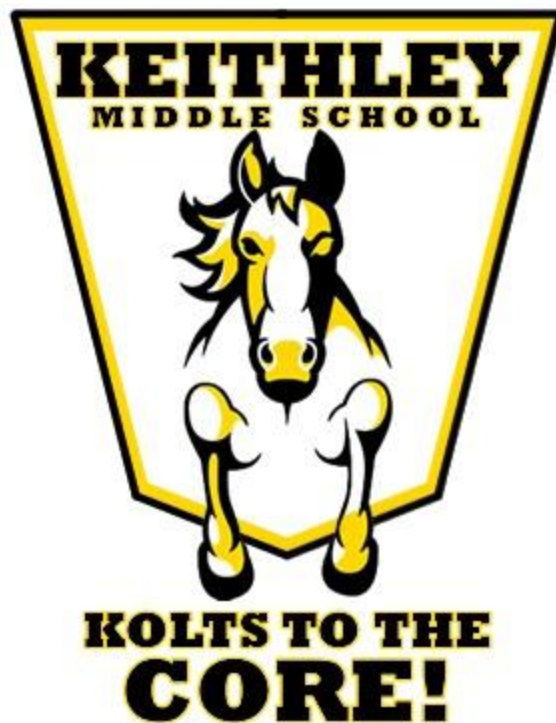
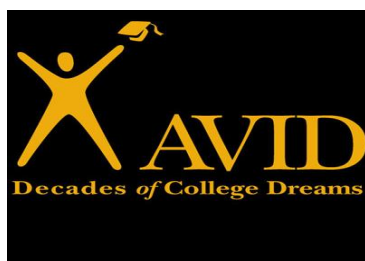


STUDENT



HANDBOOK



WELCOME TO PERRY G. KEITHLEY MIDDLE SCHOOL

P.G. Keithley Middle School (PGK) is home of the KOLTS! Keithley was opened in 1961 and consists of eight main buildings. We hope that you will not only strive for excellence academically while attending P.G. Keithley Middle School, but that you will also participate in our athletic programs, musical programs, and many of the other activities we offer. The more you become involved in school activities, the more you feel this is your school. This handbook informs you about areas that affect you the most. If after you have read the material you still have questions, feel free to contact a PGK staff member. We are here to serve you and pledge to offer you all possible assistance.

All courses and activities at P.G. Keithley Middle School conform to Washington State anti-sex discrimination regulations and federal Title IX requirements. All courses and activities are open to all students without regard to race, color, national origin, gender, sexual orientation, or ability.



We are a Safe and Civil School

Safe School Helpline

Dial 1-800-4-1-VOICE, ext. 359 (1-800-418-6423, ext. 359) and follow the prompts.

Internet Reporting: www.safeschoolhelpline.com

The **SafeSchool Helpline** allows students or parents to report incidents or situations that may present a risk or concern to students or faculty on the Keithley Middle School campus. The **Safe School Helpline** is anonymous.

ACTIVITY BUS:

An activity bus run is available **only** for Keithley students who are participating in extracurricular activities, such as athletics, intramurals, clubs and dances, as well as students who stay after school at the request of a teacher. There are activity buses Monday through Friday at 5:00. The activity buses take approximately one hour to complete the bus circuit and may not stop at the student's regular stop, therefore requiring students to walk a few blocks home.

ASB CARDS (Activity Tickets)

All students receive an Identification (ID) Card when student pictures are taken. In order to have an ASB card; students must purchase a sticker in the office that is then put on their ID card. The price is announced at the start of each school year. **All** students who participate in interscholastic sports, jazz band, and concert choir or are a member of any ASB sponsored club must purchase an ASB card.

The ASB card entitles students to reduced prices at high school games, KMS dances, and yearbooks. Students may purchase a Washington High School sticker for an additional cost that will allow them to attend Washington home games for free.

Activities are held to the same academic standard as sports because they must purchase an ASB card to participate.

ASB LEADERSHIP:

The student leadership consists of students elected by their peers. The ASB board meets weekly to discuss and vote on school affairs and disbursement of ASB funds. The meetings are conducted under the supervision of the staff ASB advisor. ASB officers and representatives must maintain high academic standards, good attendance and have a record free of disciplinary action.

ASSEMBLIES

Assemblies are scheduled as a part of the total school program to be attended by all students, and as such are designed to be educational and supportive of the educational program. They provide one of the few opportunities in school to learn formal audience behaviors. All students will sit in the bleachers provided on both sides of the gym at Washington High School. Students will not be allowed to stand or sit in aisles or pathways because of fire regulations. Assemblies will be held at regularly scheduled times during the school year. On these days an activity schedule will be published to provide an assembly agenda and time period.

On assembly days, students are expected to:

1. Report directly from class to the assembly.
2. Sit in the proper section.
3. Show respect during the flag ceremony by remaining silent, whether sitting or standing.
4. Listen considerately and attentively to speakers.
5. Participate in the manner requested

ATHLETICS:

After school athletics are open to all students who are passing all classes, have purchased an ASB card, and have a current physical on file at school. **Note:** final spring grades determine fall sports eligibility. Students planning to participate in sports should pay careful attention to the following requirements:

- (a) **Physical Examination:** Must be current (valid for two years; unless otherwise noted) and have it on file in the Health Center **before** you will be allowed to turn out for sports.
- (b) **Medical and Dental Insurance:** This is strongly recommended and can be purchased through the school if you do not have sufficient coverage.
- (c) **Parent Consent form:** Parents or guardians must consent to any participation.

Emergency Medical Treatment and Transportation Authorization form:

- (d) Must be turned in before 1st day of practice.
- (e) **Concussion Information Form:** Parent or guardians must read and sign this form showing they understand the information provided.
- (f) Acknowledgment by the student and his/her parent of Franklin Pierce School District eligibility and training requirements.
- (g) Students must be passing all classes to participate in interscholastic sports.
- (h) Students who do not meet the above grade requirement can still turn out for the sport, but will be placed on academic warning. If grades do not improve within 2 weeks, students will be placed on academic probation where students may practice with the team, but will not be permitted to participate in games/matches.
- (i) No high school students or students from other schools are allowed at KMS games unless accompanied by a parent/guardian.

ATTENDANCE

State law states that students need to attend school and need to be on time. Students must also obey all rules and regulations of the school district as determined by the administration and the board of directors. In compliance with Washington State's Compulsory Attendance Law, each student shall be expected to be in school each day except in the case of personal illness (including emergency, dental or medical appointments). Parents are discouraged from requesting a student's absence for reasons other than prescribed by law. If absences exceed more than 20 consecutive days, the pupil will be withdrawn and may be retained at current grade level (WAC 392-121-108).

1. **Class Attendance** – Each student shall report to each of his/her classes as scheduled. Failure to attend a class may result in school discipline. Students officially excused by the administration shall not be penalized. A student's academic grade in a particular subject or course may be adversely affected because of tardiness or absences.
2. **Early Dismissal** - If it is necessary for a student to leave school early, please send a note with your student to the attendance office before school that morning or call the **Attendance Office (298-4313)** with the information. Students must report to the main office prior to leaving campus and the parent/guardian will need to sign the student out.
3. **Tardy to School** – Students arriving after 7:25am report to the attendance office. A note from the parent / guardian is needed to excuse the tardy. Any student who does not have a note will be considered an unexcused tardy until a note is brought in or a parent/guardian calls the attendance office.
4. **Returning to School After an Absence** – Students are required to provide a written excuse signed by a parent/guardian upon returning to school after an absence. Should a student return without a note the absence is considered unexcused until a note is sent or a parent/guardian calls the attendance office to report the absence.
5. **Withdrawing from School** – All students must have a parent/guardian request to be withdrawn. The request can be a written note or a phone call and must be from the parent /guardian who enrolled the student. If a student is present at school they can hand carry the withdrawal papers to each class, which will allow it to be completed that day. If the student is not present it will take three days to complete the withdrawal process.
6. **Excessive Absences and Truancy** or Noncompliance with Washington's Compulsory Attendance Law. Students will be asked to provide medical documentation for any prolonged illness (more than 1 week). If a student has several unexcused absences or is absent a large number of days in the school year, school officials will schedule a meeting with the parent and the student to develop a plan for improved attendance. If expectations of the plan are not met, or parents don't respond to requests for a meeting, then a doctor's note may be required to excuse all future absences. If this intervention does not work then a BECCA petition reporting noncompliance with Washington's Compulsory Attendance Law will be filed with the Pierce County Juvenile Court.

BOOK BAGS & BACKPACKS

Book bags and backpacks are the responsibility of the student. The school is not responsible for lost or stolen articles from book bags and backpacks.

