reading expected of all students.

LOST AND FOUND

Please note that the school is NOT responsible for lost or stolen items. We strongly advise you not to bring items of value to school. When in Health/Fitness class, be sure to lock up all property. Also, mark with a permanent marking pen your clothing, coats, and such. This enables us to return lost items. All lost and found items must be claimed by the last day of school. Please check appropriate lost and found locations, Attendance Office and locker room, for your item.

MEDICATION

Medications cannot be taken at school unless approved by a doctor.

If the medication is to be taken while the student is at school, the following must be on file with the school:

- An Authorization for Administration of Oral Medication at School form completed by the child’s physician identifying the medication, the dosage, how long it is to be taken and the authorization for the school to administer, and
- A written statement signed by the parent(s) requesting the school to administer the medication.

The medication should be brought to the health room immediately upon arrival at school along with the two required statements.

Students in possession of medication in violation of above guidelines may be subject to discipline under the illicit drug section of the KSD discipline policy.

NURSE

The nurse and health technician are here on a limited schedule. Students who become suddenly ill should always communicate this to a staff member so that assistance can be provided. Do not report to the nurse between classes unless it is an extreme emergency. Always go to class first and get a hall pass to the health room, so your teacher will know where you are. **Students will not be permitted to contact parents from the classroom.** Parents will be contacted by the office.

OFFICE HOURS

The office is open for public business from 8:15 am to 4:00 pm Monday through Friday on school days.

VISITORS

We certainly encourage parents to be involved in our school. We ask for 24 hours notice to schedule a classroom visitation. Please contact our counselors to arrange your visit (253-373- 7782). Planning ahead
allows us to coordinate with you for an experience that will accomplish your goals in collaboration with the teachers. We follow KSD Board Procedure 4311P.

- Signs on the doors of our building state clearly that all visitors to campus must register in the Main Office. This is to protect our campus and you. **Students are NOT permitted to bring visitors or guests to school for any reason.**
- Every visitor is required to register in the main office and obtain a visitor badge.
- Each visitor shall enter his/her name, contact phone number, time of arrival and departure, and the purpose of the visit in the log book.
- Each visitor will be given an identification tag or badge; which visitors shall wear conspicuously while they are in the school or support building.
- The principal or office personnel shall arrange for an escort to accompany each visitor to his/her destination. The principal or office personnel may permit visitors familiar with the building and known to them to proceed unaccompanied but shall make notation in the log book that the visitor was allowed un-escorted access in the building.
Northwood Student Athletics and Activities Information

NORTHWOOD AFTERNOON AND EVENING ACTIVITY POLICY

During the school year, there are a number of afternoon and evening school and PTSA-sponsored activities including dances and athletic events. To help maintain accountability, we have some policies that you must follow at these activities.

1. Students must be in attendance at school by the beginning of 3rd period to attend the activity, and the missed time must be excused.
2. All school rules, including dress code, apply at the activity.
3. Students must go directly to the location where the activity is taking place.
4. Once the students enter the activity they must remain inside. There are no in and out privileges.
5. Students are not permitted to leave an activity prior to the ending time unless they are checked out to a parent by an administrator.
6. Students who arrive more than ½ hour after the activity begins will not be admitted.
7. Students should arrange for parents to collect them within 15 minutes after the activity is over.
8. Students who are suspended, in school or out of school, may not attend.

***Please remember that at the end of the school day you must be off campus by 3:20pm (or 1:20pm on Wednesdays) if you are not in a supervised activity. Also, since Northwood is a closed campus, you may not return after leaving campus unless you are accompanied by a parent/guardian.

NORTHWOOD ASSOCIATED STUDENT BODY (ASB)

NORTHWOOD’S 2018-2019 ASB Officers:

President           Emilio Tolomei
V.P.                Jennifer Nguyen
Secretary           Isabella Cruz
Treasurer           Lono Ohumukini

What a deal! Your ASB sticker will cost $15.00 this year. When you add up the free admissions to sports events, discounts to dances and on the yearbook, you will find this sticker is worth over $20.00. An ASB sticker is required to participate in a club, sport or activity. All proceeds from the ASB sticker sales support school clubs, sports and activities.

NORTHWOOD ATHLETICS

Our athletic program consists of four seasons as follows:
1st Quarter: Football, and Girls volleyball
2nd Quarter: Boys Basketball, and Girls Gymnastics
3rd Quarter: Girls Basketball, and Wrestling
4th Quarter: Co-ed Track, Boys Soccer, and Girls Soccer
ASB Card Policy
1. All students participating in athletics 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.
3. The Associated Student Body (ASB) provides financial support in each building for expenses incurred by athletic programs, clubs, and activities. Revenues from ASB cards remain in student ASB fund accounts.

Attendance
Students who are absent or arrive after the start of third period are not eligible to complete or practice on that day unless permission is granted by the principal. The principal may grant exceptions for field trips, doctor/dentist appointments, or other related absences.

Grade Checks
Student athletes are students first. To be eligible to participate in athletics, both games and practices, students must have a minimum of a 2.0 GPA and be passing 5 of 6 classes. Grade checks will be done to confirm that student athletes are meeting these participation requirements.

Cut Sports
- Cut sports are defined as: Boys’ and Girls’ Basketball, Boys’ and Girls’ Soccer, and Volleyball.

Non-Cut Sports
- Non-cut sports are defined as: Football (8th grade play varsity, and 7th grade play junior varsity), Wrestling, Gymnastics, and Track & Field.
- Student athletes must be fully eligible and physically participating in the sport by the 5th turn out day.

2018-2019 MIDDLE SCHOOL INTERSCHOLASTIC PARTICIPATION INFORMATION

Washington Interscholastic Activities Association (WIAA) requires that:
Prior to the first participation in interscholastic athletics, a student shall undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination. WIAA regulations state that those licensed to perform physical examinations include MD, Doctor of Osteopathy DO, Certified Registered Nurse (ARNP), Physician’s Assistant (PA), and Naturopathic Physicians.

Kent School District requires that:
- The KSD Participation History & Physical Examination Form is complete. Athletes are responsible for their physical exam at their own expense.
- A current physical examination must be completed prior to participation at the middle school level (grades 7-8) and must be dated AFTER JUNE 1st OF THE 6th GRADE YEAR. No exceptions!
- A current physical examination must be completed prior to participation at the high school level (grades 9-12) and must be dated AFTER JUNE 1st OF THE 8th GRADE YEAR. No exceptions!
- Physicals may be valid for 24 months from the date of the examination if all guidelines are met. Physical expiration dates must extend beyond the respective WIAA season ending date.
• Expiration dates occurring within a sport season shall require a new examination prior to that season.
• 2018-2019 Registration/Physical forms will be available online on or after June 1, 2018.
• The 2018-2019 ASB fee is paid.
• Registration is completed online with FamilyID.

***If a student violates the KSD Athletic Code of Conduct, in or out of season, he/she will be subject to both athletic and school discipline.

NORTHWOOD CLUBS AND ACTIVITIES

Clubs, athletics and enrichment activities meet each week after school on the Northwood Middle School campus from September to June. Each of these groups has a coach or teacher advisor and specific guidelines and rules that all members agree to follow. We encourage you to get involved and make the most of your time at Northwood.
Northwood Student Expectations

ACADEMIC HONESTY AND INTEGRITY

Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement.

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

To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the educational process, impedes a student’s academic progress, and compromises the trust between teacher and student that is fundamental to the learning process. Actions constituting violations of academic integrity include, but are not limited to, the following:
• Academic Misconduct: the intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about the test.
• Cheating: the use or attempted use of unauthorized materials, information, study aids, or devices; or an act of deceit by unauthorized copying or collaboration. Copying another student's homework without direction or approval from the teacher is considered cheating.
• Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one’s own benefit.
• Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
• Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
Students are expected to dress in a manner that contributes to a safe and orderly learning environment. Clothing must not reference any inappropriate messages/symbols, (i.e.; tobacco, alcohol, marijuana, weapons, drugs, sexual references, racist references, etc.)

All clothing should be appropriate for middle school in our opinion. **These rules apply to all school events including the 8th Grade Promotion Assembly.**

- **No** strapless garments, spaghetti straps, halter tops, tank tops, and no exposed midriff. The straps must be at least the width of a student ASB card in width. There should be no exposed undergarments.
- Shorts and skirts must be at least fingertip length. Pants must fit properly and not be sagging or show any undergarments. No holes or exposed skin above the fingertip length.

- Shoes must be worn and be sufficient for walking safely at school.

- Hats, headwear, scarves and any head coverings are not to be worn or displayed during the school day. This includes lunch time. These items should be removed prior to entering the building. Headwear interferes with school personnel’s ability to identify Northwood students. Students should keep them in their bags. Bandana or any clothing that may be considered gang attire will not be allowed on campus. The only exception to this rule would be for reasons or religious affiliation as described in the Kent School District Board Policy.

Students who report to school wearing clothing that is disruptive or distracting to the educational process or is dangerous to health and safety will be sent to the office. If needed parents will be called to get more appropriate clothing to school for the student.

ELECTRONIC DEVICES AND TOYS

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. **At no point are cell phones to be used in the locker rooms.**

Use of these devices will be allowed outside the classroom as long as:
- The safety of the campus is not compromised and/or;
- The privacy of others is not compromised by video taping or taking pictures without permission, and/or;
- The privilege is not being abused. Individual use of electronic items will be at the discretion of school administration and staff.

Failing to comply with the Electronic Device Policy will result in the following actions:
- You will be asked to put the item(s) away, and you will be reminded of the Electronic Device Policy at Northwood.
- You will be asked to put the item(s) away, you will be reminded of the electronic Device Policy at Northwood, your parents will be called. Teacher will record the incident.
- You will be asked to put the item(s) away, you will be reminded of the electronic Device Policy at Northwood, your parents will be called, and you will receive a consequence for not following a reasonable request made by an adult.
- Continued refusal or repeated requests to follow the electronic device policy will result in an office referral and further consequences.
- **If a cell phone is used in the locker room, a disciplinary referral will be made to administration.**
HALL CONDUCT

a. **Walk** on the RIGHT side of hallways and stairs in the direction you are going—do not run inside the building.
b. Appropriate language must be used at all times.
c. Use an appropriate conversational volume of voice in the halls.
d. Avoid blocking the halls, doorways and stairs if you stop and talk.
e. No horseplay/roughhousing.
f. No food or drink in hallways.

HALL PASSES

Any time you are in the hall during class time, you must have a regulation hall pass or a signed note from your teacher including date, time, and destination. **All staff members have the authority to correct any student they see misbehaving.**

HOMEWORK

Parents and students can expect that secondary students will have homework that serves to provide practice, enrichment, and assessment opportunities. The amount of time required to complete it will vary with the time of the school year, the activity being done, and the courses in which the student is enrolled. Homework is important and contributes to a student’s grades, so it is recommended that parents monitor progress and completion. Students in music should expect to practice thirty minutes per night in addition to the homework in their academic classes.

During an extended illness, homework may be requested through the office. Please allow twenty-four hours for the homework to be gathered.

