

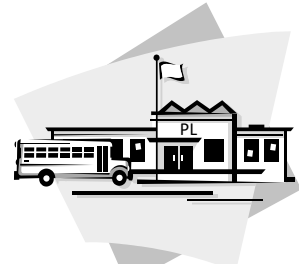
PANTHER LAKE ELEMENTARY SCHOOL
Home of the Panthers

STUDENT AND PARENT HANDBOOK
2018-2019



10200 SE 216th St
Kent, WA 98031
(253) 373-7470

Pam Pogson, Principal
Erica Aulava, Assistant Principal



Dear Panther Lake Families,

It is a great pleasure to welcome you to the 2018-2019 school year! I hope that the summer months have provided you with some rest, relaxation, and an opportunity to rejuvenate. Panther Lake is a beautiful building and our fabulous custodial staff have been working tirelessly to get it ready for the start of school.

On behalf of all the staff here at Panther Lake, we offer you this handbook to use as a reference for all the long standing as well as new traditions that take place here at Panther Lake. All our procedures and policies work to ensure that we can provide our students with an exceptional learning environment. I strongly encourage you to read and review this handbook with your student(s). If you have any questions or concerns not covered in this handbook, please don't hesitate to contact myself or the office staff.

As a school-wide Title 1 school, Panther Lake receives a significant amount of federal support to provide additional support and services to our students. As part of that support, each year we are required to provide a copy of our Family/School compact that outlines the way parents, students and school staff share in the responsibility for students' learning at Panther Lake. Enclosed in this handbook is a copy of our compact and our Family Involvement Policy. Please take some time to review this information.

We strongly encourage all parents and guardians to be an active participant in their student's education. Our Parent-Teacher Organization (PTO) and volunteering are two ways. The teachers and leaders of Panther Lake are responsible for setting high expectations and delivering top quality instruction. You can support this effort by sending your student to school every day, encouraging him/her to read for pleasure at least 30 minutes every night, monitoring homework and progress, and asking your child to share what they learned at school each day.

I look forward to working with you and your students in the coming school year. I am confident that we will experience a positive and enriching school year. Please contact the main office at (253)272-7470 if you need additional assistance.

Warm regards,

Pam Pogson
Principal

Panther Lake Elementary
Family/School Compact
Kent School District 415

“We at Panther Lake, pledge to provide a learning and social environment that ensures all students will meet or exceed standards.”

Panther Lake Mission Statement

Dear Family,

At Panther Lake we believe that working together as a team with families enhances students’ learning and academic growth. We value the parent/guardian’s role in helping students achieve high academic standards and we expect students to do their part by working to the best of their ability. This Compact outlines the ways parents, students, and school staff, build and maintain a partnership and share the responsibility for students’ learning at Panther Lake Elementary. Please review this information together with your child. This Compact may be discussed with you and your child throughout the year as it relates to your child’s school progress.

School Responsibility: As a school we agree to support all students’ learning in the following ways:

- ✓ Provide a learning and social environment that ensures all students will meet or exceed standards
- ✓ Provide high quality curriculum, instruction and learning materials
- ✓ Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child’s progress
- ✓ Provide opportunities for ongoing communication through:
 - Parent-teacher conferences
 - Reports regarding your child’s progress
 - Opportunities to talk with staff, volunteer in class, observe and participate in classroom and school wide activities

Student Responsibility: As a student I agree to show responsibility for my learning in the following ways:

- ✓ Attend school regularly and arrive on time
- ✓ Show positive school behavior by following the school rules and practicing our core virtues
- ✓ Complete and turn in homework every day
- ✓ Strive to do my personal best and ask for help when needed
- ✓ Read at least 20 minutes every day outside of school time
- ✓ Give to Parents/Guardians all notices and information received from school every day

Parent Responsibility: As Parent/Guardian I agree to support my child’s learning in the following ways:

- ✓ Ensure that my child attends school regularly and arrives on time
- ✓ Encourage my child to show positive school behavior and to follow school rules and practice the core virtues
- ✓ Review my child’s homework
- ✓ Monitor television watching and encourage positive use of my child’s extracurricular time
- ✓ Volunteer in my child’s school and classroom if time or schedule permits
- ✓ Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of my child

Thank you for your support and involvement in your child’s education!