BUS RULES

Student safety is the primary concern of the transportation department. Students whose conduct is not acceptable will be subject to disciplinary action by the bus driver, transportation, and/or the school. The bus driver has full authority at all times and may remove disruptive students from the bus. If parents have any questions regarding transportation, including discipline issues on the bus please call 253-298-3865.

CAFETERIA

All students qualify for free lunch and breakfast. For the beginning of the year 2021-2022, assigned seating in the cafeteria is required along with the following:

- Walk, to, from, and inside the cafeteria.
- Form orderly lunch lines
- Purchase hot lunches prior to snack bar purchases
- Remain in your assigned seat
- If you need to use the restroom, please observe if the availability lights show space
- Tap the light with your elbow before entering to indicate in use
- Use the restroom, flush, wash, turn the availability light off on the way out
- Return to your seat

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Parents/Guardians should inform the office or their counselor of any change of address, phone number or emergency contact information. This is necessary in case of an accident or injury. The change of address form is available in the main office. It must be filled out by a parent/guardian before any changes can be made. If your child is seriously injured

and cannot speak for themselves we need to have numbers to contact a parent/guardian. Cell phones make good contact numbers.

COMMON HALL PASS

During class periods, students who are out of class must have a hall pass. Hall passes consist of a yellow lanyard with an attached card that identifies the teacher who gave permission to use the pass and the room number of the classroom. All students are required to sign out when leaving the classroom for any reason. When at lunch, students must have a pass from a lunchroom supervisor to go to the library, Health Room, Counseling Center, main office or any other area on campus besides the cafeteria/courtyard. **10/10 Rule:** Students will not be issued passes during the first 10 or last 10 minutes of class to protect these crucial minutes of instructional time.

COUNSELING CAREER CENTER (CCC)

Please make an appointment to see a counselor. Appointment sheets are available on the counter in the main office. Counseling appointments can be made before school, after school, or during lunch. The counselors are in charge of registration, individual programming and orientation. Parent conferences can be arranged through the Counseling Career Center.

DANCE POLICY

Dances take place throughout the school year. Dances are a privilege for Keithley students and school rules apply at all dances. On the day of the dance, Keithley students may purchase wristbands for themselves. All backpacks, coats, and other items will be locked up in the band room or the locker rooms during the dance. Students are unable to go back to these storage areas during the dance. All students must leave campus after the dance and all arrangements for rides home must be made before the dance.

Rules for all Dances: (Students may be removed from the dance for failure to follow these rules.)

Inappropriate behavior

Making fun of other dancers
Dancing front to back
Any dancing in a prone position on the floor
Any form or style of "freaking" or grinding
Using chairs or furniture to dance on or with
Trains
Mosh pit
Dancing on the stage or jumping off the stage
Dancing up against the walls
Groping
Inappropriate clothing (School Dress Code Applies)

Appropriate Behavior

Having fun!
Dancing by yourself
Dancing with a friend face-to-face, standing up
Slow dancing face-to-face
Dancing in a group, standing up, not touching

Expectations for all Dances: Students will receive one verbal warning, and then will be removed from the dance for displaying any of the inappropriate behaviors or failure to comply with dress expectations.

DRESS CODE

Student dress codes should support equitable educational access and should not reinforce gender stereotypes (e.g., cleavage should not have coverage requirements). Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

The primary responsibility for a student's attire resides with the student and parents or guardians. The school is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school.

1. Certain body parts must be covered for all students

Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with solid material. **All items listed in the "must wear" categories below must comply with this basic principle.**

2. Students MUST Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)

3. **Students CANNOT Wear:**

- Violent language or images.
- Images or language depicting drugs, alcohol, and/or gang-related (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear.
- Bathing suits.
- Masks or headgear that obscures the face (except as a religious observance).

DISCIPLINE

Students are expected to adhere to schoolwide and classroom behavior expectations. Please see the final pages of the handbook to review our P.R.I.D.E. behavior matrix which list the behavior expectations for each area of the school. If a student does not live up to the Keithley Kolt P.R.I.D.E. expectations, disciplinary action will be taken according to the inappropriate behaviors exhibited. Please see our tiered matrix of inappropriate behaviors and potential consequences for each tier following the behavior matrix.

DISPLAYS OF AFFECTION

The school building, school grounds or school activities are not the places for public displays of affection. PDA, i.e. arms around the waist, neck, or shoulders, holding hands, kissing, and hugging is considered inappropriate behavior at school. PDA can involve members of opposite sex or members of the same sex.

DISRUPTIVE OBJECTS

Students are prohibited from bringing to school objects that interfere with or disrupt the educational process. Bandannas, squirt guns, stink bombs, lighters, cards, laser pointers, etc. serve no useful educational purpose. Students found using or in possession of these items will have the object confiscated and be subject to school discipline. **Items may only be returned to parents/guardians.**

EATING AND DRINKING ON CAMPUS

In order to prevent excessive litter and damage to classrooms and buildings, all food and drink must be consumed in the cafeteria. Original, sealed (sealed by the factory) water bottles or beverage containers containing water may be used in classrooms depending on teacher discretion.

EMERGENCY SCHOOL CLOSURE

If there is ever a need for schools to be closed, you will receive an auto-dialer call with closure details. If there is a question whether school is in session, parents and students are asked not to call the school, they should consult media (TV, radio, internet) for up to date information.

If schools are in session, students may be sent home early or they may be retained at school beyond the regular closing time, depending upon the circumstances. When schools are closed, activities planned for that day and evening will be cancelled.

ELECTRONICS POLICY

Student use of electronics should be responsible and not disruptive to the learning environment. **Unless otherwise posted, electronics should be inaudible and stored out of view in the classroom environment.** Teachers will set the expectations for use of electronics in their classroom when necessary for learning, and the norms for common areas will be taught, posted, and enforced fairly. Teacher/staff requests for devices must be honored and students are expected to comply immediately without argument. If a student refuses to turn over a device, they will be immediately referred to the office for disciplinary action.

EXTRA HELP

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. Arrange a conference with your teacher after school or at a time convenient to both of you during the day.

FIELD TRIPS:

Field trips are a fun and educational part of the school experience. Field trips are also a privilege and students can be denied access to them based on criteria developed by their teachers. Students must have a signed permission slip in

order to attend. Due to legal reasons we cannot accept phone calls or notes written by parents instead of the original permission slip. We will often ask for parents to help chaperone field trips. Please let your child's teacher know if you would be interested in being a chaperone.

FINES AND BILLS

Families of students with overdue books and owed fines or fees are encouraged to contact the office to make arrangements to take care of any fines/fees owed to prevent the limiting of their student(s) being allowed to participate in any extra-curricular activities (sports, field trips, clubs, dances, etc). Fine notices will be included with report cards. Students and/or their parents/guardians may also check with the cashier and/or the librarian to see if they have outstanding fines.

FIRE DRILL PROCEDURE

In order to comply with the state fire marshal's recommendation we will establish specific procedures for fire drills at Keithley Middle School. These procedures should be closely followed whenever practical. Teachers have a special responsibility for familiarizing themselves and their students with proper, orderly, fire drill conduct.

The fire drill signal is a continuous alarm buzzer. At the signal students and teachers should proceed in a quiet and orderly fashion to the north fields. Staff and students are not to enter the building until administration has granted permission to return. During drills, students are required to follow staff directives. Failure to follow staff directions in a drill / emergency situation will result in disciplinary consequences.

FIRE EXTINGUISHERS/ALARMS

Tampering with fire extinguishers/alarms is defined as a criminal act under the laws of the State of Washington. In the interest of safety, life and property, students are directed to refrain from tampering in any way with fire extinguishers/alarms.

GRADING

Parents can monitor student grades weekly using OnLine Grades at the following web address:

(<http://grades.fp.k12.wa.us/fpsdstudents>). By going to the Website at **www.fpschools.org**, students and parents may access the following information:

- A summary of the grades for each class, including detailed progress reports showing an itemization by assignment and missing work.
- An indication as to when the grades were last updated.
- A link to email teachers.
- A calendar which teachers may use to list assignments and links to assignments to be downloaded.
- A summary of assessments.
- Downloadable version of student handbook.

Your student will receive login information at the beginning of the year. Student logins and passwords remain the same year to year. If you need your child's login, please contact his/her counselor at (253)298-4307. Progress reports are sent home three times per quarter.

HEALTH CENTER

The Health Room is open during school hours only. The health assistant is available every day. Students desiring to be seen in the health room are required to present a **Health Room Pass**, which has been signed by a teacher or staff member. Upon entering, students must sign the health room log to register their attendance. Students will be evaluated by the health assistant and/or nurse. If it is determined that a student needs to be sent home, a parent/guardian will be contacted for permission, before a student is allowed to leave campus. Any student leaving campus when ill or injured must be evaluated and excused through the health room. Visits to the Health Room will be limited to twenty **(20)** minutes. After 20 minutes a decision will be made by the Health Room Staff and the student to return to class or contact the parent for permission to leave school. Time out of class will be considered unexcused if the student remains in the Health Room longer than 20 minutes without consent from the Health Room Staff. It is the student's responsibility to always come to the Health Room with a pass, keep track of their own time and checkout, if permission is authorized by the Health Room Staff. Numerous visits to the Health Center will be investigated.