STUDENT HOMEWORK RESPONSIBILITIES

- Discuss each teacher’s homework expectations with parents/guardians.
- Arrange with parents/guardians for an appropriate place to work.
- Schedule a regular time to complete homework.
- Complete the assignment as required by the teacher.
- Remain attentive during instruction and ask questions to clarify the homework assignment.
- Take home all necessary materials you need to complete your assignments.
- Use an organized means of keeping and carrying homework to and from school.
- Turn in carefully-completed assignments by the specified due date.

PARENT/GUARDIAN HOMEWORK RESPONSIBILITIES

1. Discuss each teacher’s homework expectations with your child.
2. Encourage your child to develop good study habits by providing a specific time and an appropriate place to study.
3. Contact teachers if concerns about homework develop.
4. Assist students in developing a routine to ensure that:
   - All required assignments and materials are taken home.
   - All assignments are completed and returned to school on time.
   - The student has an organized means of keeping and carrying homework.
STUDENT BEHAVIOR GUIDELINES AND MANAGEMENT

Northwood students are expected to behave in a professional and courteous manner while at school and at all school sponsored events (both on and off KSD premises). Behavior that is inappropriate, unsafe, or disrespectful of others, their possessions or of school property could be cause for discipline.

Northwood students are expected to demonstrate Northwood’s Core Values Respect, Responsibility, Empathy and Integrity at ALL times while on school premises (or in reasonable proximity thereof) or off school premises at any school-sponsored activity or in our community.

We believe that a student management system across a school should be predictable, consistent, and promote positives, professional behaviors. This is why we start with teaching, prompting, and acknowledging positive behaviors. At Northwood, we place an emphasis on respect, responsibility, empathy, and integrity. We use these four core values to establish behavioral expectations in the halls, classrooms, office, bathrooms, and outside.

POSITIVE INCENTIVES - JAG BUCKS

At Northwood, we strive to promote relationships and learning opportunities which foster scholarship, leadership, creativity, and individuality. In recognition of the positive student behaviors and efforts demonstrated, Jag Bucks can be awarded to students by staff members. Jag Bucks can be spent in various ways throughout the year.

Multi-Tier System of Supports-Behavior (MTSS-B)

In order to support a safe and productive learning environment, we expect all Northwood students to follow the building procedures and district policies. Teachers will track minor incidents for each student. Northwood staff will communicate with parents to provide support for students’ to develop and promote positive school behavior.

Major Incidents are referred to the Principal or Assistant Principal for follow up. Parents will be notified when an Office Referral is entered and after consequences have been determined.

At Northwood, staff members work with students in a number of ways to improve behavior. Students are given multiple opportunities to correct minor misbehavior in the classroom prior to involvement from administration. At Northwood we believe in a system of support for students to make positive decisions and to correct misbehavior. At Northwood we believe in restorative justice practices. Mediation and circles are techniques used to repair broken relationships. Failure to correct behavior after multiple opportunities could result in conferences, reflections, mediation, circles, detentions during lunch or after school, and removal from class.

FOCUS ROOM (In-School Suspension/Detention Room)

ISS is an alternative to out of school suspension. As an intervention strategy, students may be placed in the Focus Room for ISS for a partial day, full day, or longer. Parents will be notified when students are placed in ISS. Any student who serving ISS will result in no after school activities on that day.

The goals and philosophy of ISS are:
1. The classroom teacher retains primary responsibility for classroom discipline.
2. Students are brought to the Focus room only after repeated unsuccessful teacher interventions in the classroom OR for major behavior issues. This type of continued disruptive behavior is handled outside the classroom in a controlled setting.
3. Students placed in the Focus room for behavior issues are required to complete a Northwood Reflection form to be shared with classroom teacher, administration and parents as needed before being released.
4. Students are to put all electronic devices (school laptops, cell phones, earbuds etc.) away while in the Focus room. The Focus room teacher can allow students use of their laptop to complete classwork after the Northwood Reflection Form is successfully completed.
5. Student behaviors in one class should not affect the student’s success in another class.
6. Focus room visits are to allow for a learning experience for the student and should encourage corrective behavior.
7. Dangerous behavior or blatant disobedience or defiance while in the Focus room may result in out of school suspension.

DEFIANCE OF SCHOOL AUTHORITY

Defiance means the refusal to obey reasonable requests, instructions, and directive 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. Talking back to school personnel is also considered defiance. Acts of defiance will result in a referral. Failure to promptly and correctly identify oneself to any Kent School District staff is considered defiance.

LUNCH TIME PROCEDURES

- Students will accept the responsibility for handling their own garbage and recycling, returning their own trays to the proper places, and cleaning up their own spills, etc.
- Students will behave in an orderly, reasonable manner and will follow all lunchroom procedures.
- Students will walk on their way to/from and in the commons.
- Students will form single-file lines to purchase food items. They will wait until food is purchased before consuming it. Students will stay in one line to purchase food.
- All food and drink are to be eaten in the cafeteria.
- During the lunch period students are to remain in authorized areas only so that classes are not disturbed.
- The consequences for violations of the above procedures for lunchroom behavior may result in lunch detention or other discipline.

PUBLIC DISPLAYS OF AFFECTION

In order to maintain high standards of conduct, all students should refrain from public displays of affection in the school building, on school property, or at school-sponsored events. Public displays of affection include, but are not limited to, hand holding, hugging, kissing, etc.
RESPECT & RESPONSIBILITY OF POSSESSIONS

Students are responsible for their own possessions and are expected to protect their possessions from damage or theft at all times. Students are also expected to be respectful of the possessions of others.

Students are highly discouraged from bringing any personal items of value to school. Northwood does not take responsibility for theft of personal belongings.

TARDIES

Students must be on time to every class. This means that you are present in the classroom when the bell rings. When students arrive late, they miss important information and can disrupt instruction and impact the learning of others. Repeated tardiness will be addressed with student, teachers, counselors, administration and parents. Students who have unexcused or repeated tardiness will have consequences that may include lunch detention or afterschool detention.

TEXTBOOKS

Books are provided by the school for some classes. The textbooks are your responsibility which means you should handle them with care. Students will be notified of any fees that may result from damage that occurs to textbooks issued to them or from lost books. The return of class materials is important, and your grades may be held if you fail to meet this obligation.

TRUANCY

Absences that are not explained by an approved written or verbal excuse from a parent/guardian are considered truancies. Truancy is considered a Major Behavior issue and will result in and Skyward Office Referral for each instance. Discipline for truancy may include the following consequences; after school detention, lunch detention, and/or attendance contracts.

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.
Kent School District Student/Parent Handbook
2018-2019 School Year

Important Information Regarding the Contents of this handbook.

The information contained in this handbook was accurate and current at time of its distribution. District policies and procedures are often updated to reflect changes to federal, state and local laws. If you are looking for the most up to date information, it is always best to view this handbook online at the Kent School District Website and to follow the links provided in the handbook.

Kent School District Online Access

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

https://www.facebook.com/KSD415/

https://twitter.com/kentschools415

https://www.linkedin.com/company/kent-school-district

https://www.youtube.com/user/KentSchoolDistrictIT

https://kent.parentlink.net/smartlink/

For translation app resources and directions, please visit:
https://www.kent.k12.wa.us/translationresources

Skyward Family Access

Family Access allows parents/guardians electronic access to school related information. Parents of elementary students can view their child’s attendance, the school calendar, messages from the school office or teacher, test scores, and vaccination records, along with student and emergency contact information. Starting with the 2017-2018 school year, parents will be able to report their student absent online through Family Access. Parents of secondary students, and secondary students themselves, can access all of the previously listed items and also see grades, student schedule, and academic history. Another great feature of Family Access is one login allows parents to view the records of all students within a single family, even if the students are enrolled at different (KSD) schools. Skyward Family Access
uses Google Translate to provide translation into over 100 languages.

**Skyward Family Access**

**Skyward Family Access Mobile**

**Accessing Skyward**

Parents or guardians with an email address on file can use the “Forgot your Login/Password” link on the Family Access login page or parents can contact the student’s school for log-in information. Parents/guardians of seventh grade students receive a letter from the child’s school in the fall, or upon enrollment, containing the log-in ID and password. Please DO NOT give your child access to your parent login. Secondary students receive their Student Access log-in ID and password at school. If there are questions regarding the log-in ID and password, student grades, or other student or school information, please contact the student’s school.

**Athletics and Activities**

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.

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 address:

http://www.kent.k12.wa.us/KSD/AT
**Kent School District**

**Student Calendar 2018-2019**

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

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**School Days:**
- August 30
- November 5
- December 23
- January 25
- April 17
- June 21

**No School Days:**
- September 3
- October 2
- November 12
- December 23
- January 1
- January 21
- January 28
- May 27
- Labor Day
- Presidents’ Day
- Memorial Day
- No School - Teacher Workshop
- Veterans Day
- New Year’s Day
- M.L.King Day
- No School - Teacher Workshop
- Presidents’ Break
- Presidents’ Break
- No School - Teacher Workshop
- No School - Teacher Workshop
- Optional School Closure Make-Up Day
- Spring Vacation
- Optional School Closure Make-Up Day

**Remarks:**
- Elementary Only - Conferences
- 1-Hour Early Dismissal
- 2-Hour Early Release
- 2/13 Not an Early Release
- Make-Up Day 3/29
- Optional School Closure
- Make-Up Day 4/29
- 2-Hour Early Release
- 3-Hour Early Dismissal
- 2/18 - 2/22
- Spring Vacation 4/8 - 4/12
- Memorial Day 5/27
- Last Day of School 6/21
- 3-Hour Early Dismissal
- 2-Hour Early Release
- Additional school closure make-up days (if needed) will be added to the end of the school year.

**Calendar Notes:**
- School Starts: August 30
- Semester Ends: January 25
- Quarter Ends: April 17
- Semester/School Ends: June 21

**Conferences:**
- Elementary Conferences: October 22, 23, 24, 25, 26
- February 11, 12, 13, 14, 15
- Secondary Conferences: November 20 & 21
Technology

Kent School District students are fortunate to have a high level of access to technology. With this high level of access is the necessity to have clear expectation around the use of this technology. The following guidelines outline a student’s use of technology in the Kent School District. The following are the student requirements of the Acceptable Use Policy 2022. In order to view the entire document please visit: Board Docs

- The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources as an essential part of learning, working, and interacting with the community. The Kent School District strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. These procedures are written to implement Kent School District Policy 2022 Electronic Resources and to promote the appropriate and responsible use of technology in furtherance of the district’s mission and board of directors’ goals. Any employee, student, or other individual engaged in activity that involves the district’s electronic resources must comply with the established policy and procedures contained in 2022 and 2022P.

  o Public Records

    o Because the Kent School District is a public agency under the Washington Public Records Act, chapter 42.56 RCW, any information or record relating to the conduct of government or the performance of any governmental functions that is prepared, owned, used, or retained by the district is a public record subject to disclosure upon request by any person. Such information may include retained records related to communications by or through district resources or records of Internet activity accessed by or through district resources. Whether such records, or any portion of such records, fall within the narrow exemptions of the Public Records Act will be determined once a request is received.

  o User Responsibilities

    o It is expected that staff and students will use electronic resources provided by the Kent School District in work and study. However, the failure of a staff member, student, or any other person to comply with these procedures while using the district’s electronic resources may result in restricted access up to and including a complete denial of access.
    o All use of the electronic resources must be consistent with the mission and objectives of the Kent School District, further district goals established by the board of directors, federal and state laws, and in compliance with district policy and procedure.
    o District staff must at all times maintain the confidentiality of confidential student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and corresponding state law.

