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**KENT MOUNTAIN VIEW ACADEMY**

**22420 MILITARY ROAD SOUTH, DES MOINES, 98198**

**253-373-7488**

**253-373-7490 FAX**

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**2018-2019 STUDENT HANDBOOK**

## **MISSION STATEMENT**

The mission of Kent Mountain View Academy is successfully preparing all students for their futures.

## **VISION STATEMENT**

Kent Mountain View Academy is a community partnership including students, families, and the Kent School District to provide educational options and flexibility in a stimulating environment to produce academic achievement. Our firm belief is that each student in our school can perform to his/her ability in a caring environment. We are a community family. We know each other's names and rely on each other's gifts and talents. We purposefully group 3rd-6th graders together and 7th-12th graders together so that students can learn and grow from positive interactions with students of a variety of ages.

## **COMMITMENT STATEMENT**

Kent Mountain View Academy commits to using school improvement goals to drive team goals as we sustain all students' trajectory toward excellence (Schools to Watch, 2004). In order to do so, we will use student work and assessment data in literacy and numeracy as the center of team discussions and to guide interventions, resources and accountability, which will lead to increased student achievement.

## **BELIEF STATEMENTS**

**We believe . . .**

- Parents have the responsibility to be active participants in their child's emotional and academic development.
- Students, staff, and parents will have high expectations of themselves and one another.
- In a caring, nurturing school environment.
- All students, staff, and parents are responsible for themselves and to others.
- All staff are instructional leaders who are encouraged to take risks to implement instructional practices that meet the needs of all learners.
- In accepting and treating students as individuals and helping each student to grow to his/her potential.
- Self-image and self-esteem are directly linked to feeling a sense of competence and importance.

## **NORMS OF COMMUNICATION**

- All communication shall be caring, concise, and informative for the purpose of fostering a positive, supportive school community.
- All communication will be relevant, clear and respectful.
- Listening and speaking are of equal importance.

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- Effective communication will be non-threatening, honest, and open to response.
- Confidentiality will be respected.

## KENT MOUNTAIN VIEW ACADEMY STAFF

Erin Aboudara .....Link Program Instructional Assistant  
 Karen Aspelund ..... Nurse  
 Kristy Banks ..... Special Education  
 Diana Bofferding .....Counselor  
 Aimee Butcher .....Link Program Instructional Assistant  
 Nora Douglass ..... Middle/High School Language Arts  
 Judy Franklin ..... Attendance Secretary  
 Patrick Gallagher .....Instructional Facilitator  
 Peter Gardner .....Elementary  
 Amanda Greear ..... Middle/High School Art  
 John Hartman .....Link Program Instructional Assistant  
 Grainne Hed ..... Instructional Assistant  
 Phil Jerde .....Physical Education  
 Angela Jines .....Elementary  
 Matthew Johnson .....High School Math  
 Stephanie Knipp ..... Principal  
 Nikolas Kosty .....Elementary  
 John Mahaffie .....Speech/Language Pathologist  
 Robbi Manley ..... Head Custodian  
 Lisa McCown .....Health Tech/Office  
 Kaylea Merrill .....Link Program Instructional Assistant  
 Janett Meyers ..... Middle School Mathematics/Science  
 Kristen Moerdyk ..... Library Assistant  
 Joshua Murphy ..... High School Social Studies  
 Connie Ollmann ..... Registrar  
 Karen Pitts .....High School Spanish  
 Rob Peotter ..... Evening Custodian  
 Janelle Peyton .....Elementary  
 Laura Richards ..... School Psychologist  
 Joel Ricks ..... Transition Program  
 Terence Rucker .....High School Science

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Chris Scotti.....Library/Tech Office  
Erick Walker .....Link Program Teacher  
Sarah Wilson..... Middle School Language Arts/Social Studies  
Marylyn Yoder..... Head Secretary  
Kirby Young.....Elementary

**2018-2019 SNOW DAY SCHEDULES**

**KMVA - SECONDARY**

**1 HOUR DELAY**

<b>8:40 – 8:50 (10 MINUTES)</b>	<b>Homeroom</b>
<b>8:50 – 9:40 (50 Minutes)</b>	<b>Period 1</b>
<b>9:40 – 10:30 (50 Minutes)</b>	<b>Period 2</b>
<b>10:30 – 11:10 (50 minutes)</b>	<b>Period 3</b>
<b>11:10 – 11:50 (50 minutes)</b>	<b>Period 4</b>
<b>11:50 – 12:20 (30 minutes)</b>	<b>LUNCH</b>
<b>12:20 – 1:30 (50 Minutes)</b>	<b>Period 5</b>
<b>1:30 – 2:20 (50 Minutes)</b>	<b>Period 6</b>