INSURANCE

Accident insurance is offered for school hours or for 24-hour coverage and a 24-hour/12 month dental insurance plan. Brochures detailing these programs and their costs are given to each student at the start of the school year. For further information, please contact the office.

LIBRARY PROCEDURES

Library procedures and expectations:

1. Books are checked out for two weeks.
2. Word processing and other Microsoft Office offerings are on each computer.
3. Grades are held until materials are returned or paid for.

Students are expected to:

1. Turn in a signed Internet Use Policy form to use the Internet.
2. Provide picture identification to checkout materials and for computer/internet use.
3. Keep food and drinks inside their book bags and not at the library tables.
4. Have a pass to enter the library except when entering with a class.
5. Place book bags/duffle bags on the designated book bag table when entering.
6. Keep valuables (purses/wallets) with you. We are not responsible for them.
7. Sign in on the appropriate sheets for entering the library, using the Internet, and using the computer for word processing or CD-ROMs.
8. Print out only school or assignment related items during periods 1-6.
9. Not print copyrighted material (song lyrics, artwork, etc.).
10. Not check out materials or use the computers if they have overdue materials.

LOST AND FOUND

Any articles found should be brought to the office where a lost and found service will be maintained. Unclaimed clothing is given to charity.

MEDICATION

Medication will be administered in the health center when necessary. Written requests from student's physician or dentist and parent/guardian must be submitted to the health technician.

Medication must be:

- in the original pharmacy container;
- labeled with student's name and name of the medication, dosage, and frequency of administration.

This includes all prescription and non-prescription medication with the exception of pre-approved inhalers or EpiPens.

All medications must be checked into the health center by parent/guardian. Students in possession of medication (in any form) will be subject to school discipline.

OFFICE CONDUCT:

Students should remember that the office personnel are glad to help them, but they also have other work to do. Should a student behave rudely, speak loudly, or refuse to comply with the requests of the office staff, the student is subject to disciplinary action.

OUT OF DISTRICT STUDENTS:

Any student who resides outside the district may apply to attend a school in the district or file the parental declaration of intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis. The district will not accept nonresident students in each school year if accepting nonresident students would constitute a financial hardship for the district. The district shall provide information on inter-district enrollment policies to nonresidents on request. A parent or guardian shall apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent shall develop an application form which contains information including, but not limited to, the current legal residence of the child, the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district, and the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district. The superintendent will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
- B. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
- C. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;
- D. Whether the district has already accepted as many nonresident students for the school year as permitted by this policy;
- E. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
- F. Whether the student has been expelled from a public school, in which case the student may apply for admission under the district's policy for readmission of expelled students;

G. Whether the student has been absent no more than 15% of the current or previous school year (excused and/or unexcused);

H. Whether the student has been suspended no more than 6 days (consecutive or cumulative) or suspended for any criminal act in the current or most recently completed school year; and

I. Whether the student has no more than one failing grade in a core academic subject in the current or most recent grading period.

If the non-resident student is the child of a full-time certificated or classified school employee the superintendent shall accept the transfer request unless the nonresident student:

A. Has a history of convictions, violent or disruptive behavior, or gang membership;

B. Has been expelled or suspended from school for more than ten consecutive days; or

C. Displaces a child who is a resident of the district.

PACIFIC LUTHERAN UNIVERSITY (PLU):

Students may walk through the PLU campus to and from school. However students who violate any established state law or school policy while on PLU's campus may be referred to the Pierce County Sheriff for disciplinary action and/or be banned permanently from the campus.

PARENT-TEACHER CONFERENCES:

All teachers are available for conferences after school and during their planning period. Parents wishing to conference with a teacher should contact the teacher or counselor to arrange an appointment.

PE UNIFORMS

The KMS uniform is mandatory for participation in PE.

Purpose for using a P.E. uniform:

1. By using a P.E. uniform, students have a fresh change of clothes after working out for the period. Uniforms get wet, dirty, sweaty, and smelly!! (Personal Hygiene)
2. Students reduce the chance for injury and have a much greater ease of movement.
3. It is easier to get a student's uniform back to them when they are misplaced because their name is printed on each item.

Students will be required to purchase a Keithley P.E. uniform and have socks and lace-up tennis shoes. All students are encouraged to have additional plain, light-gray sweat pants and long-sleeved, light-gray sweat shirt for the days they are doing outside activities. The students are required to have their names neatly printed in permanent marker on each P.E. garment. If a student marks out another student's name on their uniform and writes in their name, parents will be contacted, and they will be expected to purchase a new uniform item. Students are required to change into their P.E. uniform at the beginning of the period and back to their school clothes at the end of the period. No part of their school clothes should be worn as part of, or under, their P.E. uniform. If a student takes or uses another student's uniform with or without permission they are subject to school discipline. Students who choose to opt out of class activities can't make up this time. Students who do not change into an appropriate P.E. uniform will negatively affect their daily grade. After three times in a given quarter, a phone call home will take place. Please don't abuse the uniform policy, as it is there for the safety, comfort and cleanliness of your child.

PE Locks & Lockers

Combination locks and lockers will be provided so that students can securely store their P.E. belongings. They will be assigned during the first week of school. Properly using your lock and locker will help ensure your belongings are protected. You should have the following items in your P.E. basket:

1. Stick deodorant (NO SPRAYS or GLASS CONTAINERS. They will be confiscated and disposed of)
2. Your required Keithley uniform.

Memorize the combination and **DO NOT SHARE IT WITH OTHER STUDENTS.** NOTE: There will be a charge of \$6.00 if your lock is lost or damaged while checked out to you. Do not share your locker space with **other** students!! Please keep all of your possessions locked at all times. Avoid bringing any type of valuables to P.E. The P.E. staff is not responsible for lost or stolen items!!!

PROGRESS REPORTS

The staff of Keithley Middle School feel it is important to keep open lines of communication with parents regarding student grades. In addition to quarter report cards and the semester report cards, progress reports will be sent home every three weeks during the quarter.

RECORDS

Policy No. 3231 STUDENT RECORDS

The district shall maintain those student records necessary for the educational guidance and/or welfare of students for

orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents. "Parent" includes the State Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student. Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district, which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may re-lease student records other than to a school agency or organization, except as otherwise provided by law. A grades report, transcript, or diploma shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

REHABILITATION ACT (SECTION 504):

The Franklin Pierce School District complies with Section 504 of the Rehabilitation Act, which prohibits discrimination against students due to their handicapping condition. Questions or concerns relating to Section 504 may be addressed to the assistant principal or the District's Section 504 coordinator, Bill Rasplica, 315 129th Street South, Tacoma, WA 98444, (253) 298-3048.

SAUL HAAS FUNDS

Limited Saul Haas funds are available for students who find that they are unable to participate in either the curricular or co-curricular program at Keithley Middle School because of costs. Students who need more information about these funds should see their counselor.

SCENT/AIR QUALITY POLICY

Keithley Middle School values the health of students and staff and is committed to providing a healthy learning/working environment. While recognizing that complete elimination of scents is virtually impossible, the expectation is to minimize the risk of exposure by information, awareness and avoidance. The more that is learned about the effects of the environment on individual physical and emotional well-being, the more important it becomes to provide an environment that is healthy for all students and staff. Many people are sensitive or allergic to simple scents from deodorant, hairspray, cologne, soap, perfume and aftershave. Symptoms of this sensitivity or allergy range from headaches, red eyes, itching, coughing and sneezing, to severe asthma attacks. Nearly one-quarter of the population is subject to respiratory and allergic reactions that may be inflamed by scented and chemical substances. This policy applies to all persons in schools and district vehicles, including students, staff, visitors and volunteers.

1. We request that staff and students avoid the use of fragrances and perfumed personal care products while in our school and district vehicles.
2. Students purposefully discharging scent devices without regard to this policy will be subject to school discipline.

SCHOOL PICTURES:

Pictures are taken in the fall and made available in prepaid packets. Students who wish to purchase pictures must pay at the time the pictures are taken. Money will be refunded for defective pictures by Quality School Portraits, not the school. All students will have a picture taken for ID cards and the yearbook, whether or not they wish to purchase individual picture packets. Should there be a problem with your school pictures, please contact Quality School Portraits at 1-877-697-6996.