  o Acceptable Use

  Acceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.
o Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with district policy and procedure.

o Participation in approved electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with District policy and procedure.

o Participation in district-sponsored social media to inform and communicate with members of the school district community consistent with the educational mission of the District and in compliance with District policy and procedure.

o With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.

o Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.

o Connection of any personal electronic device consistent with all guidelines in this document.

o Use of electronic resource accounts solely by the authorized owner of the account for the authorized purpose.

o **Unacceptable Use**

Unacceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

o Unauthorized access or unauthorized disclosure of personal information of students, staff, or other individuals for whom the district retains records. “Personal information” includes education records, employment records, and personal addresses, phone numbers, or email addresses.

o Contributing to cyberbullying, chain letters, harassment, intimidation, denigrating comments, discriminatory remarks, and other similar conduct.

o Using or forwarding profanity, obscenity, vulgar language, racist terms, or other language that is offensive to a reasonable person.

o Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use. “Political action or political activities” includes support of or opposition to political campaigns, candidates, ballot measures, or lobbying for or in opposition to legislation;

o Playing, accessing, or streaming/downloading in relation to intentionally blocked or restricted games, social networking sites, file sharing locations, and audio/video sites unless specifically authorized by a teacher for instructional purposes.

o Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.

o Using an electronic account authorized for another person.

o Making use of the electronic resources in a manner that serves to disrupt the use of the network or other electronic services by others.

o Destroying, modifying, or abusing hardware and/or software.
o Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.

o Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner other than use that falls within the scope of “reasonable fair use.” The “Fair Use Doctrine” of the United States Copyright Law (Title 17, USC) permits the duplication and/or distribution of materials for educational purposes under most circumstances. Questions regarding whether the duplication or distribution of copyrighted materials violates federal law should be directed to the General Counsel’s Office.

o Using electronic resources to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the network.

o Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

o Any attempts to defeat or bypass the District’s Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.

o Using any electronic resources for unlawful purposes.

Board Docs

College Bound Scholarship Program

The College Bound Scholarship program is an early commitment of state financial aid to eligible students who sign up in middle school and fulfill the scholarship pledge. Students must complete the application for this during their seventh or eighth grade year.

http://www.readysetgrad.org/college/College-Bound-Pledge

Compulsory Attendance Law

Did You Know?

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

- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

Plan for Good Attendance

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

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your child’s school. Call, email, send a note or contact the school through Skyward Family Access.

OUR PROMISE TO YOU

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

SCHOOL POLICIES AND STATE LAWS

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

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

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

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

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

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

**Vacation/Extended Absence**

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

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

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

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

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

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

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

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

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

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

Definitions

**Discipline:** All forms of corrective action other than emergency removal, suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator.

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

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

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

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

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

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

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

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

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

**Discipline**

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

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

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

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

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

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

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

**Hearing Procedure for Long-Term Suspension and Expulsion:** Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by either a hearing panel of district administrators randomly selected
from schools other than the student’s schools at which he or she is currently enrolled or an officer appointed by the superintendent. Documentary and other physical evidence may be inspected by students, parents, and school authorities prior to the hearing. The students shall have the following rights at the hearing:

- The opportunity to be represented by counsel;
- The opportunity to express his or her explanation;
- The opportunity to present evidence and witnesses; and
- Examine evidence and the opportunity to question witnesses appearing for the district. (Please see more details on 3241P, section 14.2)

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

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

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

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

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

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

**Reengagement:** School and district administrators will make reasonable efforts to assist students and parents in returning to the educational setting prior to and no later than the end date of the corrective action or sanction. The school and/or district will convene a meeting to discuss a plan to reengage the student in a school program, with the student, and the student’s parents or guardians, within twenty (20) days of the student’s long-term suspension or expulsion and no later than five (5) days before the student’s return to school. The school and/or district must create an individualized reengagement plan tailored to the student’s individual circumstances, including consideration of the incident that led to the
student’s long-term suspension or expulsion. Additionally, the district will take reasonable steps to develop the plan with the participation and input of the student and their parent(s)/guardian(s) to ensure that it is culturally sensitive and culturally responsive. In developing the reengagement plan, the school should consider:

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

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

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

**Students With Disabilities**

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

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

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

Knowledge of the disability is defined as:

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

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

**Kent School District Guidelines for School Sanctions**

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

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

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

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

**ARSON**

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

ALLOWED RANGE OF SUSPENSION: 0-20 Day Suspension
STANDARD CORRECTIVE ACTION:
Elementary: 0-1 Days
Secondary: 0-5 Days

**ASSAULT**

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension
STANDARD CORRECTIVE ACTION:
Elementary: 0 Days
Secondary: 0-5 Days

**REASONABLE SELF-DEFENSE:**

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

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

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

**DEFACING OR DESTRUCTION OF PROPERTY**

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

**ALLOWED RANGE OF SUSPENSION:** 0-10 Day Suspension  
**STANDARD CORRECTIVE ACTION:**  
Elementary: Discipline other than Suspension  
Secondary: Discipline other than Suspension  
Restitution will usually be required.

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

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

**REPEATED DEFIANCE OF SCHOOL AUTHORITY**

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

**ALLOWED RANGE OF SUSPENSION:** 0-10 Day Suspension  
**STANDARD CORRECTIVE ACTION:**  
- Elementary: Discipline other than Suspension  
- Secondary: Discipline other than Suspension

**DISRUPTIVE BEHAVIOR OF THE EDUCATIONAL SETTING**

An act at school or at a school related activity that a student should know will have the effect of:  
- Insulting, mocking or demeaning a student, staff or group of students causing substantial disruption and/or interference with the orderly operation of the school; or educational setting  
- Creating a substantial interruption to instruction or the safe orderly operation of the school or educational setting

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

**ALLOWED RANGE OF SUSPENSION:** 0-10 Day Suspension  
**STANDARD CORRECTIVE ACTION:**  
- Elementary: Discipline other than Suspension  
- Secondary: Discipline other than Suspension

**DISRUPTIVE DRESS**

Student dress and appearance may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:  
- A health or safety hazard will be presented by the student's dress or appearance;  
- Damage to school property will result from the student's dress and appearance;  
- A hostile environment will be established or perpetuated; or,  
- A material and substantial disruption of the educational process will result from the student's dress or appearance. *(Material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use or promotion of obscene, lewd, racist, violent, sexual, drug, alcohol or tobacco-related messages.)*

**ALLOWED CORRECTIVE ACTION:** 0 Days of Suspension  
**STANDARD CORRECTIVE ACTION:**  
- Elementary: Discipline other than Suspension  
- Secondary: Discipline other than Suspension
DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES

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

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

ALLOWED RANGE OF SUSPENSION (Grades K-4): 0-10 Day Suspension
ALLOWED RANGE (Grades 5-12): 0-20 Day Suspension
STANDARD CORRECTIVE ACTION FOR POSSESSION OR USE:
Elementary: Short-Term Suspension of 0-1 Day
Secondary: Short-Term Suspension of 0-10 Days
STANDARD CORRECTIVE ACTION FOR DISTRIBUTION:
Elementary: Short-Term Suspension of 0-5 Days
Secondary: Long-Term Suspension of 0-20 Days

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

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent’s designee. Emergency expulsion may be imposed when the student’s conduct meets the requirements of WAC 392-400-295.

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

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

**FIGHTING**

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

**ALLOWED RANGE OF SUSPENSION:** 0-10 Day Suspension

**STANDARD CORRECTIVE ACTION:**

Elementary Short-Term Suspension of 0 Days

Secondary Short-Term Suspension of 0-5 Days

**FIGHTING INVOLVEMENT**

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

**ALLOWED RANGE OF SUSPENSION:** 0-10 Day Suspension

**STANDARD CORRECTIVE ACTION:**

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

**GANG CONDUCT**

For school discipline purposes includes:

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

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

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

**ALLOWED RANGE OF SUSPENSION:** 0-10 Day Suspension

**STANDARD CORRECTIVE ACTION:**

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

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

For school discipline purposes, “harassment, intimidation and bullying” includes:
- intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of Kent School District Policy 3207 and Procedure 3207P;
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability in violation of Kent School District Policy 3205 and Procedure 3205P and Kent School District Policy 3210 and Procedure 3210P.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension
STANDARD CORRECTIVE ACTION:
Elementary: Discipline other than Suspension
Secondary: 0-3 Days Suspension

LEWD AND/OR OBSCENE BEHAVIOR

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension
STANDARD CORRECTIVE ACTION:
Elementary: Discipline other than Suspension
Secondary: Discipline other than Suspension

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

THEFT/STEALING

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

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension
STANDARD CORRECTIVE ACTION:
Elementary: Discipline other than Suspension
Secondary: Short-Term Suspension of 0-2 Days
Restitution will usually be required if property is not recovered and returned.

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

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

THREATS OF VIOLENCE
A threat to cause bodily injury, significant property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

ALLOWED RANGE OF SUSPENSION: (Grades K-4): 0-10 Day Suspension
ALLOWED RANGE OF SUSPENSION: (Grades 5-12): 0-20 Day Suspension
STANDARD CORRECTIVE ACTION:
Elementary: Discipline other than Suspension
Secondary: 0-3 Days Suspension

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION
Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions. (Use or possession of tobacco or nicotine products is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

Elementary Students:
See sanctions for Repeated Defiance of School Authorities

Secondary Students:
First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]
**Second Offense:** Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

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

**TRUANCY**

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

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

**ALLOWED RANGE OF SUSPENSION:** 0 Days of Suspension

**STANDARD CORRECTIVE ACTION:**
Elementary: Discipline other than Suspension
Secondary: Discipline other than Suspension

See Policy and Procedures 3122.

**UNSAFE BEHAVIOR**

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

**ALLOWED RANGE OF SUSPENSION:** 0 Days of Suspension

**STANDARD CORRECTIVE ACTION:**
Elementary: Discipline other than Suspension
Secondary: Discipline other than Suspension

**WEAPONS**

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

**ALLOWED RANGE OF SUSPENSION (Weapon other than firearm):**
(Grade K-4) 0-10 Days Suspension
(Grade 5-12) 0-20 Day Suspension

**STANDARD CORRECTIVE ACTION:**
Elementary: Short-Term Suspension of 0-3 Days
Secondary: Short or Long-Term Suspension of 0-11 Days
CORRECTIVE ACTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

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

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

Early Learning

Preschool Options
There are several programs available for pre-school aged children provided either by the district or in partnership with community partners. These include:
- Early Childhood Education Developmental (ECSE) Preschool
- Title One funded Preschool
- Peer Model Preschool
- Kentridge Little Chargers Preschool
- Kentwood Lil’Conks Childcare
- Early Childhood Education and Assistance Programs (ECEAP) and Head Start

Please go to the Early Learning webpage to find out more about each program and who to contact about enrollment qualifications and registration.

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

Kindergarten Early Entry (KEE)
Children must be five years old by August 31 to be eligible to enroll in kindergarten; however, if your child’s birth date is between September 1 and October 31, the Kent School District provides an assessment process to determine if your child demonstrates the advanced school readiness skills needed to be successful in Kindergarten.