Panther Lake Elementary’s Core Virtues are:

honesty, respect, responsibility, empathy, self-discipline, persistence, giving, and being green

Panther Lake Elementary

Title I Parent Involvement Policy

At our school we believe that parent involvement is essential to our students' academic achievement and future success. Our parent involvement policy was developed in partnership with parents and school staff to better serve the needs of our students. This policy will be evaluated annually to assure it is timely and effective.

At our annual Open House school information, including Title 1, Part A requirements, will be explained to parents. Parents may also receive this information through Principal Updates at our regularly scheduled PTO meetings. Additionally, this information will be included in the parent/student notebook.

Parents will be invited to participate in our parent policy planning, review and evaluation as part of our ongoing school improvement process and plan.

During the school year we will keep parents informed of our Title 1, Part A program including curriculum, assessment, and achievement levels expected, through our publications, conferences, and our website.

Parents may meet with staff members to give input and assist in making decisions regarding their child's education. Parents may call, email or write to the school office, teacher, or other staff to set meetings.

Our school staff will be available and will respond to parents through meetings, in two way communication, such as phone calls, and email, and through written formats. If needed, interpreters, and/or translations will be made available.

Our school/ home compact will be written and evaluated with parent assistance yearly as part of our school improvement planning process. Parents will receive the compact in our parent/student handbook.

We will provide activities and events to involve parents in their child's academic growth, such as Math Night, Literacy Nights, and Open Houses.

All parents are welcome and encouraged to volunteer in their students' school and classroom or on school field trips. Many volunteer opportunities are also available through our PTO. Volunteers are required to complete an online application, including a background check, before beginning volunteer service. To begin the application process visit www.volunteer.kent.k12.wa.us . If you need assistance with this, please call the office at 253-373-7470 and we can help you through the process. We also have a computer kiosk in the office where you can complete this process if needed.

For more information contact:

Panther Lake Elementary School
10200 SE 216th St
Kent, WA 98031
253-373-7470
kelley.gately@kent.k12.wa.us

2018-2019 KSD Panther Lake Elementary Student Calendar

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



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

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

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

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

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

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

#School Starts 8/30
2 School Days

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

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

@ No School – Teacher Workshop
☞ Veterans Day Observed 11/12
☞ Thanksgiving 11/22 & 23
18 School Days
☐ 2-Hour Early Release
11/21 Not An Early Release

☞ Winter Vacation
12/19 – 12/31
12 School Days
☐ 2-Hour Early Release

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

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

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

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

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

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

☞ Presidents' Break
2/18 – 2/22

15 School Days
☐ 2-Hour Early Release
2/13 Not An Early Release

^ Elementary Only - Conferences
3-Hour Early Dismissal

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

☞ Spring Vacation
4/8 – 4/12

☐ Optional School Closure
Make-Up Day 4/29
16 School Days
☐ 2-Hour Early Release

☞ Memorial Day 5/27
22 School Days
☐ 2-Hour Early Release

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

School Starts: Grades 1-6 August 30
Kindergarten September 5
Semester Ends: January 25
Semester/School Ends: June 21
Dismissal on last day of school is 12:25pm

Fall Conferences October 22, 23, 24, 25, 26
Spring Conferences February 11, 12, 13, 14, 15

Dismissal on Conference Days is 12:25pm

NO School Days

- September 3: Labor Day
- October 12: No School – Teacher Workshop
- November 2: No School – Teacher Workshop
- November 12: Veterans Day Observed
- November 22 & 23: Thanksgiving
- Dec. 19 – 31: Winter Vacation
- January 1: New Year's Day
- January 21: M.L. King Day
- January 28: No School – Teacher Workshop
- February 18 – 22: Presidents' Break
- March 6: No School – Teacher Workshop
- *March 29: Optional School Closure Make-Up Day
- April 8 – 12: Spring Vacation
- *April 29: Optional School Closure Make-Up Day
- May 27: Memorial Day

Panther Lake Elementary Start/End Time: 8:45-3:25 (in line by 8:43) Monday, Tuesday, Thursday, Friday
8:45-1:25 (in line by 8:43) Wednesday