SKATEBOARDS, SCOOTERS AND BIKES

For safety reasons skateboards, scooters, and bikes are not allowed to be ridden on campus. The school provides a fenced area for parking student bicycles. The school is not responsible for damage or theft of bicycles. It is requested that students secure their bicycles with bike locks. Students must walk bikes while on campus. **Skateboards, scooters, and skates of any kind are not allowed at Keithley Middle School.**

Student Led Conferences(SLC):

Individual student planning is a culmination of parent conferences, advisory lessons and a student portfolio. It is an opportunity for students and parents to share in the development of the student's academic, career and educational plan. ISP Advisory classes are held every Wednesday and there is a set curriculum that each student is responsible for completing and placing in their portfolio. Lessons include goal setting, educational assessments, grade reports,

exemplary work, citizenship and student as a worker within the real world of work. The portfolio is the tool that students use to maintain their work starting from 6th grade and culminating at the end of 8th grade. A staff member observing the student's presentation will evaluate the portfolios during each ISP conference. At the end of the 8th grade year each student will take their portfolio with them to high school.

STUDENT PHOTOGRAPHS

Franklin Pierce School District uses photographs of students in district publications, newsletters and occasional news releases for television and local newspapers. If you do not wish to have your child's picture used for this purpose, please complete the release of information form available in the Counseling Center.

STUDENT SEARCHES

FPS Policy No. 3230

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff shall take particular care to respect students' privacy. School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, school security officers, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by Board policy. A search is required when there are **reasonable grounds** to suspect a student has a firearm on school grounds, transportation, or at school events. Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:

1. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.

2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff.

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

TELEPHONES

Telephones are to be used for business purposes and should be used by students for emergencies only. Under no circumstance is a student allowed to use a school telephone without permission from a staff member. Please have a communication plan in place if your student plans to stay after school beyond normal office hours. Parents/guardians desiring to reach students during class time should call the school office rather than the student's cell phone.

VALUABLES

Students are cautioned not to bring large amounts of money, electronic devices, CD's, mp3 players, electronic communication devices, cameras, or any items of value to school. Students are responsible for their personal property. The theft and/or loss of any of the above items that are brought on to the KMS campus by students will not be investigated.

VISITORS ON CAMPUS

Keithley Middle School is a closed campus. Parents/guardians may visit classrooms and eat lunch with their students with prior notification/approval and must first check in at the main office. All visitors must sign in and receive a visitor's badge in the main office to be displayed while on campus. Under no circumstance are students allowed to invite non-students or former students on campus.

WASHINGTON HIGH SCHOOL CAMPUS

Keithley Middle School students are not to be on the Washington High School Campus unless they have permission from Washington administration. Please see a Washington school administrator in the Washington school office.

FRANKLIN PIERCE SCHOOL DISTRICT

Administration Offices
315 129th Street South
Tacoma, WA 98444-5099
Office Hours: 7:30 a.m. – 4:00 p.m.

ANNUAL NOTICES AND STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Policy No. 3210 NONDISCRIMINATION

The Franklin Pierce School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, sexual orientation, or non-program-related physical, sensory, or mental disabilities per RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment.

Policy No. 3241 CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS, OR PUNISHMENT

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

1. "Expulsion" is the exclusion from school or individual classes for an indefinite period.
2. "Suspension" is the exclusion from school or individual classes for a specific period of time, after which the student has a right to return.
 - a. A suspension is **short-term** if it is for a period of 10 consecutive school days or less. Separate short-term suspensions shall not total more than 15 days in a semester for a student. Students' grades shall not be affected substantially as a result of a short-term suspension.
 - b. Suspensions which exceed 10 consecutive school days are **long-term** suspensions.
3. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed. Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs. No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Student Discipline

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

Consistent from day to day and student to student;
Balanced against the severity of the misconduct;
Appropriate to the student's nature and prior behavior;
Fair to the student, parent, and others; and
Effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff. In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions. A teacher shall have the authority to exclude a student from his/her classroom pursuant to the provisions within.

Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours. Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity

to explain or justify his/her actions to the staff member. Detention shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action. Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff. The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively.

In-School Suspension

The Board of Directors 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 each individual student. 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 not only deprive themselves of the opportunity to learn but they interfere with the progress of others. The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff, or the overall school environment. The district, therefore, has created an in-school suspension program which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress. Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The superintendent shall establish guidelines for the operation of the in-school suspension program.

Appeal Process for Disciplinary Action

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference, the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved. The parent and student, after exhausting this remedy, shall have the right upon 2 school business days' prior notice to present a written and/or oral grievance to the superintendent or designee. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent, or Board elects to postpone such action.

Suspensions or Expulsions

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule, no student shall be suspended for a short or long-term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absentee-ism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for Board approval the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances.

Short-Term Suspension

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for 3 to 10 school days or full schedule of classes for 1 and to 10 school days, a conference shall first be conducted with the student as follows:

An oral or written notice of the charges shall be provided to the student;

An oral or written explanation of the evidence in support of the charges shall be provided to the student;

An oral or written explanation of the suspension which may be imposed shall be provided to the student; and

The student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

Such assignments or tests have a substantial effect upon the student's semester grade or grades; or

Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses

Appeal Process for Short-Term Suspension

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference, the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved. The parent and student, after exhausting this remedy, shall have the right upon 2 school business days' prior notice to present

a written and/or oral grievance to the superintendent or designee. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent, or Board elects to postpone such action.

Emergency Expulsion

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;

The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and

The hearing officer shall render the decision within 1 school business day after the conclusion of the hearing.

Long-Term Suspensions or Expulsions

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received. If a hearing is requested, the superintendent or designee shall schedule the matter for a hearing within 3 school business days of such request. The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses. The hearing shall be conducted before a hearing officer appointed by the superintendent or designee. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions, and disposition to be made. The decision shall be provided to the parent and student or counsel.

Appeal Process for Long-Term Suspension or Expulsion

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The long-term suspension or expulsion shall be in effect while the appeal is pending. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

Study the hearing record or other materials submitted and record its findings within 10 school business days;

Schedule and hold a special meeting to hear further arguments on the case and re-record its findings within 15 school business days; or

Hear and try the case before the council within 10 school business days.

Any decision by the council to impose, affirm, reverse, or modify the imposition of suspension or expulsion upon a student shall be made only by:

Those council members who have heard or read the evidence;

Those council members who have not acted as a witness in the matter; and

A majority vote at a meeting at which a quorum of the council is present.

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors

complained of.

Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

The danger or threat ceases; or

The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion, or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day. The teacher or administrator who removed the student shall be notified of the action which has been taken or initiated.

Readmission Application Process

Any student who has been suspended or expelled may apply for readmission at any time by making written application to the superintendent. Any such application should state the reasons for readmission and should include such assurances as may be appropriate that the problem that led to such suspension or expulsion will not reoccur. A written request for readmission shall be considered by the superintendent or designee and that person shall decide whether or not to convene the district's readmission committee to meet with the student and the student's parent/guardian. If the decision is made to convene the committee, that meeting shall occur in a timely manner after the request for readmission is received. Members of the committee will be appointed by the superintendent or designee and ordinarily will include the assistant superintendent, a Student Assistance Program staff member, at least one building principal, a teacher, and a parent. The criteria the committee ordinarily will consider include:

- Safety of other students and staff;
- The age and maturity of the student;
- Previous record;
- Attitude regarding the incident;
- Cooperation/support by the parent/guardian;
- The student's desire to return to school;
- The student's completion of an intervention program; and
- The student's conduct/activity since the suspension or expulsion.

The committee will submit a written recommendation to the superintendent within ten (10) school business days after reviewing the case. The committee's recommendation may include such readmission conditions as the committee deems appropriate. The superintendent will accept, modify, or reject the committee's recommendation. The decision of the superintendent is final. If readmission is recommended and approved, re-entry requirements shall be established in writing and provided to the student, the student's parent/guardian, and the principal/administrator of the school or program to which the student will be admitted. The principal/administrator shall notify staff of the readmission and any conditions for placement.