For more information about the process and fees for this assessment please visit the Early Learning webpage. http://www.kent.k12.wa.us/Page/6254

Kindergarten Registration begins the day after Martin Luther King Jr. Day Annually

Kent School District is part of a regional Kindergarten Registration initiative with Seattle, Tukwila, Renton, Highline, Federal Way, and Auburn school districts. Registration in all seven districts begins annually the day after Martin Luther King Day. Registration packets are available at every elementary
school in the Kent School District. Please register early to ensure multiple opportunities to connect with your child’s school before the beginning of the school year.

Registration happens at your boundary school. If you need an interpreter, please contact the school to set up a registration appointment and request an interpreter.

**Nutrition Services Program**

Kent School District Nutrition Services information can be located at: [http://www.kent.k12.wa.us/Page/125](http://www.kent.k12.wa.us/Page/125)

The Nutrition Services Program is operated by the Kent School District to support student achievement and success with nutritious food choices. Breakfast and lunch are served daily in all schools. All students pay the full cash price for meals unless they apply and receive a letter notifying them that they are eligible to receive free or reduced cost meals. If you have any questions regarding the Nutrition Services Program, please call our main office at 253-373-7275 between 7:30 a.m. to 4:30 p.m. Monday through Friday.

**Menus:**
Access to our most current menus though the MY SCHOOLS MENU PHONE app or our on-line web site [http://www.healtheliving.net/instance/2023675/district/1922849](http://www.healtheliving.net/instance/2023675/district/1922849). Either location allows you to view elementary, middle and high school menus, view nutritional information, translate menus into different languages and filter menus by allergens. Nutrition Services does post .pdf file copies of monthly breakfast and lunch menus on the department web page if you want to print a copy for reference. (MY SCHOOL MENU is available free at Apple and Google App stores).

**Meal Prices:**
See [Meal Prices](http://www.healtheliving.net/instance/2023675/district/1922849) on the Nutrition Services website for 2018-2019 Meal Prices.

**How Do I Pay for Lunch?**
School district ID numbers identify each student’s personal meal account. The purchase of meals and ala-carte food choices are charged and documented in this account. Students can pay cash daily for their meal or you can:

- Deposit funds to a meal account by cash or check for any dollar amount at the school or with minimum deposits of $20.00 or more using your Visa or MasterCard credit or debit card at our on-line payment system [LunchMoneyNow](http://www.healtheliving.net/instance/2023675/district/1922849). Pre-paid balances ensure students have money to pay for meals and snacks and allow them to move quicker through serving lines.
- When sending a check, be sure to write the check to the name of the student’s school and include their name and ID number on the reference line. Be sure you sign the check and clearly indicate the dollar amount of the deposit.
- [LunchMoneyNow](http://www.healtheliving.net/instance/2023675/district/1922849) is accessible through a link on the Kent School District home web page or by typing [www.lunchmoneynow.com/lmn001](http://www.lunchmoneynow.com/lmn001) into your internet browser. After you set up your household account with a username and password, link one or more students in one family to this account. With one transaction, you can deposit funds into multiple student accounts. The [LunchMoneyNow](http://www.healtheliving.net/instance/2023675/district/1922849) account also allows families to review student purchases and to set-up automatic text and e-mail notifications when account balances reach a minimum dollar amount.
• Staff in the Nutrition Services Office are always happy to assist anyone needing help setting up an account or completing a deposit. You can contact us 253-373-7275 between 7:30 am to 4:30 p.m. Monday through Friday. Please have your student’s ID number to help us reference the right account.

Free and Price Reduced Meal Program

Kent School District participates in the Federal National Breakfast and School Lunch Programs where eligible students can eat breakfast and/or lunch free or at a reduced price. Families must submit a new free and reduced application at the beginning of each new school year. Paper applications are available, but families are encouraged to submit applications on-line through MealAppNow. The on-line application for the 2018-19 school year will be available Friday August 10.

Submitting an on-line or paper application does not automatically qualify a student to receive free or reduced meals. All students must pay the full cash meal price for breakfast and lunch meals until they receive an official letter from Nutrition Services approving them to receive free or reduced price meals. Students who receive approval for reduced meals benefits do receive some meals at no cost. The State of Washington reimburses the Kent School District the $ .30 breakfast co-pay for all students and the $ .40 lunch co-pay for K-3 students. Once a student who is qualified for reduced meals enters the 4th grade, they will be required to begin paying the $ .40 co-pay for lunch.

INFORMATION ON APPLICATION PROCESS:

• Children who are homeless, migrant, in foster care or live in a household that receives assistance through Basic Food, TANF OR FDFIR generally do not need to submit an application as they are categorically eligible to receive free meals through a process called direct certification. Data from WA State is downloaded and matched to students registered for school in our district. Once a student has been identified as directly certified, their meal eligibility is automatically set as FREE. Letters notifying families if their children are directly certified will be in the mail between August 15-22 as well as throughout the year if household situations change.

• Students that were free or reduced last year and don’t receive notification they are directly certified for the new school year, are allowed a grace period the first 30 days of school at their previous year’s meal eligibility to allows families time to submit a new application. Letters will be in the mail around August 20 to remind families to submit a new application. If by Thursday October 11, 2018, families do not submit an application that is eligible, students will become full paying customers on Monday October 15.

• Households who have never applied or are new to the Kent School District, are encouraged to submit an application to see if their children would be eligible to receive free or reduced meals. NOTE FOR STUDENTS TRANSFERRING TO THE KENT SCHOOL DISTRICT: If a student was eligible to receive free or reduced meals at another WA school district, please contact the Nutrition Services Office immediately to tell us your student’s name and former school district, school and grade. Once we verify their eligibility, they can begin to receive free or reduced meals.

• We encourage the use of MealAppNow our on-line application versus filling out a paper application. MealAppNow is the easiest way for families to submit their annual application regarding free or reduced meal benefits. We can review on-line applications much quicker and often notify a family by an email the same or next day whether their student is eligible to receive free or reduced meals. MealAppNow does not allow an incomplete application to be submit which
is the number one reason for delays in processing paper applications. Incomplete paper applications can add days and sometimes weeks to the approval process. The online application is accessible at https://www.mealappnow.com/man001/ and will be available to submit applications on Friday August 12.

Nutrition Services Procedure for When Students Do Not Have Money to Pay for a Meal

**Negative Balances**
Eating nutritious food during the school day is important to a student’s academic growth and achievement. Nutrition Services supports student success by allowing them to purchase meals without cash or money in their account, so they do not go hungry. Once a student’s account is at or below -$0.01, Nutrition Services initiates autodialed courtesy phone calls Monday through Thursday to inform parents that a meal account is negative, and a payment is now due. Calls will continue until the negative account balance is paid. When a student continues to purchase meals after their meal account has gone negative, parents acknowledge they are responsible for paying for the balance owed resulting from those purchases.

If a student’s account will become or is negative at the time of purchase, they can only buy a meal and not ala carte items. Ala carte food purchases require a positive account balance or cash. This applies to students who are free or reduced that just want to buy a milk or juice and not a meal. Any student can purchase a milk, juice, fruit or vegetable for $.50 each.

Please call the Nutrition Services Office regarding any questions regarding negative balances. If a parent is interested, the Nutrition Office can place a flag on a student account to prevent purchases once the account is negative. Contact the Nutrition Services Office between 7:30 and 4:30pm Monday through Friday at 253-373-7275. Individuals or groups interested in donating funds to help pay for meal debt for students should call the Nutrition Services Office for assistance.

**State of Washington Basic Food Program**
Families are encouraged to apply for State of Washington Basic Food Program.

Families are encouraged to apply for Washington State’s Basic Food Program if their monthly income exceeds the federal eligibility chart but is equal to or less than the amounts in the Basic Food Program eligibility chart. Since the Basic Food Program income levels are slightly higher than the Federal Eligibility Guidelines, additional students can be qualified to receive free school meals. Basic Food is a food and nutrition program that helps individuals & families who meet the program’s income guidelines afford healthier foods by providing monthly benefits to buy food, gain access to affordable Health Care and qualify for reduced fare Orca Lift cards. Basic Food will also qualify your child for Free or Reduced School Meals.

Contact the Public Health of Seattle & King County by calling 206-550-6119 for assistance. You can also apply in person at the local DSHS Community Service Office, by mail or online at the web address: [http://www.kingcounty.gov/healthservices/health/personal/insurance/basicfood.aspx](http://www.kingcounty.gov/healthservices/health/personal/insurance/basicfood.aspx).
Community Eligibility Provision (CEP)

For the 2018-19 school year, Daniel, East Hill, Kent, Park Orchard and Scenic Hill Elementary schools will participate in the Community Eligibility Provision Program. This program funded by the USDA, allows all enrolled students at these schools to receive free breakfast and lunch.

Families who have only students attending a CEP school will receive an alternate form in the fall from their child’s school requesting they complete and return a form on their family size and household income. This information is not required to qualify their child(ren) for free meals through the federal breakfast and lunch programs. It is required to qualify their school for state funding. The alternate form allows the District to determine the actual number of students that would qualify to receive free or reduced meals. The State of Washington requires this detailed documentation to determine the amount of money a school receives for state funded educational programs.

Families with children attending both a CEP and non-CEP schools in the District must submit a free or reduced eligibility application if they want their children to be considered for eligibility to receive free or reduced meals at their non-CEP school.

IMPORTANT NOTICE TO PARENTS WITH STUDENTS AT CEP SCHOOL: If a student with reduced or paid eligibility transfers from a CEP school to a non-CEP school in the district, they may no longer be eligible for free meals. Contact Nutrition Services for assistance.

Additional Benefits for Students who qualify for Free or Reduced Meals

All families who submit a free or reduced application receive a letter to inform them if their child qualifies to receive free or reduced meals. Families whose student(s) qualify to receive free or reduced meals can use this letter as documentation to qualify for additional benefits. Benefits may include a) free or reduced price medical/dental care, b) reduced monthly cost for internet services, c) reduced fees for musical instruments, d) access to free computers through the Star Laptop program, and e) assistance with tuition and books for students enrolled in the Running Start Program.

College Bound Scholarship Program

The College Bound Scholarship program encourages low-income, middle school students to choose a path that will lead to educational success after high school. The program promises tuition (at public institution rates) and a small book allowance for income eligible students who sign up in the 7th or 8th grade, work hard in school, stay out of legal trouble, and successfully apply to a higher education institution when they graduate. Students may sign up in the 7th or 8th grade and need only apply once. The deadline for all applicants is by June 30 at the end of their 8th grade year.

To read more about the College Bound Scholarship Program, go to the following web site: http://www.readysetgrad.org/college/college-bound-scholarship-program

Food Allergies and Special Diets

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe
educational environment for food-allergic students. If you have questions regarding a student who has
food allergies or special dietary needs, please contact the Nutrition Services Office at 253-373-7275.
Lactose free milk can be made available at school to accompany student meals or can be purchased
separately for $.75

Graduation requirements

For updated district information about graduation, you can visit
https://www2.kent.k12.wa.us/coursecatalog/information/graduation_requirements.html
High school students may meet requirements for graduation through the regular program of studies,
through meeting requirements of the special-education program, through approved college and
correspondence/internet courses, work-based learning experiences, alternate learning experiences, and
through home/hospital instruction of approved district courses.