☆ **Contact Information**

The following are numbers you may use to contact Panther Lake Elementary for information:

PL Phone #	(253) 373-7470
PL Fax #	(253) 373-7472
School e-mail	kelly.gately@kent.k12.wa.us
Panther Lake Website	www.kent.k12.wa.us/ksd/PL
KSD Web Homepage	www.kent.k12.wa.us
Dr. Calvin Watts, Superintendent of Kent School District	253-373-7701
Dr. Marion Smith, Executive Director of Learning Improvement	253-373-7134
Pam Pogson, Principal	253-373-7470
Erica Aulava, Assistant Principal	253-373-7470

☆ **Office Hours** Panther Lake's office is open to serve you the following hours:

Monday - Friday 8:00 am - 4:00 pm

☆ **Parent-Teacher Organization**

The Panther Lake Elementary PTO is an active, productive organization providing parenting programs, communication, special programs for students, and fundraisers to support school activities. We encourage your support of the PTO and its related programs. Information about joining the PTO is sent home early in the school year. You may get information about the PTO at any time by calling the school office or visiting the PTO website <https://www.kent.k12.wa.us/Page/5426>

☆ **Class and Individual Pictures**

The PTO sponsors individual pictures in the fall and class or group pictures in the late winter. Individual pictures will be taken early in the school year, and the resulting photos will be available before winter break. Information concerning individual and class pictures will be sent home with the children. There is no obligation to buy.

☆ **School Visitors & Volunteers**

Parent - visitors are welcome at Panther Lake. Please contact the office or teacher prior to a visit so they can make your visit more meaningful. Students and staff members enjoy having you come and share in their accomplishments. **All visitors and volunteers are required to sign in the school office and wear a visitor nametag.** All volunteers are required to complete an online application, including a background check, prior to having access to students. To begin the application process, each applicant will need:

- A valid email address. If you do not currently have an email address you may obtain one by searching the internet for a free email address such as hotmail.com, gmail.com, or yahoo.com.
- A valid U.S. driver's license, Washington State driver's license or photo identification, or U.S. passport. A current Proof of Insurance document for those applying to be field trip drivers.
- Those wishing to volunteer can select one or many schools to support and will be required to reauthorize and update the application and background check before beginning volunteer service each school year.

You can access [the online application](#) through the district website, or call the main office at Panther Lake for assistance.

☆ **Daily Schedule**

School Day

All Grades (K through 6th)

- 8:45 AM – 3:25 PM (students in line by 8:43 AM) Monday, Tuesday, Thursday, Friday
- 8:45 AM – 1:25 PM Wednesday

☆ Student Drop-off and Pick-up Procedures



The beginning and end of our school days can be an exciting and busy time. Panther Lake has drop-off and pick-up routines which work well when all families follow the rules. This system works if *everyone* helps make it run smoothly. To exit the Panther Lake parking lot, it is a **RIGHT TURN ONLY** during drop off *and* pick up. Do not turn right and make a U-Turn. Instead, please go around the block. If you need assistance with directions, please call the office.

Morning Drop-Off:

- Panther Lake opens for students at 8:25. To ensure your child's safety, do not drop off students before 8:25 when supervision will be present.
- Pull forward as far as possible in the yellow drop-off lane. Do not drop off any students before the crosswalk. Please wait and pull forward.
- **Drivers, please stay in the car.** If you need to assist your child getting out of the car, or you need a little extra time, we ask that you find a parking spot, then walk your student up to the drop off area, using the cross walks. **Students exit the vehicle on the right side of the car** to the sidewalk and use the sidewalk to enter through the west kindergarten doors.
- Do not drop your students off anywhere else in the parking lot as this creates an unsafe situation for students.
- Drivers make a right turn only out of the parking lot to help keep traffic moving.
- Please do not park in the yellow drop-off lane. If you would like to walk your student into the building, use a designated parking spot in our parking lot or on the street.