Function of Hearing Officer

Upon receipt of notice of appeal, the superintendent shall select the time, date, and place for the hearing. The hearing shall be held within three school business days following the date the request for hearing is received. The date, time, and place shall be communicated immediately to the person making the request for hearing. The hearing shall be closed. The secretary to the assistant superintendent shall confirm the time, date, and place of hearing in writing to the persons making the request for the hearing by mailing a notice to such persons by certified mail, return receipt requested forthwith. The secretary to the assistant superintendent shall notify immediately the appropriate school authorities of the date, time, and place set for the hearing. Unless otherwise specified by the superintendent or designee, the hearing shall be held at the school that the student is attending. The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing. The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing. The hearing officer shall have authority to maintain decorum during the hearing. All hearings shall be closed and be on an informal basis except that the hearing officer may, at his or her discretion require a testimony to be taken under oath or affirmation. The rules of evidence in cases at common law shall not be applicable. The hearing officer shall make all rulings as to whether evidence, oral or written, is admissible and may consult with the parties before him or her before making such rulings. The relevancy and materiality of any evidence and the weight to be given to it shall be determined solely by the hearing officer. If challenges are made to the reception of evidence, the hearing officer shall make any and all rulings concerning whether or not he or she will listen to the evidence that is being challenged. He or she may set such

limits of time upon the presentation of evidence, upon argument to the hearing officer, or upon any other aspect of the hearing as is appropriate under the circumstances. He or she may consult from time to time with the parties before him or her prior to making any ruling. The school authority shall proceed first by presenting to the hearing officer a specification of the reason(s) why suspension or expulsion from school has been recommended. The school authority shall call such witnesses and present such documentary or other evidence as shall be necessary to fully apprise the hearing officer of all the reasons in support of the school authority's recommendation. The student and his or her parent(s) or guardian(s) shall have the right to:

Inspect 24 hours in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing;

Be represented by counsel;

Question and confront witnesses, unless a school district witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by the school district.

The evidence submitted by the school district must, at a minimum, establish either:

That the district made a reasonable effort to produce the witness and is unable to do so; or

That it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district officials(s) or the student of retaliation against the student if he or she appears as a witness;

Present his or her explanation of the alleged misconduct; and

Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

Following the reception of the evidence presented by the school authority, the student, his or her parents, or their designated representative may present to the hearing officer any witnesses and documentary or other evidence in opposition to the school authority's recommendation. Should there be oral testimony, the school authority shall have the opportunity for cross-examination subject to such limitations as the hearing officer may impose. The student, his or her parents, or their designated representative shall also have the right to present written testimony; the fact that it is written and not subject to cross-examination shall not be a bar to its reception by the hearing officer. Following the close of the evidence presented by the student, his or her parents, or their counsel, the school authority may offer evidence in rebuttal subject to those procedures set forth above. The hearing officer may, if he or she chooses, allow the school authority and the student, his or her parents, or their designated representative each a certain specified period of time within which to summarize the evidence presented by each of them and to argue as to whether or not the school authority recommendation should be carried out. The length of time for any argument shall be the same for each side. For good cause, the hearing officer may continue hearings for a reasonable time. However, a hearing shall not be continued without the student's consent when the student is subject to emergency expulsion. Notice of any delays or changes in advance of the first date set for the hearing shall be transmitted to the school authority and to the student, his or her parents, or their designated representative forthwith either by service of a notice by personal delivery or certified mail, return receipt requested. If a hearing is continued during its course, no further notice need be given other than an announcement of the date of the hearing continuation. Either a tape-recorded or verbatim record of the hearing shall be made. A written decision setting forth the findings of fact, conclusions, and the nature and duration of the long-term suspension or lesser form of corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and his or her parent(s) or guardian(s).

Policy No. 3207 Students PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally 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 any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when an 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; 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 harassment, intimidation, or bullying. Other distinguishing characteristics can include, but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, oral, physical, 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 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. This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including

the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation, and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying. The compliance officer may draft the complaint based on the report of the complainant for the complainant to review and sign.

Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.

The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.

When the investigation is completed, the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:

1. That the district intends to take corrective action; or
2. That the investigation is incomplete to date and will be continuing; or
3. That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.

Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210: Nondiscrimination or a complaint pursuant to Policy 4220: Complaints Concerning Staff or Programs. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation, and bullying, including electronically transmitted messages or images.

RIGHTS AND RESPONSIBILITIES – SCHOOL DISTRICT RULES AND GUIDELINES FOR STUDENT SANCTIONS

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of citizens is to respect the laws of the community and comply with its rules and regulations.

1.0 ALL RULES APPLY TO STUDENTS:

- 1.1 On the school grounds or within reasonable proximity to school grounds during and immediately before or immediately after school hours.
- 1.2 On the school grounds at any other time when the school is being used by a school group.
- 1.3 Off the school grounds, on school buses, at a school activity, function, or event.
- 1.4 Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on school grounds.
- 1.5 Whenever the misconduct has a real and substantial relationship to the lawful maintenance and operation of the school district, including the health and safety of the students and employees, and what is conducive to the process of learning.
- 1.6 **EXCEPTIONAL MISCONDUCT** – The following behaviors are considered by the Franklin Pierce School District, its Board of Directors, and community, to be detrimental to its students, staff, and overall operation of its schools. Each of them is labeled as exceptional misconduct and may be grounds for immediate removal by emergency expulsion. The Pierce County Sheriff will be notified. Pending investigation and due process measures, a student may be either long-term suspended or expelled as a result, regardless of whether the violation is a first offense or not. After consultation with an *ad hoc* citizens committee, the district has deemed the following acts to be so serious in nature and so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to long-term suspension. (WAC 180-40-260 {2})
 - (j) Assault
 - (k) Possession of a firearm or other dangerous weapon
 - (l) Possession, sale, or under the influence of drugs or alcohol
 - (m) Sexual harassment or misconduct
 - (n) Discharge of personal protection spray device (pepper spray or mace)
 - (o) Bomb threats
 - (p) Written or verbal threats to kill or cause bodily harm to other students or staff members
 - (q) Cumulative violations
 - (r) Gang activity
 - (s) Any other violations considered criminal acts under Franklin Pierce School District Procedure 3241P or Washington State law (RCW Title 9)

2.0 SCHOOL DISTRICT RULES AND GUIDELINES FOR SCHOOL SANCTIONS

- 2.1 **DISRUPTION OF SCHOOL** - Willful disobedience or disruptive conduct which materially or substantially interferes with the educational process including causing an incident which affects the school attendance of other students.

A student shall not by use of noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall a student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result from his urging.

Consequences:

 - (a) School discipline
 - (b) Short-term suspension
 - (c) Long-term suspension

Neither shall a student singly or in concert with others interfere by force or violence with any administrator, teacher, classified employee, person under contract with the school or school district, or student of any common school who is in peaceful discharge or conduct of his or her duties or studies.

Consequences:

 - (a) Short-term suspension
 - (b) Long-term suspension
 - (c) Expulsion

2.2 **SLURS, PROFANITY OR VULGARITY** - Racial, ethnic, or religious slurs and profane, vulgar, or lewd language is not allowed.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension

2.3 **SEXUAL HARASSMENT** - Any unwanted sexual attention which makes a student uncomfortable, interferes with his or her educational opportunities, or ability to do work. More specifically, sexual harassment includes any unwanted sexual attention, **whether written, verbal, electronically transmitted or physical**, such as:

- Sexually suggestive looks or gestures
- Sexual teasing or jokes
- Pressure for dates
- Sexually demeaning comments
- Attempts to handle or touch the clothing of others
- Deliberate cornering
- Attempts to kiss or fondle
- Pressure for sex
- Request for sex in exchange for something else

2.3.1 Sexual harassment may be treated as a criminal act.

2.3.2 Every report of sexual harassment will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual harassment or more severe sexual misconduct, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred will be investigated.

Consequences:

- (a) School Discipline
- (b) Short-term Suspension
- (c) Long-term Suspension
- (d) Referral to Pierce County Sheriff
- (e) Referral to Student Assistance Team for assessment
- (f) Expulsion

2.4 **SEXUAL MISCONDUCT** - Any exploitive act with or to another student including, but not limited to the following:

- Handling or touching the clothing of others to cause an exposure
- Indecent exposure as defined in RCW 9A.88.010
- Sexual contact, i.e., intentional touching of the sexual or other intimate parts of a student
- Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, e.g. "sexting"

2.4.1 Sexual misconduct will result in a referral to the Pierce County Sheriff.

2.4.2 Sexual misconduct will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual misconduct, the totality of the circumstances, the nature of the conduct, and the context in which the alleged incidents occurred will be investigated.

Consequences:

- (a) Short-term suspension
- (b) Long-term suspension
- (c) Referral to Student Assistance Team for assessment
- (d) Expulsion

2.5 **CRIMINAL ACTS** - The following actions are among those defined as criminal under the laws of Washington State or Pierce County:

- a. Arson - the intentional setting of fire.
- b. Bomb Threats - telephone or otherwise.
- c. Extortion, Blackmail, or Coercion - obtaining money or property by violence or threat of violence or forcing someone to do something against one's will by force or threat of force.
- d. Fire Alarms - any false fire alarms (mechanical or voice).
- e. Fire Extinguisher - tampering with fire extinguishers.
- f. Trespass - being present in an unauthorized place or refusing to leave when ordered to do so.
- g. Unlawful Interference with School Authorities - interfering with administrators, teachers, or other school staff (employees or volunteers) by force, violence, intimidation, or threat.