Requirements for graduation will be as follows:

- Successful completion of a minimum of twenty-three credits for class of 2017 and 2018. Twenty-Four (24) credits will be required for class of 2019 and beyond.
- Successful completion of courses required by state statute, those required by State Board of Education Rules and Regulations and those required by the Board of Directors of the Kent School District.
- Successful completion of a culminating project
- Successful establishment of a high school + educational plan (13th year)
- Demonstration of proficiency on the reading, writing, math, and science standards on the required high school statewide assessments or an appropriate alternative assessment.

A student will receive a Certificate of Academic Achievement (CAA) or its equivalency (Certificate of Individual Achievement) only if they earn the appropriate number of credits required by the district, complete a culminating project, complete the high school and beyond plan; and meet the proficiency requirements on the high school statewide assessments or appropriate alternative assessments.

Courses of study and credits required for class of 2017 and 2018:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3a</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3b</td>
</tr>
<tr>
<td>Science</td>
<td>3c</td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
</tr>
<tr>
<td>Occupational Education</td>
<td>1</td>
</tr>
<tr>
<td>Health and Fitness</td>
<td>2d</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Required Credits:</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>
Courses of study and credits required for class of 2019 and beyond:

<table>
<thead>
<tr>
<th>Entering 9th grade</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
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</tr>
<tr>
<td>Arts</td>
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</tr>
<tr>
<td>Health and Fitness</td>
<td>2</td>
</tr>
<tr>
<td>Career and Tech Ed</td>
<td>1</td>
</tr>
<tr>
<td>Occupational Education</td>
<td></td>
</tr>
<tr>
<td>World Language</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>Total Required Credits:</td>
<td>24</td>
</tr>
</tbody>
</table>

- Algebra I-II (1.0 credit) / Geometry I-II (1.0 credit) / Algebra III-IV or Alternative (1.0 credit): Algebra I-II and Geometry I-II are required in grades 9 and 10 except for students who successfully completed high school-credited algebra and/or geometry prior to entering high school. A student who satisfactorily demonstrates competency in Algebra I-II and/or Geometry I-II prior to entering high school but does not choose to receive credit for the courses, shall continue in the required progressive mathematics sequence and fulfill any remaining credits of the three required in high school mathematics in mathematics courses that are consistent with the educational and career goals of the student.

  The third credit in math is expected to be Algebra III-IV. A student may elect a math course other than Algebra III-IV if the student’s elective choice is based on a career oriented program of study identified in the student’s high school and beyond plan that is currently being pursued by the student; the student’s parent(s)/guardian(s) (or designee for the student if a parent or guardian is unavailable) agree that the third credit of mathematics elected is a more appropriate course selection than Algebra III-IV because it will better serve the student’s education and career goals; a meeting is held with the student, the parent(s)/guardian(s) (or designee), and a high school representative for the purpose of discussing the student’s high school and beyond plan and advising the student of the requirements for credit bearing two and four year college level mathematics courses; and the school has the parent(s)/guardian(s) (or designee) sign a form acknowledging that the meeting with a high school representative has occurred, the information as required was discussed, and the parent(s)/guardian(s) (or designee) agree that the third credit of mathematics elected is a more appropriate course selection given the student’s education and career goals.

  Students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.
Beginning with the Class of 2016, Washington State History is a non-credit requirement for graduation, however completion of studies shall be noted on the transcript. A student may complete Washington State History in 7th or 8th grade to meet this requirement. Alternative learning experiences to meet the .5 credit requirement of Washington State History are provided for students who need to meet this requirement.

Beginning with the Class of 2016, students must complete the following social studies course of study or equivalent:

- Contemporary World History (1.0)
- Contemporary World Issues (0.5)
- U.S. History and Government I - II (1.0)
- Civics (0.5)

Starting with the class of 2015, except for students completing advance science coursework, Integrated Science I-II and Integrated Science III-IV are required in grades 9 and 10. The third credit in science may be completed from any science course or other courses that are cross-credited to science.

0.5 credit of Physical Education must be taken as a required health course during grades 10-12, except for students who enter from outside the district second semester of grade 11, or who enter in grade 12 having completed the two-credit P.E. requirement. Health class must include training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED).

A student, with prior approval of the International Baccalaureate coordinator, can receive a high school diploma without meeting the specific course requirements in health and fitness, occupational education, and/or the arts if said student completes and passes all required International Baccalaureate Diploma Programme courses as scored at the local level; passes all internal assessments as scored at the local level; successfully completes all required projects and products as scored at the local level; and completes the final examinations administered by the IB organization in each of the required subjects under the Diploma Programme. (RCW 28A.230.120)

Graduation and Diplomas

A student shall be issued a diploma after completing the district’s requirements for graduation. In lieu of the Certificate of Academic Achievement (CAA), students may earn a Certificate of Individual Achievement (CIA).

However, a student’s diploma or official transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed $100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments. When damages are in excess of $100, the appeal process for long-term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments, shall apply.
Washington Comprehensive Assessment Program

Students are expected to demonstrate proficiency on the reading, writing, math, and science standards as defined by the Washington Comprehensive Assessment Program or on an OSPI-approved alternative.

English Language Arts (ELA) Assessment Requirements

- **Class of 2017 and Beyond**: High School English Language Arts Smarter Balanced Assessment (SBA) or state approved alternative.
- **Classes of 2019 and Beyond**: Students will demonstrate proficiency on the 11th Grade Smarter Balanced Comprehensive ELA Test (aligned to Common Core State Standards and first administered in spring 2015).

Mathematics Assessment Requirements

**Classes of 2017 and 2018**: Students are required to pass one math EOC exam and the biology EOC exam. Students will first take the biology EOC exam at the end of Integrated Science III-IV.

Math assessment graduation requirement for these cohorts can be fulfilled by meeting standard on one of these tests:

- Current Algebra I EOC (administered in winter and spring of 2014)
- Current Geometry EOC (administered in winter and spring of 2014)
- New Algebra I EOC Exit Exam (aligned to CCSS, first administered in spring 2015)
- New Geometry EOC Exit Exam (aligned to CCSS, first administered in spring of 2015)
- New High School Math Smarter Balanced Assessment or state-approved alternative.

**Classes of 2019 and Beyond**: Students will demonstrate proficiency on the High School Math Smarter Balanced Assessment (SBA) or state-approved alternative.

Science Assessment Requirements

Students in the class of 2017 and beyond are required to pass the Biology EOC Exam. Students will first take the Biology EOC Exam at the end of Integrated Science III-IV. The **Biology End of Course (EOC) Exam** measures the level of proficiency that Washington students have achieved based on the Systems, Inquiry, Application, and Life Science sections of the [Washington State K-12 Science Learning Standards](https://www.k12.wa.us/educator/standards), which were adopted in June 2009. The Biology EOC Exam is administered to all students enrolled in a Biology course, as well as all students in 10th grade who have not yet met the standard on the exam. A retake exam will be available in January or February.

For students taking an EOC in 9th grade or below, their EOC score can be banked for their 10th grade requirement if they pass the exam.

Additional Resources

The website of the Office of the Superintendent of Public Instruction (OSPI) for the State of Washington gives the following information to help families, students, and educators learn more about each of the requirements for graduation.
The Graduation Toolkit is produced each year by OSPI to help educators and families understand Washington state graduation requirements. This guide is available online for easy viewing and in a downloadable format for printing. For more information on the graduation toolkit visit the OSPI website.

Healthy Youth Survey

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

What is the Healthy Youth Survey?

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

Who will be asked to take the survey?

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

What questions are on the survey?

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

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

Is the survey voluntary?

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

How are the survey results used?

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

How is student identity protected?

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

Prohibition of Harassment, Intimidation and/or Bullying

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

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

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

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

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

Many inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. The description above also describes students who are involved in a fight or a conflict. Both situations will be addressed by school staff, however problem solving steps may differ. The following table helps make this determination.
Other Conflict/Fighting  |  Bullying
---|---
Between friends/equals/peers  |  Not friends/imbalance of power
Spontaneous/occasional  |  Repeated over time
No serious or lasting harm  |  Physical or emotional harm
Accidental/not planned  |  Intentional
Equal emotional reaction by both students  |  Unequal emotional reaction
Not for domination or control  |  Seeking control/possession
Often a sense of remorse by aggressor  |  No remorse by aggressor, blames targeted student
Desire to solve the conflict  |  No effort to solve the problem

**How to report Bullying**

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

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

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

**Sexual Harassment**

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

**Definitions**

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

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

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

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

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

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

Home Based Instruction (Homeschooling)

If you are a family who intends to provide your child or children home-based instruction in lieu of attendance or enrollment in a public school, an approved private school, or an extension program of an approved private school, you must file an annual declaration of intent. The Declaration of Intent to Provide Home School Instruction can be obtained at our school district’s Student and Family Support Services in the Kent School District Administration Building. Parents may choose to provide Home Based Instruction for part of the day and have their child attend public school for the remainder of the day. Please contact Student and Family Support Services at (253) 373-7235 for additional information. A new Intent must be filed each year.

Home-based instruction shall consist of planned and supervised instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music. Such instruction shall be equivalent to the total annual program hours per grade level as established for public schools. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction shall be the responsibility of the parent.

Home-Based students who do not wish to seek a Kent School District diploma who want to attend Running Start should submit paperwork through the Student and Family Support Services office listed above.
Declaration of Intent to Provide Home-Based Instruction Form

Homeless Assistance (McKinney Vento)

You can access the KSD website link: http://www.kent.k12.wa.us/site/Default.aspx?PageID=353

McKinney-Vento Homeless Education Assistance Improvements Act of 2001

Through the McKinney-Vento Act children who are homeless have certain rights and protections to enable them to continue with their education while homeless.

If your family lives in any of the following situations, you may qualify for rights provided by McKinney-Vento:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot find or afford housing

Through McKinney-Vento, your children (pre-school through high school) have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education including preschool education provided to other children.
- Continue in the school your children attended—or the school they last attended—before you became homeless, if that is your choice and if feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended—or the school they last attended—before your family became homeless, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve any dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.

Unaccompanied Homeless Youth

An unaccompanied Homeless Youth is defined as a youth (school aged) not in the physical custody of a parent or guardian. This means that the youth is not living with their parent or guardian and includes youth who are residing with a caregiver who does not have legal guardianship and youth who are living...
on their own. If you meet these criteria and the definition above for homelessness you may qualify.

Do you need assistance?

Contact Student and Family Support Services at 253-373-7512

Call the McKinney-Vento liaison at your child’s school. McKinney-Vento Liaison List by School

Call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145

Online Resources

WA Apple Health for Kids. Free or low-cost health care for kids.

King County Crisis Clinic. A variety of support services for people in emotional distress and in need of help.

National Center for Homeless Education Supporting the Education of Children and Youth Experiencing Homelessness


Washington Basic Food Program. Help for low-income individuals and families to obtain a more nutritious diet by supplementing their income with Basic Food benefits.

Kent Hope. Women and Children's Day Center.

Kent Area PTA Clothing Bank. Provides clothing for families residing within the Kent School District.