**2 HOUR DELAY**

<b>9:40 – 9:50 (10 MINUTES)</b>	<b>HOMEROOM</b>
<b>9:50 – 10:30 (40 Minutes)</b>	<b>Period 1</b>
<b>10:30 – 11:10 (40 Minutes)</b>	<b>Period 2</b>
<b>11:10 – 11:50 (40 Minutes)</b>	<b>Period 3</b>
<b>11:50 – 12:20 (30 Minutes)</b>	<b>LUNCH</b>
<b>12:20 – 1:00 (40 Minutes)</b>	<b>Period 4</b>
<b>1:00 – 1:40 (40 Minutes)</b>	<b>Period 5</b>
<b>1:40 – 2:20 (40 Minutes)</b>	<b>Period 6</b>

**2018-2019 SNOW DAY SCHEDULES**

**KMVA - ELEMENTARY**

**1 HOUR DELAY**

**(150 minutes)**

<b>8:40 – 8:45 (5 minutes)</b>	<b>Homeroom</b>
<b>8:45 – 9:15 (30 minutes)</b>	<b>1<sup>st</sup> block</b>
<b>9:15 – 9:45 (30 minutes)</b>	<b>2<sup>nd</sup> block</b>
<b>8:45 – 10:15 (30 minutes)</b>	<b>3<sup>rd</sup> block</b>
<b>10:15 – 10:45 (30 minutes)</b>	<b>4<sup>th</sup> block</b>
<b>10:45 – 11:15 (30 minutes)</b>	<b>5<sup>th</sup> block</b>
<b>11:15 – 11:45</b>	<b>LUNCH</b>
<b>AFTERNOON AS USUAL</b>	

**2 HOUR DELAY**

**(90 minutes)**

<b>9:40 – 9:45 (5 minutes)</b>	<b>Homeroom</b>
<b>9:45 – 10:15 (30 minutes)</b>	<b>1<sup>st</sup> block</b>
<b>10:15 – 10:45 (30 minutes)</b>	<b>2<sup>nd</sup> block</b>
<b>10:45 – 11:15 (30 minutes)</b>	<b>3<sup>rd</sup> block</b>
<b>11:15 – 11:45</b>	<b>LUNCH</b>
<b>AFTERNOON AS USUAL</b>	

## ABSENCES

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The day of absence, please call the school to notify the attendance secretary. If we do not hear from the parent, the attendance office will call for verification of the absence. When the student returns, they must bring a note stating the reason for absence. For extended absences, more than two (2) days, a parent may request assignments. We ask parents to allow a twenty-four (24) hour preparation time for the teachers.

### EXCUSED ABSENCES

Absences which have a written parent note for the following reason are excused: illness, legal or medical appointments, emergencies, and family trips with one-week prior approval. All others are considered unexcused.

### UNEXCUSED ABSENCES

Unexcused absences are absences that are not included in excused absences above (even with a written parent note) and include: job interviews, needed at home, babysitting, overslept, missed the bus, etc. Teachers have the option of providing makeup work to students for unexcused absences. The school may refuse to acknowledge a parental excuse if the absenteeism was unnecessarily prolonged and potentially harmful to the child's academic progress (*excessive excused absences*). Under the guidelines of Washington State's RCW 28A.225.010 (commonly referred to as the *Becca Bill*), school officials are required to track and report unexcused absences and trancies. The law also requires school officials to file a petition in juvenile court for any student who has seven unexcused absences in a semester or ten unexcused absences in a school year. *This law also applies to excessive excused absences.*

## ACADEMIC SUCCESS TIPS

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### STUDY TIME

We believe that Kent Mountain View Academy students who wish to get the most from their schooling should set aside a specific time at home for study. This time is to complete regular assignments, practice spelling or mathematics, or to read literature or library books. This time should be free of TV, music, cell phones and other distractions. We believe such an established time devoted to study, thought, and reading will serve students well.

### STUDENT RESPONSIBILITIES

- Complete and turn in assignments by the specified due date as required by the teacher.
- Discuss each teacher's homework expectations with parent.
- Have an appropriate and quiet place to study.
- Schedule a regular time for completing homework.
- Listen to and follow instructions from the teacher and ask questions to clarify the assignment.
- Take home all necessary materials to complete the assignment(s).
- When returning from absences, follow each teacher's system to obtain assignments missed and complete them within the specified make-up time.
- Seek extra help if having difficulty with homework.