- h. Use, possession, and sale of alcohol, illegal drugs, and paraphernalia.
- i. Any other act which violates any State or Pierce County law.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension
- (d) Referral to Pierce County Sheriff
- (e) Expulsion

- 2.6 **FIGHTING OR CAUSING PHYSICAL INJURY** - A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.

Consequences:

- (a) First Offense: School discipline; Short-term suspension
- (b) Second Offense: Short-term suspension; Long-term suspension
- (c) Third Offense: Long-term suspension; Expulsion; Referral to Student Assistance Team for assessment or to Pierce County Sheriff

- 2.7 **ASSAULT** - A student shall not physically attack another person causing or threatening physical injury.

2.7.1 **Assault with Major Injury** shall be defined as when one or more students, school personnel, or other persons on school grounds require medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

Consequences:

- (a) Long-term suspension or emergency expulsion and referral to Pierce County Sheriff
- (b) Expulsion and referral to Pierce County Sheriff

- 2.8 **WEAPONS AND INSTRUMENTS** - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment.

Weapons shall be classified as:

- a. Handgun
- b. Rifle or shotgun
- c. Multiple firearms
- d. Other firearms
- e. Knife or dagger
- f. Other weapons (as described below in subsection 2.8.2)

- 2.8.1. This rule applies to any object of no reasonable use to the pupil at school.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension
- (d) Referral to Pierce County Sheriff
- (e) Expulsion

- 2.8.2 In accordance with RCW 9.41.280, it is unlawful for a person to carry onto public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- a. Any firearm or instrument that appeared to be a firearm, in a threatening or dangerous manner; or
- b. Any dangerous weapon as defined in RCW 9.41.250 such as, but not limited to, sling shot, sand club, metal knuckles, spring blade knife, or pocket knife capable of inflicting serious bodily harm; or
- c. Any device commonly known as "non-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or
- d. Any device commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
- e. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- f. Ammunition or explosive devices; or

- g. Any object used in a threatening manner and/or used as a weapon, which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, laser device, cayenne pepper (also see subsection 2.25 Personal Protection Spray Device), ice pick, elongated scissors, or straight razor.

Consequences:

- (a) Short-term suspension
- (b) Long-term suspension
- (c) Referral to Student Assistance Program
- (d) Expulsion
- (e) Referral to Pierce County Sheriff

Any violation of subsection 2.8.2.a-g by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. However, any violation of subsection 2.8.2.a of this section by an elementary or secondary school student shall result in expulsion for not less than one year under RCW 28A.600.010. An appropriate school authority shall promptly notify law enforcement and the student's parents or guardian regarding any allegation or indication of such violation.

2.9 **USE, POSSESSION SALE, DISTRIBUTION, TRADE AND/OR TRANSFER OF ALCOHOL, ILLEGAL AND/OR OTHER MIND ALTERING DRUGS OR SUBSTANCES (OR THAT WHICH PURPORTS TO BE) OR PARAPHERNALIA**

A student shall not possess drug paraphernalia, nor possess or be under the influence of (however slight), nor sell, distribute, trade, or transfer alcoholic beverages, illegal and/or other mind altering drugs or substances. A student shall also not possess nor be under the influence of (however slight), nor sell, distribute, trade, or transfer substances purporting to be alcoholic beverages, illegal and/or other mind altering drugs or substances. (Medicine properly prescribed and used in accordance with the prescription and school policy is exempt from this provision.)

Consequences:

- a. First Offense for Possession and/or Under the Influence:
Suspension for remainder of semester up to 90 days; Possession of alcohol, illegal, and/or other mind altering drugs or substances and/or paraphernalia shall be reported to the Pierce County Sheriff's Office.
- b. Second Offense for Possession and/or Under the Influence; and First Offense for Sale, Distribution, Trade, and/or Transfer:
Suspension for remainder of semester up to 90 school days; Possession or transfer of alcohol, illegal, and/or other mind altering drugs or substances and/or paraphernalia shall be reported to the Pierce County Sheriff's Office.
- c. Third Offense for Possession or under the influence, and Second Offense for Sale, Distribution, Trade, and/or Transfer:
Expulsion; Possession or transfer of alcohol, illegal, and/or other mind altering drugs or substances and/or paraphernalia shall be reported to the Pierce County Sheriff's Office.

Alternative Corrective Action: Student Assistance Program

Students who have been excluded by a suspension and who wish to re-enter school prior to completion of a suspension may choose to be evaluated by a state-accredited substance abuse treatment agency (Pursuant to WAC 275-19). If the parent and student choose the evaluation option and agree they will follow the health care recommendations of that agency, a portion (all but 5 days at the middle school and high school) of the suspension may be suspended. In all cases, if the health care recommendations are not followed, an emergency expulsion will be imposed. The student will be reinstated when a recovery plan that is acceptable to school officials is in place and will continue when the student provides verification of compliance at least on a weekly basis.

NOTE: Additionally, an emergency expulsion may be imposed when the student:

- presents an immediate and/or continuing danger to himself or herself; and/or
- presents an immediate and/or continuing danger to other students or school personnel; and/or
- poses an immediate and continuing threat of substantial disruption of the educational process by either:
 - 1. The continual use of alcohol, illegal, and/or other mind-altering drugs or substances; or
 - 2. The possession of a sufficient quantity of alcohol, illegal, and/or mind-altering drugs or substances that such possession could be construed to be a felony possession.

Under these conditions, the emergency expulsion must be approved by the superintendent or his/her designee.

2.10 **TOBACCO PRODUCTS** - The following steps will be implemented, absent unusual circumstances, whenever a student violates the district's prohibition against the use and/or possession of tobacco products. Evidence of such violation may include, but is not limited to, facts and circumstances showing that a particular student or group of students is/are in the possession of or has used tobacco products on or adjacent to school property during or while traveling to or from any school-sponsored event, on any private, public, or school site. Such facts and circumstances may include, but are not limited to, smelling of or visual evidence of tobacco product use on the student's breath or person. Such facts and circumstances may also constitute a legal search of a student and their belongings based on reasonable, particularized suspicion.

Grades 6-12:

Consequences:

- (a) First Offense:
 - Parent notification/conference with administrator
 - Satisfactory attendance at the first Saturday Tobacco Information School (STIS) following infractionOR
 - 3 day suspension
- (b) Second Offense:

If a student fails to attend or satisfactorily complete Saturday Tobacco Information School, or if a student commits a second offense, the student will:

 - Attend and satisfactorily complete the next eight-week Tobacco Reduction Class offeredOR
 - Be suspended for 5 days AND may receive an infraction from the Pierce County Sheriff's Department, including a monetary fine (currently \$95.00).
- (c) Third Offense:

If a student fails to satisfactorily complete the Tobacco Reduction Class, or if a student commits a third offense, the student will:

 - Receive long-term suspension
 - Receive an infraction from the Pierce County Sheriff's Department, including a monetary fine (currently \$95.00)

Alternative corrective action such as referral to the Student Assistance Program may be utilized at either the second or third offense.

2.11 **STUDENT DRESS AND APPEARANCE** - Students are to observe modesty, appropriateness, and neatness in clothing and personal appearance. Students may express individuality in their dress and grooming within reasonable bounds. Students are not appropriately dressed or groomed if their appearance causes a disruptive influence either to themselves or to others while in the pursuit of the educational process, or if their appearance presents a health or safety problem.

- a. Social or secret clubs and/or gangs are prohibited in Franklin Pierce Schools. In keeping with this policy, students shall not be permitted to wear clothing, insignia or markings that identify them as members of such organizations, or any combination of apparel that law enforcement agencies currently consider to be gang related (which is subject to change).
- b. Students are not permitted to wear clothes, hats, pins, buttons, patches, other insignia, or any other article of clothing that is profane, lewd, or would cause disruption or interference with school operation.
- c. Students are not allowed to wear clothes, hats, pins, patches, buttons or any other article of clothing that advertises alcohol, tobacco products, and/or illegal drugs.

Consequences:

- (a) School discipline (normally students will be asked to change clothing)
- (b) Short-term suspension
- (c) Long-term suspension

2.12 **MATERIALS PUBLICATION AND DISTRIBUTION** - Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.