Washington State 211 Network 2-1-1 is an easy-to-remember phone number for people to call for health and human service information and referrals and other assistance to meet their needs. You can call 2-1-1 for information on "Safe Parking" for those of you forced to live in your car. Local area churches are opening their parking lots for you and providing volunteer patrols for your safety overnight. Please call 2-1-1 for more information.

Youth Program Directory. The Youth Program Directory strives to be a comprehensive, accessible, and timely source of information about youth programs and services available across King County.

Important Health Information/Home Hospital


Illness and Attendance

Students learn better when they feel well. Nurses and health room assistants are at schools to help you when you need to make decisions about your child's health care needs.
What Schools Need
• To have emergency telephone numbers for you, and someone else who can help, if you are not available.
• To know about any health problems your child now has or has had in the past.
• To be called when you are keeping your child home.
• To know if your child has a condition which could be spread to others.

When to Keep my Child Home:

Your school nurse recommends that you keep your child home from school when your child has any of the following symptoms:
• Fever of 100°F or greater fever within last 24 hours
• bad cold
• frequent
• hard coughing
• vomiting
• loose, watery bowel movements
• head lice
• drainage from ears or eyes

When to Return my Child to School:

Your school nurse recommends that you return your child to school when the following occurs:
• temperature is normal for the past 24 hours without fever reducing medications
• child feels well enough to be in school for the full day
• no vomiting/loose stools for at least a day

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

Recommended Wellness Visits

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

Wellness Visits
• Ages 3,4 and 5 years
• Every other year ages 7 through 17

Dental Visits
• Every 6 months for routine cleaning
• Chipped or broken teeth
• Injury to the teeth or mouth
• Pain or swelling in the mouth that lasts more than a day or recurs
Recommended Health Care Visits

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

Medications at School

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

Submit a completed medication authorization form to your school. The form is available online or from your school's main office. (see below)

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

Parents need to bring the two notes and the medication in its original container to school. If the parent/guardian cannot come to school, he/she needs to call the school nurse before sending the medication to school. Faxed authorization from a health care provider is accepted. Please contact your school for the fax number.

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

**Medication Authorization Forms**

**Allergy Epi-pen Authorization**

**Asthma Medication Authorization**

**Medication Authorization**

**Seizure Medication Authorization**

Parents may provide topical sunscreen for their child to apply while at school. A healthcare provider note is not required.

**Immunizations:**

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

**Life Threatening Conditions**

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

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

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

**Home Hospital:**

If a student is confined to home or hospital for a minimum of four weeks and able to do school work, the arrangement for home/hospital services may be made by contacting the school nurse/counselor at your school.
Individual Education Plans (IEP)

Some children need extra assistance in their school career, and this need may be the result of a disability. Not all students who have disabilities need or qualify for special education services. Students qualifying as disabled under the Individuals with Disabilities Education Act (IDEA) require "specially designed instruction" which is designed and monitored by a certificated special education staff member. Some students with disabilities do not require specially designed instruction, but do require accommodations in order to access their education (see Section 504).

<table>
<thead>
<tr>
<th>IDEA</th>
</tr>
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<tbody>
<tr>
<td>A student qualifies as disabled under IDEA if they have a documented disability, the disability interferes with their ability to learn, and requires specially designed instruction.</td>
</tr>
<tr>
<td>Students who qualify under IDEA may require accommodations, as well as modified curriculum, instruction, materials and assessments, which align with, but may be different from performance standards of the general education curriculum.</td>
</tr>
<tr>
<td>Once qualified, an IEP is developed which includes general and special education staff, an individual knowledgeable about placement options, and provision of district resources, and the parents. It is reviewed annually.</td>
</tr>
</tbody>
</table>

If you suspect a student may qualify for these services, please make a request in writing to be evaluated for services and send it to your school’s principal.

For more information, please follow this link to the Inclusive Education page on the Kent School District webpage.

Interpreting Services

Kent School District has a very diverse student population. Translation Services are available in schools and departments by using a telephonic interpreting service over the phone, translating information on the district and school webpage or arranging for a district interpreter. For more information on these services visit the district website or contact your students building or district office.

To translate items on the Kent School District or school website, you can choose the drop down option highlighted below to translate the page into the language of your preference.
Native American Education Program

Kent School District participates in a Native American/Alaska Native Education Program funded by Federal Title VI Grant based on federally eligible Native American student counts and administered through Student and Family Support Services. The program is designed to assist Native American students to meet district and state academic standards.

Kent School District offers several Native events and community resources for native students and families to create a strong sense of community connection and pride. More information can be located from Student and Family Support Services at 253-373-7235 or on the KSD Native American Program website which is located in the Student Services, Native American Program website.


Non –Discrimination Policy

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

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

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

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

The procedures for filing a formal complaint can be found in Procedure 3210
New Civil Rights Resources for Schools and Families

Students' Rights Handouts, Translated into 11 Languages

OSPI developed Students' Rights handouts to explain common civil rights topics into plain language. The handouts can be shared with families and school staff, and could be incorporated into student handbooks.

Students' Rights: Discriminatory Harassment

Students' Rights: Section 504 and Students with Disabilities

Students' Rights: Religion in Schools

Students' Rights: Gender Identity & Gender Expression

Students' Rights: Discrimination Dispute Resolution Options

Family Engagement

The board believes that parents have a shared responsibility for their children’s in-school academic achievement and behavioral conduct. To ensure that the best interests of the child are served, the Board directs the Superintendent to develop activities that will enhance home-school collaboration. Such activities may include, but are not limited to:

- Conducting parent-teacher conferences that facilitate two-way communication between home and school.
- Holding open houses that provide parents with the opportunity to see the school facilities, to meet the employees, and to review the program on a first-hand basis.
- Disseminating school and other publications to parents on a regular basis.
- Conducting meetings of parents and employees to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.
• Sponsoring or co-sponsoring special events of a cultural, ethnic or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents and are of general interest to the schools or community.
• Collaborating with parents, students, and employees in school improvement planning, development, and implementation.
• Providing volunteer opportunities for parents to participate either at school or at home.

Family Engagement Webpage

Religious Observances

The Board of Directors of the Kent School District acknowledges the role of religion in understanding our society and the richness of the human experience. Fostering the development of knowledge and respect for the right of all cultural and religious groups is a continuing goal of the district. However, the Board also recognizes the diversity in views and opinions regarding the relationship between religion and public school policies. While community opinions are important in shaping policy, the Board must look primarily to the Constitution of the United States, the Washington State Constitution, federal and state legislation, and the decisions made by the respective courts when establishing guidelines regarding religious-related activities and practice, as well as regarding the rights of students to the free exercise and expression of religious beliefs while in school or attending school-related activities. To this end, the Board concurs with the regulation of the Superintendent of Public Instruction acknowledging that "all students ... possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence."

Religious Related Activities and Practices

Regarding religious-related expression, activities, or practices, the public schools of the district are obligated to:

• treat religion and religious faith with fairness and respect;
• neither advance nor inhibit religion;
• vigorously protect religious expression as well as the freedom of conscience of all students; and
• refrain from spending public funds or sponsor activities in a manner that has the primary effect of promoting or negating religious beliefs

Factual and objective teaching about religions and their role in society is distinguished from religious instruction. Public schools may teach about religions within a cultural and historic context for the purpose of meeting secular, educational objectives recognizing that schools can neither encourage nor discourage religion. (See Policy 2020).

Guidelines for Maintaining Religious Neutrality

District schools must be free from sectarian control or influence during school-conducted or school-sponsored activities for students who are under the district’s supervision and control. Criteria used to guide academic inquiry in the study of religion shall seek the same neutrality, objectivity and educational
effectiveness expected in other areas of the curriculum. In addition, materials and activities should be sensitive to America’s pluralistic society and must educate rather than indoctrinate.

Complaints Concerning Religious Related Activities or Practices

Students, parents and employees who are aggrieved by practices or activities conducted in the school or district may seek resolution of their concern first with the building principal, then with the district Superintendent or designee, or use Ombudservices which are available through the Schools Community Partnerships Officer at (253) 373-7117.

Guidelines for Student Religious Expression, Absences and Attire

The following guidelines apply to the rights of students regarding religious expression and absences due to religious services, observances, holidays, or training:

- **During instructional time:** Students may engage in religious expression in a manner that is not disruptive to the learning process and/or relevant to the class curriculum, discussion, or assignment. As with other types of speech at school, religious speech should never be such that a reasonable person would perceive it as harassing, intimidating, bullying, or coercive. Students should strive in all forms of communication to be respectful to other students, staff, and visitors.

- **During non-instructional time:** Students may engage in religious expression and activities unless the expression substantially interferes with the operation of the school or infringes on the rights of other students. This includes the right to distribute religious literature in the same reasonable time, place, and manner required of students distributing nonreligious materials. As with other types of speech at school, religious speech should never be such that a reasonable person would perceive it as harassing, intimidating, bullying, or coercive. Students should strive in all forms of communication to be respectful to other students, staff, and visitors.

- **School Work:** Students may express their beliefs about religion in class work, homework, artwork, evaluations, tests, and other written and oral assignments free of discrimination based on the religious content of their submissions. School personnel must grade the work, art, evaluation, test, or assignment not on religious expression, but instead grade the student’s performance on scholastic content such as spelling, sentence structure, grammar, and the degree to which the student’s performance reflects the instruction and objectives established by the school personnel.

- **Freedom from Retaliation and Censure:** School personnel may not subject an individual student who expresses religious beliefs or opinions to any form of retribution or negative consequence and may not penalize the student’s standing, evaluations, or privileges in response to such expression. School personnel may not censure a student’s expression of religious beliefs or opinions, when relevant or appropriate, in any class, work, homework, evaluations or tests, extracurricular activities, or other activities under the sponsorship or auspices of the school district.

- **Religious student groups:** If non-curriculum-related student groups are permitted to meet on school premises during non-instructional time, students will be permitted to meet to discuss political, philosophical, religious, or other issues provided such group meetings are student-initiated, student-managed and in compliance with Policy 2153 authorizing such meetings.

- **Prayer:** A student may of his/her own volition engage in non-disruptive prayer at any time not in conflict with learning activities or events. School staff shall neither encourage nor discourage a
student from engaging in non-disruptive oral prayer, silent prayer, or any other form of non-disruptive devotional activity. Prescribed times for religious prayer that require a brief, reasonable absence from classroom instruction or activities will be accommodated to the extent that the absence is with the permission of a parent or guardian and does not substantially disrupt the class/activity or significantly impact the student’s learning or testing.

- **Absences for Religious Reasons:** Upon the request of a parent or guardian, a student may be excused from attending school in observance of a religious holiday. A student may also be excused upon the request of a parent or guardian to participate in religious instruction for a portion of a school day, provided that the activity is not conducted on school property. School credit will not be granted for such instruction. Whenever possible, students will be allowed to make up assignments and testing/assessments in the same manner as with any excused absence.

- **Religious Fasting:** When a school is made aware that a student may be engaged in an extended period of religious fasting, the student may be excused from lunch and strenuous physical activity. School personnel may use their discretion based on the totality of the facts regarding whether testing or assessment for a particular student should be rescheduled.