### PARENT RESPONSIBILITIES



- Know the expectations of the teacher(s).
- Provide an appropriate and quiet place to study.
- Have a study time for your child. Regulate this proportionately to the amount of time watching TV.
- Assist your child by developing a routine to help your child bring required materials/assignments home, complete and return the assignments to the teacher, keep an assignment book for accountability.
- Please contact teachers if there is any concern regarding your son/daughters homework. All staff members have e-mail and telephones in their room.
- Ask for assignments when a child will be out for three or more consecutive days.

### **PERFORMANCE AND NON-PERFORMANCE OF HOMEWORK**

Student grades are often a direct reflection of success in the completion and delivery of their homework. Those who complete all their coursework assignments rarely fail. Students who are not completing their homework may be given any number of consequences: lunch study hall, referral to administration, parent meeting, grade reduction.

### **ACTIVITIES**

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Since Kent Mountain View Academy has no athletic or music programs, you are permitted to participate at your home school. To maintain eligibility, you must remain in good academic and behavior standing at KMVA. You are required to notify your neighborhood school if you want to attend dances or try out for a sport.

### **CLOSED CAMPUS**

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Kent Mountain View Academy maintains a closed campus. Students need to have written permission from a parent or guardian in order to leave campus. A parent/guardian will need to come to the office to sign out his/her student. No visitors are allowed without prior permission obtained through the principal.

### **DRESS CODE**

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Students are required to wear clothing that is neat, modest, and not disruptive to the educational process. If a staff member views clothing as inappropriate, unsafe, or disruptive to the educational process, the student will be asked to cover or change the clothing or call home for a change of clothes. It will be considered defiance if the issue is ongoing and continues. The following dress restrictions apply to all students at KMVA:

- Display/reference to alcohol, tobacco, drugs, sexual behavior, and language that is intimidating, profane (vulgar) or discriminatory.
- Attire that is immodest or inappropriately revealing, exposes the torso, is see-through, or does not cover undergarments is not appropriate school wear; any extremely torn clothing, especially pants (unless neatly/securely patched) will not be allowed.
- Pants are to be worn at waist level and should not expose undergarments.
- Any apparel accessories, or manner of grooming which indicates gang membership, affiliation (i.e., wearing of colors, bandana, sagging, signing either verbal or non-verbal) or promotion thereof is prohibited.
- Clothing that displays representations of hate or anti-establishment (i.e., swastikas, confederate flags, and anarchism) are not permitted.
- The wearing of chains (metal or otherwise) or any drug related paraphernalia is not acceptable.

- Tank tops (garment shoulder-width less than three fingers) and strapless blouses can be worn in school only if they are worn with a covering shirt or blouse.
- Tube-tops and/or bare midriff clothing are not acceptable. Test: the top is tucked in, raise hand, if midriff or back shows, the top is too short for school.
- Students will be allowed to wear shorts as long as they conform to the standards: approximately fingertip length; shorts must be hemmed; no PE shorts, running shorts, or spandex.
- Pajamas, slippers, and blankets are not appropriate for school and are not allowed.

## **EARLY DISMISSAL**

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If a student needs to leave the campus, they must check out through the office. Prior to the early dismissal, students are to bring a written excuse from home for doctor, dental, or other appointments.

## **ELECTRONIC DEVICES**

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Electronic devices are not allowed in school. KMVA and KSD are not responsible for lost or missing items. If students have cell phones in their possession, they are to be turned off and out of sight for the duration of the school day. Cell phones are to be turned off when students arrive on campus, and may be confiscated if they are visible during the school day. Cell phones may be turned back on at 2:20 pm. **Consequences: First violation will result in confiscation for remainder of day and a warning. Second offense will result in confiscation and parents required to pick up the item.**

## **ELECTRONIC INFORMATION SYSTEM**

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1. School computers are to be used only for educational purposes. No personal or entertainment usage will be allowed. Students will be allotted space on the Kent School District server to store information. It is the student's responsibility to remove files from this space when they are no longer needed. Files in this server space can be accessed and deleted at any time and will be purged annually. Students should make back-up copies of all data
2. Personal e-mail may only be used with the permission of the teacher, and may only be used to transfer projects or assignments to your home computer.
3. You may not vandalize computer systems. You may not adjust either the hardware or the software on computers.
4. You are responsible for what happens with your account when you are logged in. Hate mail, harassment, discriminatory content, or other antisocial behaviors are prohibited.
5. Use of the system to access, view, download, store or distribute obscene or pornographic material is prohibited.
6. The use of mailing lists, bulletin boards, chat groups or commercial online services will be prohibited.
7. No on-line games or downloaded games will be allowed. Computers are for educational use only.