Afternoon Pick-up: 3:25 dismissal M/T/Th/F 1:25 dismissal W

- All students getting picked up will exit the building through the west doors to enter the small playground facing the parking lot. (Only bus students and walkers should come out of the front doors.)
- To ensure student safety, designated staff help make sure students get into the correct vehicles. Stay in your vehicle and continue to pull forward until your turn in the pick-up zone. **Please do not park in the yellow pick-up lane.**
- Do not ask your children to meet you on the street or to cross into the parking lot to meet you. This is unsafe and puts your student in the position of being asked to 'break a school rule'.
- When all parents follow this routine, it takes just a few minutes for all students to safely get picked up and it improves the traffic flow on the main street.

☆ Riding the Bus

Bus riders are to follow the rules for walkers to and from the bus stop. Please respect private property.

****STUDENTS ARE NOT ALLOWED TO CROSS THE BENSON HIGHWAY / 108th AVE SE. ****

1. ***If your child is to ride a different bus home from school, a written request from the parent is required.*** Your child should bring your written request/note to the office in the morning for stamped verification, then later - give it to the bus driver. These requests are good only on the specified date. Transportation will provide a list of bus riding rules to each student at the beginning of the school year. Bus routes are determined by the district's transportation department. Generally, they try to maximize efficiency and economy by filling all buses. If your child is not assigned to ride a bus, he/she will be allowed on the bus only with a note from the parent or guardian and only if there is room on the bus.
2. ***IF YOUR CHILD DOES NOT RETURN HOME AT THE EXPECTED TIME, STAY CALM, AND CALL THE SCHOOL AT ONCE (PL Office is 253-373-7470, Transportation Department is 253-373-7442).*** Keep a list of your child's closest friends and their phone numbers. This is always very helpful in finding students who do not go directly home.

☆ **Walkers**

1. The district transportation department assigns walking and bus routes.
2. Please respect private property rights.
3. Use extreme caution while walking to and from school. Students are to use sidewalks whenever they are available. Where there is a line marked at the side of the road to indicate a walkway, students are to use the walkway. Where there is neither a sidewalk nor a marked walkway, students are to walk on the left side of the road facing oncoming traffic. Many of our sidewalks have driveways that cross them. Caution your students about the fact that cars may be using these driveways and the drivers may be looking up the street for traffic.

☆ **Tardies**

An excessive number of tardies affects a student's academic performance. It also causes the teacher, upon arrival of the tardy student, to interrupt classroom instruction. Students who accumulate excessive tardies may be required to make up this time during recess.

Tardy	Arrival Between 8:45 am and 11:00am.
Half-day absence	Arrival after 11:00am or leaving before 1:00pm.
Early release	Leaving after 1:00pm and not returning.

☆ **Leaving School Early**

If it is essential for a student to leave school prior to the end of the school day, he/she is to notify the office before school starts and receive an early dismissal slip. The student must bring a note signed by the parent/guardian stating the time and reason. **Please note;** acceptable reasons for early dismissal would be the same as outlined under excused absences. **Leaving school early is highly discouraged.**

☆ **Attendance**

- It is expected that students will attend class on every school day, all day. The school will keep a record of absences and tardies.
- A parent/guardian should call the office at **253-373-7470** before 8:45am on the day their student is absent from school without prearrangement. The office staff will attempt to telephone each absent student's parent/guardian who has not called in by that time.
- Make-up work will be allowed for absences. **To request homework, the parent/guardian should call or send a note by noon to the school office.** Parents need to state in the note how the work will get home.
- Students who are absent from school on the day of a co-curricular activity or program will not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments and school related activities where prior approval is obtained.
- Students must bring a note from home upon returning to school stating dates missed and reason for absence. **This must be done within 48 hours of returning for the absence to be excused.** (A note from the parent/guardian is required for documentation even though the absence was called in.)

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.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

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

If your student has **three 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).

Excused Absences Include

- Illness
- Doctor/Dentist appointment for student
- Bereavement
- Religious observances
- Prearranged family vacation
- Extreme family emergencies

Unexcused Absences (including tardies) Based on court decisions (Becca Bill); the reasons given below are considered unexcused even with a note from the parent/guardian.