- **Student Attire.** Students may wear religious attire, symbols, or religious messages on clothing provided that the attire, symbols, or messages are not materially and substantially disruptive to the educational process or infringe on the rights of others. Religious messages on clothing are subject to the same rules as generally applied to comparable nonreligious messages and expression. In addition, schools will permit students of either gender engaged in physical education to wear longer shorts, sweatpants, or other types of clothing suitable for physical activity when a request is made to do so based on the student’s religious beliefs.

**Guidelines for Non-Student Religious Expression, School Events and Facility Use by Religious Groups in the Community**

Material, literature, and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals that are not students.

Religious services, programs or assemblies will not be conducted in school facilities during school hours or in connection with any school-sponsored or school-related activity. Religious groups may rent school facilities under the same policy providing for facilities rental by other community groups (See Policy 4260). Activities of such groups will be clearly separated from school-sponsored activities so that the school district does not support or appear to support the establishment of religion.

Programs at commencement and other school sponsored events will be free from religious influence, including invocations, benedictions, and other prayers.

There will be no school sponsorship of baccalaureate services. Interested parents and students may plan and organize baccalaureate exercises provided that the service is not promoted through the school. Employee and student participation is voluntary.

To read the policy and procedure 2340 in entirety, you can link to the School Board Website:

http://www.boarddocs.com/wa/ksdwa/Board.nsf/goto?open&id=86D5BC63E115

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Refugee Support Services

KSD staffs a Refugee Support Liaison to assist refugee students and families in successful school integration and ensuring refugee students are successful in reaching high academic standards. The program focus is on supporting recent refugee arrivals and assisting in strengthening the skills, knowledge and competence of refugee parents, schools, and community-based organizations for the benefit of refugee students. More refugee service information can be located from Student and Family Support Services at 253-373-7235 or on the KSD website under Student Services.
http://www.kent.k12.wa.us/Page/6094

Social Emotional Learning (SEL) – Elementary and Middle School

Second Step is the social emotional learning program the Kent School District uses to teach skills in the following areas:

Skills for Learning: Students gain skills to help themselves learn, including how to focus their attention, listen carefully, and be assertive when asking for help with schoolwork.

Empathy: Students learn to identify and understand their own and others’ feelings. Students also learn how to take another’s perspective and how to show compassion.

Emotion Management: Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.

Problem Solving: Students learn a process for solving problems with others in a positive way.

To further help our school be a safe and respectful place, Second Step provides a bullying prevention component. All students will learn specific skills to help stop bullying. Students will learn the “3 R’s” of bullying and will be coached about how to:

Recognize when bullying is happening

Report bullying to a caring adult

Refuse to let bullying happen to themselves or others

Be a bystander who stands up and is part of the solution to bullying

Your child will learn a lot this year—and he or she will need your help! Your child will bring home Home Links following several of their Second Step lessons. Home Links are simple, fun activities for you and your child to complete together. They are a great way for you to understand what your child is learning and for your child to show you what he or she knows.

In addition to Home Links, parents can also access videos and tools provided at secondstep.org Use the codes provided below to check out these resources!
Multi-Tiered Systems of Support

The Kent School District is committed to the use of a multi-tiered system of support (MTSS) to address student needs. Each school, using the MTSS framework, develops a series of tiered supports to address their student's individual needs. These include both Academic and Behavior supports. The supports are categorized as Tier One, Tier Two and Tier Three supports.

**Tier 1 – Universal Supports** – Supports given to all students at a school. Examples include: developing and teaching clear school/classroom expectations, teaching routines, intentionally developing positive relationships between staff and students, utilizing strong instructional practices, creating a culture of learning, using data from formative assessments to guide instruction, teaching Social Emotional Learning (SEL) skills to all students, intentionally fostering family engagement.

**Tier 2 – Targeted Supports** – A smaller group of students at a school will need targeted supports in addition to what they are receiving in Tier One. This is usually for a defined period of time. Examples of Tier Two supports include: Small group instruction, participating in a support group (friendship, anger, time management), daily check-in/check-out, adult mentorship, re-teaching and practicing of academic and social emotional skills.

**Tier 3 – Intensive Supports** – An even smaller number of students at a school will need intensive supports. Often times students will need these supports in times of trauma situations. These supports are in addition to the Tier One and Two supports they are already receiving. Tier Three supports are highly individualized and often require a written academic or behavior plan.

**School MTSS Teams**

Each school in the district is expected to have an MTSS committee that is comprised of representative stakeholders. Most school committees consist of an administrator, teacher, counselor, classified staff member, a parent/guardian and a student (especially at the secondary school). Schools are encouraged to look at the demographics of the committee to help ensure that it closely represents the demographics of the school.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Second Step Tools</th>
<th>Bullying Prevention Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>SSPK FAMI LY70</td>
<td>BPUK FAMI LY00</td>
</tr>
<tr>
<td>1st Grade</td>
<td>SSP1 FAMI LY71</td>
<td>BPU1 FAMI LY01</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>SSP2 FAMI LY72</td>
<td>BPU2 FAMI LY02</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>SSP3 FAMI LY73</td>
<td>BPU3 FAMI LY03</td>
</tr>
<tr>
<td>4th Grade</td>
<td>SSP4 FAMI LY74</td>
<td>BPU4 FAMI LY04</td>
</tr>
<tr>
<td>5th Grade</td>
<td>SSP5 FAMI LY75</td>
<td>BPU5 FAMI LY05</td>
</tr>
<tr>
<td>6th Grade</td>
<td>SSP6 FAMI LY12</td>
<td></td>
</tr>
</tbody>
</table>
The task of the MTSS committee is to examine school academic and/or behavior data on a regular basis (usually monthly) and look for trends. This is done without student names attached to the data. The purpose is to identify systems issues early and make changes to reverse negative trends.

**District MTSS Teams**

The district is expected to maintain an MTSS steering committee that is comprised of representative stakeholders. Members of the committee should include at least one student and one parent/guardian. The district is encouraged to look at the demographics of the committee to help ensure that it closely represents the demographics of the district. The purpose of this committee is to identify the functioning of the school MTSS teams and provide additional supports when needed.

**Section 504 Education Plans**

Students with a disability that substantially limits a major life activity and does the student need accommodations, related aids or services because of the disability may qualify for extra services under Section 504 of the Rehabilitation Act.

If a parent/guardian of student believes that their student may need to access a 504 plan they should make this request in writing to the child’s teacher, counselor or principal. The process of evaluation will be described to you at that time. Parents are an important part of the 504 Process and their input is essential. If the student qualifies for a 504 plan it will be reviewed periodically (in most cases annually).

Please remember that the goal of a 504 plan is to level the playing field, not to maximize potential.

Accommodations for students whose disabilities interfere with their ability to access their education, generally do not change the norms or standards of the general education curriculum or performance standards.

If you have further questions regarding 504 plans there are additional resources on the Office of the Superintendent of Public Instruction’s webpage.

[http://www.k12.wa.us/Equity/Section504.aspx](http://www.k12.wa.us/Equity/Section504.aspx)

If you have questions/concerns regarding your child’s 504 plan, please first contact each school’s 504 coordinator or principal. If you still have questions please contact the district 504 Compliance Officer Randy Heath, Executive Director Student and Family Support Services at 253-373-7235.
Service Animals

The Kent School District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. Policy 2030 governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means an animal that is trained for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability.

The parent/guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator, executive director of Student and Family Support Services, and coordinator of health services, as appropriate, will determine whether or not to permit the service animal in school.

Student Records Requests

Secondary Students: To request a copy of your transcript, report card, DACA/“Dream Act” letter, or diploma, please contact the registrar’s office at the high school (links and phone numbers below). They will often be able to provide you with these documents on site, with advance notice.

<table>
<thead>
<tr>
<th>Kent Meridian High School</th>
<th>Kentridge High School</th>
<th>Kentlake High School</th>
<th>Kentwood High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>253-373-4031</td>
<td>253-373-7356</td>
<td>253-373-4930</td>
<td>253-373-7695</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kent Phoenix Academy</th>
<th>Kent Mountain View Academy</th>
<th>iGrad</th>
<th>RJC, Sequoia, Kent West, Kent Continuation, or other schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>253-373-6914</td>
<td>253-373-7488</td>
<td>253-373-7992</td>
<td>Please contact 253-373-7134</td>
</tr>
</tbody>
</table>

Elementary Students: To request a report card copy, or other records, please contact the office of the school they are currently attending. During the summer school closure, you may contact 253-373-7134 to request a copy of your child’s records.

Student Transfers

Kent School District accepts student transfer applications each school year during a designated time period (generally sometime between February-April). Please periodically review the website for the exact time period and process. Students are expected to attend their boundary school, however, if parents wish to request a transfer to another school they may be based on the following conditions:

- The student’s siblings are currently attending the requested school.
• The student receives childcare from a provider in the requested school’s service area that does not transport to the student’s boundary school. (elementary only)
• The student has completed at least the ninth-grade year and wishes to remain at that school until graduation.
• The student wants to enroll in a unique curricular program (e.g., ROTC or International Baccalaureate) that is not available in the student’s boundary school, but is available in another school in the district, and that program is necessary to the student’s educational progress.
• The student has at least one parent who works for the district.
• The student’s educational, safety, or health condition would be or is being severely impacted at their boundary school and the transfer would improve the identified condition.

Students who live outside of the Kent School District may also apply for a transfer to our schools based on the above criteria. Non-Resident transfer requests must also obtain a release from the district where they reside to be considered for placement in the Kent School District. Non-Resident students must apply and receive a release from their home district every year per state law. If the parent does not obtain a release from the resident district by the last school day in September the students will be withdrawn immediately.

Transfer requests that meet the above qualifications will be considered and placement granted if there is capacity in the school, class, and/or program being requested AND it does not create an adverse impact on the school the student is supposed to attend. Applications will be considered on a series of priorities. Parents and guardians who request a transfer are responsible for transporting their child to the requested school. When a transfer is granted, it is considered provisional and may be revoked if an unexpected influx of students who live in the boundary area cause a school, class, or program to be in an overload situation. Transfer requests for interscholastic sports and/or activities are not permitted. Please note that students who transfer during their high school years may lose their athletic eligibility. Please discuss with your school’s athletic director before requesting a transfer.

Mid-year transfers are not granted unless extreme situations exist. Evidence that families have attempted to solve the problem at their boundary schools must be demonstrated before these requests are made. These requests should be made to the Student and Family Support Services office at the Kent School District. Childcare waivers and midyear moves are accepted throughout the entire school year.

Kent Phoenix Academy and Kent Mountain View Academy are schools of Choice and have their own process for student who wish to attend. Please contact the schools directly for this process.