**Consequences: First violation will result in a 2-week computer suspension. Second offense will result in a computer suspension for the remainder of the semester and/or school year.**

## **FINES**

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Fines for books and/or materials may be assessed at any time. Most are assessed at the end of the term or at the end of the school year. Students with outstanding fines will have their report card held.

## FOOD AND BEVERAGES IN THE CLASSROOM

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We are proud of Kent Mountain View Academy, and it is everyone's responsibility to work together to keep our classrooms and school grounds attractive. It is expected that you will demonstrate good citizenship in this matter. **Gum is not permitted at any time. Food and drinks are not allowed in the classrooms. DO NOT BRING hot drinks, coffee, smoothies, etc. to school in the mornings. You will have to throw them away before entering the classroom. Under no circumstances are food or drinks to be used in the computer labs or while using the lap top computers.**

## GRADING PROCEDURES FOR STUDENTS

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Letter grades are a measurement of how well a student has mastered the understanding of goals and/or objectives established for the coursework by the teacher. The following is a standard description of grades.

- "A" grade indicates the student has completed all objectives established for the achievement of course requirements. Also, the student's work meets additional criteria established by the teacher **at a superior level.**
- "B" grade indicates the student has completed all the objectives established for the achievement of course requirements. Also, the student's work meets additional criteria established by the teacher **at an above average level.**
- "C" grade indicates the student has completed all the objectives established for the achievement of the course requirement.
- "D" grade indicates the student has not satisfactorily completed all objectives of the course, but he or she has accomplished enough that the teacher does not feel justified in failing the student or denying credit for the course.
- "F" grade is used to indicate that a student has failed to complete the objectives of a course. At the point by which it becomes apparent a student is failing the **parent should be notified. Please do not wait until progress reports/term grade.**
- "P" grade is used to indicate a student has satisfactorily completed the objectives of a pass-fail district-approved course and will be credited towards high school graduation requirements.
- **Grades must be based on a minimum of nine (9) entries.**

The following grading scale was recommended by the Academic Standards Commission and is now identified in the Washington Administrative Code (180-57-040) to calculate a student's grade point average. The scale is as follows:

A	4.0	A	100-93
A-	3.7	A-	92-90
B+	3.3	B+	89-88
B	3.0	B	87-82
B-	2.7	B-	81-80
C+	2.3	C+	79-78
C	2.0	C	77-72
C-	1.7	C-	71-70
D+	1.3	D+	69-67
D	1.0	D	66-60
F	0.0	F	59-0

Curricular objectives are not the only factors that influence a grade. The following are a few behaviors that will hinder the completion of an assignment and/or learning in the classroom.

- Tardy to class.
- Coming to class unprepared.
- Misbehavior.
- Having to be sent out in the hallway for a short "time-out" period.
- Talking too much.
- General off task behavior(s).
- Cheating.
- Coming to class unprepared for test, quizzes, and or projects.

## HARASSMENT, INTIMIDATION, AND BULLYING

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It is the policy of Kent Mountain View Academy that all employees and students should be able to work and learn in an environment free from discrimination, harassment, intimidation, or bullying. Discrimination, harassment, intimidation, or bullying means any intentional and hurtful or harmful written, verbal or physical act that:

Physically harms a student or damages the student's belongings; Has the effect of substantially interfering with a student's education; Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; Has the effect of substantially disrupting the operation of the school; Is motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, disability, or other distinguishing characteristics in RCW 9A.36.080(3).

Sexual harassment is unwanted and unwelcome sexual behavior, which interferes with your right to work in a harassment-free environment, and/or interferes with your ability to perform duties. It may involve uninvited comments, touching, gestures, jokes, notes, pictures, graffiti, gossip, or intimidation. It may also include behavior, which is offensive to an observing person, even if that person is not the intended target of harassment.

The target of harassment 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 on the basis of sex

or race violates school policy **and is illegal**. Harassment will not be tolerated at KMVA and administrative action will be taken, ranging from conferences to suspension, depending on the seriousness of the offense and KSD sanctions.