- Missed bus/off bus for discipline reasons
- Overslept
- Babysitting siblings
- Finishing homework
- Excursions – such as attending a fair, sporting events, etc.
- Doctor/Dentist appointments for someone other than the student
- Not reporting to school when delayed due to weather

☆ Emergency Procedures

Emergency drills are held each month during the school year and include fire drills, earthquake drills, shelter-in-place drills, and lock down drills. These drills are held so students and staff become familiar with what to do in case of an emergency at school. In case of an actual emergency during school hours, parents should not telephone the school since this only hinders emergency relief efforts. We will make every effort to provide for the safety and comfort of the students. As conditions permit, we will communicate to parents regarding whatever emergency situation is occurring. Parents should not attempt to enter the school building during an emergency and should report to the main office or other designated area. Even in emergency situations, students may only be released by authorized school personnel. If you take your child and we do not know it, it may endanger rescue workers who will be in search for possible victims.

☆ Breakfast & Lunch Program

Nutrition Services Program

Kent School District Nutrition Services information can be located at:

<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 through the MY SCHOOLS MENU PHONE app or our on-line web site ([Menu](#)). 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:

Nutrition Services

Meal Pricing 2018-19 School Year

Breakfast	Price	Lunch	Price
Elementary Student Meal	\$1.75	Elementary Student Meal	\$2.70
Secondary Student Meal	\$2.00	Secondary Student Meal	\$3.20
Reduced-Price Meal (Grades K-3)	Free	Reduced-Price Meal (Grades K-3)	Free
Reduced-Price Meal (Grades 4-12)	Free	Reduced-Price Meal (Grades 4-12)	\$0.40
Milk (<i>Vegetable, Fruit, Juice</i>)	\$0.50	Milk (<i>Vegetable, Fruit, Juice</i>)	\$0.50
Adult/Visitor/Second Meal	\$2.50	Adult/Visitor/Second Meal	\$4.00

Payment Information

Each student has an exclusive, individual meal account identified by the Kent School District student identification number. Money may be paid into the student's account in advance, then meals are deducted from the account.

Cash sales are rung up in the same manner which allows for accurate accounting. All students use the same system, which ensures anonymity for students on subsidized meal programs.

Prepayment by cash or check at school may be for any amount. Visa or MasterCard may be used for prepayments of \$20.00 or more by contacting Nutrition Services, or payments can be made online using [Lunch Money Now](#).

☆ **School Wide Expectations**

At Panther Lake Elementary there are three basic expectations:

1. **I am safe**
2. **I am respectful**
3. **I am a learner**

The Panther Lake Elementary School Staff believe in fostering a nurturing, caring community where learning is respected and valued as the key to future success. Our staff uses a multi-tiered system of support to assist all members of this community to learn skills needed to foster a nurturing, safe environment for learning and give students problem solving skills for the future. Since we believe all choices provide opportunities for a learning experience, all interventions will have a learning component. We believe for any system to be effective it must be consistent, communicated between staff, students, administration, and parents, and contain consequences. Our system is supported by our **core virtues** that we teach and celebrate with our students: **honesty, respect, responsibility, empathy, self-discipline, persistence, giving, and being green.**

The school wide expectations apply to all students at Panther Lake Elementary. Each classroom has their own system for dealing with minor infractions of these expectations. Each classroom system is explained to the student by the teacher at the beginning of the school year. For more serious or ongoing concerns surrounding the school wide expectations, the student will receive a written referral to be taken home and signed by a parent or guardian.

☆ **Cell Phones, Toys, & Other Electronic Devices**

Cell phones, toys, games, and other electronic devices are not allowed at school. Electronic devices include, but are not limited to: electronic games, head phones, ipods, and tablets. Items such as these are a distraction during class and are subject to theft, breakage, and disagreement during recess times.

***If a student must have a cell phone at school, a completed Cell Phone Permission form must be on file for the student. Students may obtain these forms from his or her teacher.**

Items such as these that are brought to school:

- First Offense: items will be taken to the office for the remainder of the day and locked in the main office. Student picks up item at the end of the day.
- Second Offense: item taken to office and will be locked in the main office. Parent/guardian required to pick it up from school.
- Third Offense: school discipline up to and including suspension for repeated offense.