Technology

Kent School District students are fortunate to have a high level of access to technology. With this high level of access is the necessity to have clear expectation around the use of this technology. The following guidelines outline a student’s use of technology in the Kent School District. The following are the student requirements of the Acceptable Use Policy 2022. In order to view the entire document please visit: Board Docs

2. The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources as an essential part
of learning, working, and interacting with the community. The Kent School District strives to maintain an
environment that promotes ethical and responsible conduct in all electronic resource activities by staff
and students. These procedures are written to implement Kent School District Policy 2022 Electronic
Resources and to promote the appropriate and responsible use of technology in furtherance of the
district’s mission and board of directors’ goals. Any employee, student, or other individual engaged in
activity that involves the district’s electronic resources must comply with the established policy and
procedures contained in 2022 and 2022P.

  o Public Records

  o Because the Kent School District is a public agency under the Washington Public Records
  Act, chapter 42.56 RCW, any information or record relating to the conduct of government or
  the performance of any governmental functions that is prepared, owned, used, or retained
  by the district is a public record subject to disclosure upon request by any person. Such
  information may include retained records related to communications by or through district
  resources or records of Internet activity accessed by or through district resources. Whether
  such records, or any portion of such records, fall within the narrow exemptions of the Public
  Records Act will be determined once a request is received.

  o User Responsibilities

  o It is expected that staff and students will use electronic resources provided by the Kent
  School District in work and study. However, the failure of a staff member, student, or any
  other person to comply with these procedures while using the district’s electronic resources
  may result in restricted access up to and including a complete denial of access.
  o All use of the electronic resources must be consistent with the mission and objectives of
  the Kent School District, further district goals established by the board of directors, federal
  and state laws, and in compliance with district policy and procedure.
  o District staff must at all times maintain the confidentiality of confidential student data in
  accordance with the Family Educational Rights and Privacy Act (FERPA) and corresponding
  state law.

  o Acceptable Use

Acceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services;
or when using personal devices connected to any KSD official or guest network service; or when
accessing KSD provided services and applications from outside of the District.

  o Creation of files, projects, videos, web pages, podcasts, and other activities using electronic
  resources, consistent with the educational mission of the District and in compliance with
  district policy and procedure.
  o Participation in approved electronic communication and collaboration activities such as
  blogs, wikis, podcasts, email, and other activities using electronic resources, consistent with
  the educational mission of the District and in compliance with District policy and procedure.
  o Participation in district-sponsored social media to inform and communicate with members
  of the school district community consistent with the educational mission of the District and
  in compliance with District policy and procedure.
  o With parent permission, posting of student-created original educational material,
curriculum-related materials, and student work. Sources outside the classroom or school
must be appropriately cited and all copyright laws must be followed.

- Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
- Connection of any personal electronic device consistent with all guidelines in this document.
- Use of electronic resource accounts solely by the authorized owner of the account for the authorized purpose.

- Unacceptable Use

Unacceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

- Unauthorized access or unauthorized disclosure of personal information of students, staff, or other individuals for whom the district retains records. “Personal information” includes education records, employment records, and personal addresses, phone numbers, or email addresses.
- Contributing to cyberbullying, chain letters, harassment, intimidation, denigrating comments, discriminatory remarks, and other similar conduct.
- Using or forwarding profanity, obscenity, vulgar language, racist terms, or other language that is offensive to a reasonable person.
- Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use. “Political action or political activities” includes support of or opposition to political campaigns, candidates, ballot measures, or lobbying for or in opposition to legislation;
- Playing, accessing, or streaming/downloading in relation to intentionally blocked or restricted games, social networking sites, file sharing locations, and audio/video sites unless specifically authorized by a teacher for instructional purposes.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network or other electronic services by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner other than use that falls within the scope of “reasonable fair use.” The “Fair Use Doctrine” of the United States Copyright Law (Title 17, USC) permits the duplication and/or distribution of materials for educational purposes under most circumstances. Questions regarding whether the duplication or distribution of copyrighted materials violates federal law should be directed to the General Counsel’s Office.
- Using electronic resources to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the
network.
  - Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
  - Any attempts to defeat or bypass the District’s Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
  - Using any electronic resources for unlawful purposes.

Transportation Information

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

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

School Bus Conduct

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

- The driver is in full charge of the bus and students and must be obeyed. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver may result in the student’s suspension or expulsion from the bus.
- When a certificated staff member or volunteer is assigned to accompany students on a bus, that person shall be primarily responsible for the behavior of the students. However, the bus driver shall have final authority and responsibility.
- A student may be assigned a seat permanently or temporarily at the driver’s discretion.
  - Students shall ride their regularly assigned bus:
    - Elementary principals may grant permission for a student to ride a different bus, use a different stop, or allow a temporary bus assignment for a non-rider as long as it will not cause standees on the bus. The permission slip must be signed or stamped by the school office.
    - Secondary students will not be allowed to ride a bus other than their assigned bus, nor get off at a different stop.
- When requested by the driver, students must identify themselves. For safety and security reasons, grade 7-12 students may be refused service if they do not show their bus pass or ID card upon request.
- Students must arrive at the bus stop five minutes prior to bus arrival time and wait in a safe and
orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a full stop and the door is opened.

- Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind the bus. The driver will indicate that it is safe to proceed.

- Emergency regulations are mandated by the state and must be strictly adhered to:
  - In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills.
  - When the bus stops at a railroad crossing, there must be absolutely no noise or talking.

- Students are to remain seated facing the front of the bus while it is in motion. They may talk in a low, conversational tone.

- No student shall at any time extend head, hands, or arms out of the windows whether the school bus is in motion or standing still.

- Students will reimburse the school district for damage to school buses resulting from student misconduct and they may be subject to loss of riding privileges and suspension or expulsion from school.

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

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

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

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

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

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

**Safety**

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

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

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

Space Available Bus Pass

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

Criteria for obtaining a Space Available Bus Pass:

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

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

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

Bus stops will not be created within the walk boundaries.

For bus discipline issues students will receive no more than one conduct report. A second discipline issue will result in the Space Available pass being revoked.

For the most up to date school bus guidelines – you can read the booklet at the website:

Emergency Transportation Information

LIMITED TRANSPORTATION SCHEDULE

Please review and save this schedule to refer to when weather or an emergency may cause school hours and bus route service to be changed. Do not call radio, television stations or schools!

Listen To Radio/Television Messages

- **No Announcement** - Schools are on regular schedule with normal bus service.
- **Limited Bus Transportation** - Alone or in conjunction with other messages means that students in pre-designated areas which are frequently impassable during inclement weather will be picked up and dropped off at an alternate location. Drivers have provided Emergency Weather Route Change Notices to those riders affected. A listing of these pre-designated areas is on the back side of this schedule.
  - If limited transportation service was in effect in the AM, it will also be limited transportation in the PM. All after-school activities will be cancelled.
- **School Closed** - All schools closed for one day and all school-related activities canceled.
- **School Open – “X” Hours Late** - States number of hours late (usually 1-2). Dismissal will be at regular time unless announcement states otherwise. All out of district routes are canceled and no preschool.
- **School Open – Bus Service Limited Due to Road Restrictions** - Weight restrictions due to thawing of frozen roads may cause cancellation of some services. Students will be expected to attend classes.
- **School will Dismiss “X” Hours Early** - This message is for snow or other conditions which may develop during the school day requiring early dismissal. This announcement will state if regular or limited stops will be used.

School emergency schedules can also be accessed on the Internet through the Public School Emergency Communication System (PSECS). Parents have the option to sign up for email & text message alerts from [http://www.flashalert.net/id/KentSD](http://www.flashalert.net/id/KentSD). This information can go directly to your cell phone or email accounts. The Kent School District will also have information updates on the main web page. [http://www.kent.k12.wa.us](http://www.kent.k12.wa.us) In extreme emergencies, listen to civil-defense radio bands 640 AM or 1240 AM.

Develop an Emergency Plan to Cover Various Situations:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Do your children know who would care for them until you arrive?</td>
</tr>
<tr>
<td>✓</td>
<td>Where would they go if they needed help?</td>
</tr>
<tr>
<td>✓</td>
<td>What are alternative routes home if your children cannot be delivered to the normal bus stop?</td>
</tr>
<tr>
<td>✓</td>
<td>Is there someone your children should call for comfort and assurances?</td>
</tr>
<tr>
<td>✓</td>
<td>What if a disaster prevents the bus from reaching your children’s stop in the morning?</td>
</tr>
</tbody>
</table>
Weather Emergencies

Notes will be sent home with students to notify parents of alternate stop locations. Due to steep grades, many roads in this district are impassable during ice and snow conditions. Bus stops that are normally located on hills will be relocated to the top or bottom of the hill when limited transportation is required.

The Kent School District encompasses 73 square miles, weather conditions often vary greatly from one area to another, making it impossible to predict the accessibility of any specific area with total accuracy. Freezing and thawing conditions can change rapidly. A neighborhood that was passable at one hour may not be the next. If in doubt, students may want to choose the limited transportation stop to be assured of not missing the bus.

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Limited Transportation Areas:
School bus service on the following roads will not be available when the limited-transportation schedule is in effect or if the bus driver judges the road is unsafe or impassable:

| 92 Ave. S - from SE 200 St. to SE 208 St. | SE 224 St. - from 100 Ave. SE to 104 Ave. SE |
| 93 & 94 Ave. S - north of SE 227 St. | SE 224 St. - from 104 Ave. SE to 172 Ave. SE |
| 95 Ave. S - north of SE 233 St. | SE 240 St. - from 140 Ave. SE to 156 Ave. SE |
| 100 Ave. SE - from SE 224 St. to SE 240 St. | SE 240 St. - from 172 Ave. SE to 190 Ave. SE |
| 112 Ave. SE - from SE 284 St. to SE 287 St. | SE 248 St. - from 98 Ave. S to 94 Ave. S |
| 129 Ave. SE - Boulevard Lanes - West Loop closed | SE 248 St. - from 120 Ave. SE to 124 Ave. SE |
| 196 Ave. SE - south of Covington Sawyer Rd. | SE 249 St. - from 145 Ave. SE to 148 Ave. SE |
| SE 192 St. - west of 100 Ave. SE | SE 277 St. - from D St. to 108 Ave. SE |
| SE 192 St. - from 124 Ave. SE to 116 Ave. SE | Fairwood Blvd. - west of 156 Ave. SE |
| SE 200 St. - from 92 Ave. S to 100 Ave SE | James St. - from Clark Ave. to 94 Ave. |
| SE 208 St. - from 100 Ave. SE to 84 Ave. SE | Kennebec Ave. S (south of E. Titus St.) |
| 210 Ave. SE - north of SE 335 St. | Tallboy Rd. from S 192 St. to S 200 St. |
| SE 218 St. - from 84 Ave. S to 98 Ave. S | Winterwood on SE 284 St. & 181 Ave. SE to 187 Ave. SE |
| Parkside Way SE - from SE Woodside Dr. and 187 Ave. SE from SE 284 St. to SE 277 St. |

Special Limited Transportation Stop Locations:

- Crest Air Park (Stop on Covington Sawyer RD)
- Fenwick Y (Stop at bottom of hill)
- Lake Desire Drive North (Stop at Northwood MS only)
- Lake Morton Drive (Stop at SE 308 St. @ Boat Launch)
- Lake Winterwood (Stop at 181 Ave. SE at 180 Ave. SE)
- Misty Meadows (Stop at 132 Ave. SE)
- Ridgefield (Stop at SE 240 St. at 138 Ave. SE)
- Seven Oaks (Stop at Park only)
- Winterwood (Stops at 181 Ave. SE, 180 Ave. SE and Grasslake ES)

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Non-Weather Emergencies:
Non-weather emergencies and natural disasters are extremely unpredictable and no amount of prior planning will cover all possible situations.

When a route to or from school is interrupted by road construction, traffic accidents, etc., communications may be difficult and slow. Students will be left only in a safe location where it is reasonable to assume they can reach their home or school safely. Please discuss with your student(s) some situations that might occur and how they can get home safely.