## **HOMEWORK: ABSENTEE MAKE-UP WORK POLICY**

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For students who are out ill, suspended, or in special circumstances with home instructors, district policies of KSD specify that teachers may develop their own late-work/absentee policy, and allow students the opportunity to make up their missed assignments in a reasonable amount of time. Usually the time given equates to the number of days missed, i.e., absent four days - given four days to complete missed assignments. **Those students who return from unexcused absences and/or truancy have no legal claim for make-up work.** Please make sure you know the make-up work policy for each of your classes.

- The office can request assignments from teachers only when a student has been absent for two or more consecutive days and the parent, guardian, sibling, or friend has made the request.
- Friends or siblings may pick up the assignments after 24 hours has been provided to collect the assignments.
- To receive full credit for an assignment, the student must make up the absent assignments within the appropriate time frame given by the teacher.
- Make-up tests will be scheduled at the teachers' convenience.

## **HONOR ROLL**

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If you achieve a 3.0 Grade Point Average for the semester, you are considered an Honor Roll student.

## **MEDICATIONS**

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If students are required to take any medication at school, they must bring the medication to the nurse's office with instructions and a signed medication form from their parent(s) and doctor. They will not be allowed, without permission, to have any medication including aspirin. Inhalers are the only exception; the student can carry an inhaler if the above procedures are met.

## **PARTIES**

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Parties shall be defined as an event when any type of food or drink is served. Classroom parties during the school day are not acceptable unless the party is a direct and identifiable part of the curriculum as defined by a course objective and approved by a building administrator. No movies will be allowed unless they are curriculum based.

## PLAGIARISM

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Summarized From Kleppner, Amy M., *Research Paper Procedure*, Second Edition, Teacher's Discovery, 2004

**Plagiarize** - to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source : to commit literary theft: present as new and original an idea or product derived from an existing source - **pla·gia·riz·er** *n*, *Webster's New Collegiate Dictionary 9th ed*, (Springfield, Ma: Merriam 1981, p. 870).

Consequences:

- Loss of credit for the assignment
- Possible loss of credit for the grading period (high school level)
- Possible referral to administration and/or parent conference

Avoiding Plagiarism – Five Simple Rules:

1. A fact that is not common knowledge must have a citation.
2. When you write about an idea, you must make clear whose idea it is. If it is your own idea, you do not cite the source.
3. If you are writing about someone else's idea, you must cite your source.
4. If you use someone else's exact words, you must put them in quotation marks and cite the source.
5. When you use an author's idea without quoting exactly, you must write the idea in your own words, not just rearrange or change a few of his or her words, and you must cite the source.

Three More Varieties of Plagiarism That You Must Avoid:

1. Self-plagiarism – submitting a paper that you submitted in a previous class.
2. Purchasing a research paper from any source, or copying part or all of another person's paper.
3. Collaborative efforts except when the teacher explicitly permits and encourages cooperation.

Ten Reasons Students cheat:

1. Lack of motivation to study or work hard.
2. Pressure from parents and teachers to get good grades.
3. The social stigma associated with cheating has disappeared.
4. Cutting and pasting information from electronic sources is so easy.
5. A mistaken belief that everything on the Internet is free for the taking.
6. Lack of understanding about what plagiarism is and how to properly reference resources.
7. Because students are not often caught cheating, they think they can get away with it.
8. Fear of falling behind because "everyone else" is cheating – and getting good grades as a result.
9. Unable to keep up with the heavy workload.
10. Belief that "getting it right" and "getting it done" are valued more than original thoughts or ideas.

## PROGRESS REPORTS

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Progress reports are required for students who have earned a D or F grade by the mid point of each grading period. The office staff will e-mail D and F progress reports home or remind parents to access Skyward. Teachers have the option of providing progress reports at their discretion at other times during the grading period, and may choose to give passing progress reports directly to students.

## **PUBLIC DISPLAYS OF AFFECTION**

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School is a place for learning. There will be no cuddling, hand holding, kissing, or other inappropriate touching on KMVA campus. Failure to follow the rule will result in a telephone call home and disciplinary sanctions.

## **REPLACEMENT FEES**

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Students who have lost any of the following items will be able to purchase a replacement through the office secretaries; payment can be either cash or check made out to KMVA.

Student ID card: \$5.00

Student Planner: to be replaced on your own

## **SCHOOL BUS: BUS PASSES**

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All Kent School District students riding the school bus on a regular basis are required to have school bus passes. Passes are issued at the beginning of the school year or during the year for new students.