☆ **Gum & Snacks**

Gum chewing is not allowed during the school day at Panther Lake Elementary. Sometimes snacks are consumed in the classroom. Individual teachers will inform you of their guidelines regarding snacks. No food of any kind (lunches, snacks, gum, candy, or drinks) can be brought onto the playground except popcorn on Popcorn Day.

☆ **Kent School District 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](#). 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.

☆ **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.

☆ **Progress Reports**

The teaching staff at Panther Lake Elementary will complete progress reports two times each year for parents. Parents will be invited to two parent/teacher conferences to set and discuss goals specific to each student (October and February). These conferences also give the parents and teacher an opportunity to discuss other factors of the student's development. In addition, two report cards will be sent home during the year (January and June). If you have questions about your child's progress during the year, you should contact the teacher.

☆ **Student Dress Code**

Student dress should be appropriate for a school setting. The adopted Dress Code for Panther Lake Elementary is as follows:

- Tank tops must be no less than three fingers in width and cannot have such wide sleeve opening that the torso is exposed.
- See-through tops, midriff tops, or other tops that are cut on the sides to expose the torso are not appropriate for school wear.
- Sheer or see-through pants/leggings are not appropriate for school wear.
- Clothing which promotes or contains profanity, drugs, alcohol, acts of violence, sexual messages, or promote a hostile environment are not appropriate for school wear.
- No caps, hats, or head coverings (except for religious reasons) are allowed to be worn in the building. The purpose for this expectation is to ensure that students may be identified.
- No bandannas.
- Hemmed shorts only. Shorts or skirts may not be shorter than fingertip length. Holes in pants/jeans must be below the fingertips.
- Pajamas not allowed to be worn to school.
- Costumes are not allowed to be worn at school, this includes any headbands with decorative attachments.
- No flip-flops or high heeled shoes (shoes must have a back to them).
- Open toed sandals are discouraged for safety reasons.
- All clothing should be worn in an appropriate manner that does not disrupt the learning environment.

☆ **Immunizations**

Washington State law requires that all students be immunized against polio, diphtheria, whooping cough, tetanus, measles, and rubella. Parents must fill out and sign a Certificate of Immunization Status form identifying the month, day, and year of each dose of vaccine. If a student's immunizations are not complete, the student will not be able to attend school until the immunizations meet the requirements. Exemptions may be obtained for medical, religious, or personal reasons.

☆ **Illnesses**

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.

Should your child become ill at school, he/she should tell a staff member. If it is necessary, the office will notify you and arrange with you for him/her to go home. It is important that emergency numbers in our files are up to date. In case no one is home during the day, phone numbers of people for us to contact should be on file in the school office. Listed below is information from the Washington Department of Health about some of the more common diseases. If you have questions regarding a possible communicable disease, contact your family doctor or the school nurse.

Chicken Pox	Excluded a minimum of one week from appearance of eruption and thereafter until all vesicles have become encrusted. No Quarantine.
Colds	Children with acute colds should not come to school.
Conjunctivitis	Commonly referred to as Pink Eye. Exclusion of children from school and restriction to home premises until adequately treated.
German Measles	Excluded for three days after appearance or eruption. No quarantine.
Impetigo	Excluded until lesions are healed or until proper treatment has been instituted and is being satisfactorily done.
Head Lice	Excluded until all nits are gone. Student must be accompanied by an adult upon returning to school to be checked for lice/nits.

☆ **Medication 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.
- 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. Additional information on district health information can be found in the [KSD Student and Parent Handbook](#).

☆ **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.

☆ **Non –Discrimination Policy**

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

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

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

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

The procedures for filing a formal complaint can be found in Procedure 3210.

Civil Rights Compliance Coordinator/Section 504/ADA Coordinator
Mr. Israel Vela, Chief School Operations and Academic Support Officer
Kent School District
12033 SE 256th Street A-300
Kent, WA 98030-6503
253-373-7235
Israel.vela@kent.k12.wa.us

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

Additional information and complete copy of Kent School District Student/Parent Handbook 2018-2019 can be located at

<https://www.kent.k12.wa.us/cms/lib/WA01001454/Centricity/Domain/182/Handbook%202018-2019.pdf>