- a. Students who edit, publish, or distribute hand-written printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publication.
- b. Libel, obscenity, lewdness, vulgarity, profanity, and personal attacks are prohibited in all publications.
- c. All publications intended to be distributed on school property must be submitted first to the building principal for approval and regulation regarding time, place, and manner.

d. Commercial solicitation will not be allowed on school property at any time unless authorized by the building principal.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension

2.13 **SPEECH AND ASSEMBLY** - Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity, or personal attacks is prohibited. All student meetings on school property may function only as scheduled and regulated by school authorities.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension

2.14 **REQUIREMENTS TO IDENTIFY SELF** - All persons must, upon request, identify themselves by name to any school district personnel or authorities in the school building, on or adjacent to school grounds, at school-sponsored events, or on school buses.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension

2.15 **ON/OFF CAMPUS EVENTS AND ACTIVITIES** - Students are not to leave the building, athletic fields, or grounds during dances, games, or any school activity and ask for re-admission to these activities.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension

2.16 **DESTRUCTION OF PROPERTY** - If a student injures or defaces property belonging to a school, contractor, employee, or another student, the student, if suspended, may not be readmitted until payment is made in full.

Consequences:

- (a) Restitution
- (b) School discipline
- (c) Short-term suspension
- (d) Long-term suspension
- (e) Expulsion
- (f) Referral to Pierce County Sheriff

2.17 **CLOSED CAMPUS** - Students shall remain on school grounds from scheduled time of arrival to departure, unless officially excused or dismissed. Students are not to remain at school after the normal dismissal time unless they are participating in a scheduled activity or are under teacher or school supervision.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension

Washington State Law makes school districts responsible for students from the time they leave their home until they return. In order to abide by this law, students must remain under the supervision of school personnel. Therefore, the Franklin Pierce School District policy regarding closed campus is as follows:

“Students shall remain on school grounds from scheduled time of arrival to departure, unless officially excused or dismissed. Students are not to remain at school after normal dismissal time unless they are participating in a scheduled activity, or under teacher or school supervision.” When school dismisses at 1:55, students are to leave campus or go to their assigned activity immediately. Students must leave campus or be at their assigned activity by 2:05. Failure to leave campus may result in school discipline or the student being excluded from future after school activities or events.

- 1) Any student leaving the school campus between 7:25 a.m. and 1:55 p.m. must have

permission from the principal or assistant principal and must sign out through the main office; Students who fail to check out will be considered truant and will receive school Discipline.

2.18 **VIOLATION OF SCHOOL BUS RULES** - Students shall observe all appropriate school rules while riding buses.

Consequences:

- (a) Denial of bus privileges
- (b) School discipline

2.19 **ATTENDANCE AND TARDIES** - Students shall be punctual and regular in attendance and are expected to be in class on time. (See Policy 3122 and Procedure 3122P.)

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension

Alternative corrective action such as referral to the Student Assistance Program may be utilized.

ABSENCE

- Keithley Middle School will classify all absences as either Excused or Unexcused/Truant.
- Administrators will determine whether absences are excused or unexcused.
- An absence with a parent note may not necessarily be classified as excused.
- The following are acceptable reasons to excuse an absence: illness/health condition, religious purpose, court or legal obligation and legitimate family emergencies.
- Parents are encouraged to schedule medical/dental appointments outside school hours.
- All students who return to Keithley Middle School after an absence are to immediately check into the Attendance Office.
- If parent(s)/guardian(s) write a note to excuse the student's absence(s), this note should be submitted on the day of student's return to school. Students have two days to submit documentation to excuse an absence. After two days, the absence will remain as unexcused/truant.
- Notes must contain the date(s) of absence, reason for absence, signature of the parent/guardian and a telephone number where the parent/guardian can be contacted. Notes written in pencil will not be accepted because pencil writing fades over time.
- Keithley Middle School will accept parent/guardian phone calls for student absences.
- Parent(s)/Guardian(s) who contact the school by phone on the day(s) of student's absence will not be required to submit a note upon student's return to school.
- For absences exceeding three consecutive days, third party documentation (i.e. excusal from doctor, dentist, etc.) will be required.
- **Excessive absences will result in the requiring of third party documentation to excuse all absences and late arrivals.**
- **Unexcused/truant absences are subject to progressive school discipline.**

LATE ARRIVAL

- **Students who arrive to school after 7:25am late are unexcused/truant** and must check in at the Attendance Office before going to class.
- Unexcused late arrivals are subject to progressive school discipline. (See above)
- **Each late arrival is considered 1/3 of an absence. Three unexcused late arrivals equal one unexcused/truant whole day absence.**

TARDY- At Keithley, instructional time is viewed as a precious resource. A student is tardy to class when he/she arrives at class after the scheduled start time. Students are expected to enter class quietly, sign in on tardy sheet, quietly take their seat, and follow CHAMPS expectations to engage in the learning taking place. Teachers are expected to input tardies into Skyward when entering attendance. **Students who arrive late to school must check in at the Attendance Office before going to class.**

Progressive discipline is as follows:

| | |
|-------------|---|
| Tardies 1-4 | Expectations are reviewed with student and a call home. |
|-------------|---|

| | |
|-------------|---|
| Tardies 5-7 | ODR submitted. Dean will conference with student and create a plan for improvement/contract with student. Dean will call home. |
| Tardies 8+ | Restorative Actions on a case – by – case basis. Actions may include: parent meeting, lunch social time revoked; and/or altered passing period. |

EARLY DISMISSAL

- If a student has to leave school prior to the end of the school day, he/she is to check into the Attendance Office before school and get an early dismissal slip.
- The student should bring a note from a parent or guardian stating the reason for the early dismissal. Notes must contain the date, reason for absence, signature of the parent/guardian and a telephone number where the parent/guardian can be contacted. Notes written in pencil will not be accepted because pencil writing fades over time.
- **Students are required to check out with the Attendance Office immediately before leaving campus. Failure to do so will automatically convert the absence to unexcused/truant.**
- **Keithley Middle School is a CLOSED campus: students leaving campus without approval from the Attendance Office will be considered unexcused/truant.**

MAKE-UP WORK

- In keeping with our belief that the classroom situation itself and the interaction with the teacher are important aspects of the educational setting of Keithley Middle School, the school reserves the right to require students to make-up work and school time lost through an absence.
- The decision as to what is required for make-up work and the time and place to complete make-up work will be the responsibility of the teacher, working in conjunction with the student. Some assignments missed during an absence may not be able to be made up (i.e. film, discussion, or lab).
- The student is responsible for making arrangements with the teacher to complete the required make-up work (normally outside of class time) within the given time. The number of excused days absent plus one day will be allowed for make-up work to be turned in.
- Make-up work should be discussed during the one-half hour before school and/or during the one-half hour after school when teachers are in their classrooms and available to work with students. Students should not interrupt class time to discuss make-up work.
- Students or parents who find themselves in an unusual situation (i.e. extensive illness, hardship, etc.) should make direct contact with the Attendance Office and Counseling Center to allow their counselor sufficient time to work with the student and teachers to minimize the effects of the absences.
- Students are responsible for any homework missed due to excused absence(s). If you would like to request homework from a teacher, and the absence is less than five (5) consecutive day, please contact the teacher via e-mail. If the absence will exceed (5) days please contact the Attendance Office so that a formal homework request may be processed.
- The teacher of a student subjected to long-term suspension is not required to provide and/or accept work the student missed during the suspension period.

REQUEST TO BE ABSENT

School Sponsored Events

- Students with a failing grade in any class will not be able to attend school sponsored events that take place during the school day.
- When students miss classes for school sponsored events, they are considered present for the school day and will be allowed to make-up any missed work.

Planned Absence

- During the planning for a pre-arranged absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed. However, occasions arise where extended absences are necessary. When this occurs, teachers will do their best to provide accommodations.
- Washington High School strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing class lose essential instruction and place increased demands on classroom teachers in the areas of record keeping and administering make-up work.
- In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:
 1. A letter of request outlining reasons for the absence, expected duration and departure date, must be written and turned in to the Attendance Office.

2. A "REQUEST TO BE ABSENT" form will be issued from the Attendance Office to be presented by the student to his/her teachers at least three days before the absence.
3. Teachers have been asked to outline to the student possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up requirements rests with the student.
4. A parent's signature of approval is required on the absent request form after reading the teacher's consequences.
5. Final clearance must be completed in the office by returning the completed "REQUEST TO BE ABSENT" form to the Attendance Office.
6. Pre-arranged absences will be classified as an absence (except for school sponsored events).

2.20 **TRUANCY** - Students shall be expected to be in school each day except in the case of personal illness. (See Policy 3122 and Procedure 3122P.) Students are considered truant when they are:

- a. Absent from school or class without the knowledge and consent of the parent(s) or guardians.
- b. Absent from the school or class once arriving on the campus without the knowledge and consent of the school

Consequences:

- (a) First Offense: Lunch Detention
- (b) Second Offense: After-School Detention
- (c) Third Offense: In-School Suspension (1 day)

Alternative corrective action such as referral to the Student Assistance Program may be utilized after the first offense. All offenses require parent contact.