Junior and senior high school students are required to show their school bus passes every time they board a school bus. Student photo ID cards will have route information printed on them. If a student does not have their bus pass, they are to read and sign a form acknowledging that:

- After one warning, if they have not shown the driver a receipt for replacement ID they will be refused transportation.
- They understand that they must go to the school office to obtain a new ID or get a temporary pass. The receipt or pass will be accepted up to five school days.

## **PERMISSION TO RIDE ALTERNATE BUS ROUTES**

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Students must ride to and from school on their assigned bus from their assigned bus stop. Elementary students may bring a note from home requesting an alternate route for the day. They should take that note to the school office to be signed by the principal or designee. Permission will be granted if space on the bus allows it.

Secondary students do not have this same option. Permission for secondary students to ride an alternate route is given only in a family emergency and that permission is given through the Transportation Department.

## **SCHOOL BUS POLICIES**

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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 notification.

## **BUS DEPARTURE**

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The Transportation Department tries to schedule buses to arrive at the schools approximately 15 minutes prior to the school bell time. In the afternoon, buses are scheduled to leave the load zone five (5) minutes after the last bell. It is imperative that the buses depart promptly.

## **SCHOOL HOURS**

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Office hours are 7:15 a.m. – 3:45 p.m. The school day runs from 7:40 a.m. – 2:20 p.m. Because there is limited supervision, students are not to be on campus earlier than 7:15 a.m. and are to leave campus by 2:30 p.m. Exceptions are allowed through teacher permission with approved supervision.

## **SNOW PROCEDURES**

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Follow the local radio and television reports for possible school delays or refer to the KSD home page for information. Bus routes for Kent Mountain View Academy will follow the same delay schedule (school delay of 2 hours = bus pick up delay of 2 hours).

## **TELEPHONES**

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**Students are not to use the classroom phones for personal use. Students may use the phone in the office if they are calling because of illness.**

## **TEXTBOOK CHECK OUT**

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Books are assigned to students for a grading period, or term, and are to be recorded on a sign-out card. Students are also required to cover their books. Please maintain records of student usage, noting the condition of the books when checked out. Notify the secretaries when you have assessed a fine for lost or damaged text books.

## **VISITATION OF NON-STUDENTS**

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The paramount concern of the district is the welfare of students and the orderly operation of the educational process.

1. All visitors to a school or classroom shall obtain prior permission of the principal and a visitation date will be given. Visitors are not permitted unless permission is obtained in advance. Students who attend other Kent School District or surrounding schools are not permitted to visit without an educational reason for visiting KMVA.
2. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, or if there is no legitimate educational purpose for the visit as determined by principal, the principal may withdraw or withhold approval. In either case, the principal shall give reasons for the action.
3. All visitors to Kent Mountain View Academy must register and get a visitor tag from the Main Office. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor will be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
4. If a dispute arises regarding limitations upon or withholding of approval for visits:



- a) The visitor shall first discuss the matter with the building principal.
- b) If it is not satisfactorily resolved, the visitor may request a meeting with the appropriate district administrator.

## **YEARBOOK PROCEDURES**

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A pre-purchase option is given to students and staff. Some extra books are available when the books are distributed during the last two weeks of school. Students are allowed to sign yearbooks before/after school and during lunch. Do not ask teachers for class time to sign yearbooks. Students who deface, or in any way ruin a yearbook, will be accountable for the full replacement cost and may face disciplinary sanction.

## **Compulsory Attendance Law**

Parents of any child eight years of age and under eighteen years of age will cause such child to attend school and the child will have the responsibility to attend for the full time when school may be in session, unless the child is enrolled in an approved private school or is receiving home-based instruction. If a parent enrolls a child who is six or seven years old in a public school, the child is then required to attend and that parent has the responsibility to ensure that the child attends school while it is in session.

Exceptions may be granted by the superintendent for children who are fifteen years of age or older if the child has the following circumstances:

- The student is physically or mentally unable to attend school;
- The student is attending a residential school operated by the Department of Social and Health Services;
- The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
- Upon approval by the student's parent for a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization for up to two days per school year without any penalty;
- The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to R.C.W. 13.64;
- The student has met graduation requirements;
- The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district will not require enrollment in coursework which exceeds the enrollment time necessary for a student to meet established course, credit and test requirements for high school graduation.

Excessive absences could result in violation of the State's Truancy Law RCW 28A.228.020. Students deemed truant will be referred to the King County Prosecuting Attorney's office.