2.22 **HARASSMENT, INTIMIDATION, BULLYING, OR THREATS** – Any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080 (3) (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics is strictly forbidden, when the 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 environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Any threat of violence or harm that creates fear of physical harm to a specific individual, an intent to cause damage to a school building or property, or to harm students, employees, volunteers, patrons, or visitors is also forbidden and in violation of this rule.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension*
- (d) Expulsion*

* (c) and (d) will also include reporting incident to the Pierce County Sheriff.

2.23 **ELECTRONIC DEVICES** - Students are not to bring electronic devices such as radios, tape or CD players, i-Pods or MP3 players, headphones, televisions, or laser pointers to school unless receiving prior approval from school administration. The loss or theft of such items brought to school will not be investigated by school personnel.

Procedures:

2.24 **ELECTRONIC COMMUNICATION DEVICES** - Students are discouraged from bringing any type of electronic communication devices to school such as beepers, pagers, or cellular telephones. Possession of such devices will not constitute a violation, however, should one of these devices buzz, beep, ring, or cause any other substantial disruption or interference within the classroom or learning environment, the device **will be confiscated. If student refuses to hand over the device, the student will be referred to the office for further disciplinary action.**

2.25 **PERSONAL PROTECTION SPRAY DEVICE** - Possession at school or at school-sponsored activities of a personal protection spray device is permissible by students aged 14 to 17 years of age only if they have

permission of their parent or guardian. Students aged 18 or over may possess a personal protection spray device without permission of parent or guardian. Possession of such a device by a student under the age of 14 years of age is not permitted.

A student in possession of a personal protection spray device assumes responsibility for its control. To help minimize the risk of accidental discharge, unauthorized use, theft, and/or disruption, a student is expected to keep the device out of sight (in a purse, book bag, etc.) during the school day.

Unauthorized possession of a personal protection spray device and/or use of such a device for any purpose other than its intent of protection from personal attack is not permitted.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension
- (d) Expulsion
- (e) Referral to Pierce County Sheriff

2.26 **THEFT/POSSESSION OF STOLEN PROPERTY** - A student shall not steal school property or personal property, nor shall a student be in possession of stolen school property or stolen personal property.

Consequences:

- (a) School discipline
- (b) Short-term suspension
- (c) Long-term suspension
- (d) Referral to Pierce County Sheriff
- (e) Expulsion

2.27 **GANG ACTIVITY** - A student shall not knowingly engage in gang activity on school grounds. A gang is defined as a group of three or more persons with identifiable leadership, which on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes.

Consequences:

- (a) Short-term suspension
- (b) Long-term suspension
- (c) Referral to Pierce County Sheriff
- (d) Expulsion

2.28 **ACADEMIC DISHONESTY** – Students are not to plagiarize (physically or electronically) by using another person’s ideas in words, artwork, computations, projects, models, etc., and indicating it was their own; use notes, texts, electronic devices, or memory aids during tests when instructed otherwise; steal or knowingly use test master copies or teacher answer keys to get information before or during a test; or knowingly allow another person to use their work as if it were the other person’s work. “Electronically” refers to the use of the internet or other computer-accessed digital reference source. Any violations of academic dishonesty will be subject to disciplinary action.

Consequences:

- (a) Redo assignment and/ or school discipline

Date: 5/13/03; Revised: 2/14/06; 10/14/08; 3/9/10



P.R.I.D.E. Behavior Matrix

| | School-wide Expectations | Hallways | Restroom | Bus Loading |
|--------------|--|---|--|--|
| Perseverance | <ul style="list-style-type: none"> • Walk throughout campus • Stay to right of walkways • Stand appropriately—be patient | <ul style="list-style-type: none"> • Enter buildings carefully • Follow one-way hallways • Walk | <ul style="list-style-type: none"> • Quietly walk directly to and from the restroom • Wash your hands thoroughly with soap | <ul style="list-style-type: none"> • Stay seated until the bus is stopped • Follow directions of the bus driver |
| Respect | <ul style="list-style-type: none"> • Hands, feet & body to self • Respect other's property | <ul style="list-style-type: none"> • Maintain voice levels 0-2 • Be courteous • Respect hallway displays • Avoid passive bullying • Knock quietly two times to reenter the classroom | <ul style="list-style-type: none"> • Keep bathrooms clean and neat • Dispose of paper towels in trashcan • Use toilet (flush) and sink appropriately | <ul style="list-style-type: none"> • Exit only at your normal stop • Report any concerns to driver • Use activity bus only if you have stayed for a school activity |
| Integrity | <ul style="list-style-type: none"> • Walk directly to class • Arrive on time • Report concerns to staff • Pick up trash | <ul style="list-style-type: none"> • Walk directly to class • Enter your class only • Pick up any trash | <ul style="list-style-type: none"> • Go to the closest bathroom • Keep bathroom time to 3 minutes max • Have and wear pass • Go straight back to class | <ul style="list-style-type: none"> • Maintain a level 1-2 classroom voice • Practice courtesy when entering/exiting the bus |
| Dedication | <ul style="list-style-type: none"> • Listen to staff directions • Make use of extra time for academic work • Respond appropriately to "The expectations are..." • Be prepared. . . | <ul style="list-style-type: none"> • Follow one-way hallways • Be prepared for next class or activity • Read/observe hall displays | <ul style="list-style-type: none"> • Make good choices • Sign in and out in classroom • Hurry back to class • Make sure that you have a pass | <ul style="list-style-type: none"> • Use ride time for academic work • Follow all bus rules |

| | | | | |
|----------------|--|---|---|---|
| Empathy | <ul style="list-style-type: none"> • Use manners (please, thank you) • Help others • Use positive, appropriate language | <ul style="list-style-type: none"> • Use positive, appropriate language • Help others | <ul style="list-style-type: none"> • Pick up after yourself • Respect other's privacy | <ul style="list-style-type: none"> • Practice cooperation and citizenship • Practice kindness |
|----------------|--|---|---|---|

| | Cafeteria | Classroom | Library & Office Hallway | Courtyard |
|---------------------|--|---|---|--|
| Perseverance | <ul style="list-style-type: none"> • Form a single line • Keep your rightful place in line • Wait patiently | <ul style="list-style-type: none"> • Walk quietly into class • Go to assigned area • Keep hands/feet to yourself | <ul style="list-style-type: none"> • Walk quietly into hallway and library • Wait for teacher before entering hallway and library | <ul style="list-style-type: none"> • Remain in bounds, within the yellow lines • Remain within appropriate sports zone • Walk |
| Respect | <ul style="list-style-type: none"> • Move carefully in line • Maintain level 2 voice • Open seats are available to anyone • First come/first served • Sit while eating/drinking • Avoid passive bullying | <ul style="list-style-type: none"> • Conversation level should meet CHAMP expectations • Quietly raise hand when help is needed and continue working | <ul style="list-style-type: none"> • Voice level 0/1 • Honor library hours • Be respectful to library staff | <ul style="list-style-type: none"> • Give everyone the opportunity to play • Respect personal space—keep bodies and objects to self • Maintain level 2-3 voice |
| Integrity | <ul style="list-style-type: none"> • Clean up after yourself • Clear your tray • Report spills • Eat own food • Know lunch number (Student ID) • Black trays stay in the cafeteria | <ul style="list-style-type: none"> • Actively participating in activity • Come prepared to work and learn • Have all your supplies • Organized binder | <ul style="list-style-type: none"> • Be prepared with student ID • Use books and materials for their intended use • Backpacks left at the door | <ul style="list-style-type: none"> • Avoid passive bullying—move the sides • Walk to next class promptly • Get a pass to go to the library or office • Pick up trash |
| Dedication | <ul style="list-style-type: none"> • Eat Healthy • Respond appropriately to “The cafeteria expectations are...” | <ul style="list-style-type: none"> • When the bell rings, be ready to learn • Meet CHAMP expectations | <ul style="list-style-type: none"> • Ask for help appropriately • Utilize library technology and resources | <ul style="list-style-type: none"> • Make good choices • Do your best • Use library for quiet or study time |
| Empathy | <ul style="list-style-type: none"> • Clean up after yourself. • Be polite to custodians and cafeteria staff • Help others | <ul style="list-style-type: none"> • Be careful of others • Everyone's voice deserves to be heard • Practice kindness | <ul style="list-style-type: none"> • Keep hands, feet, and materials to self • Take care of library materials | <ul style="list-style-type: none"> • Play fair • Watch where you are going • Use positive / appropriate language |

| | | | | |
|--|---------------------------------------|---------------------------------------|---------------------------------------|--|
| | • Use positive / appropriate language | • Use positive / appropriate language | • Use positive / appropriate language | |
|--|---------------------------------------|---------------------------------------|---------------------------------------|--|

TIERED BEHAVIOR LEVELS

| Level 1 | Level 2 | Level 3 |
|---|--|--|
| <p>Minor misbehaviors that (1) can be corrected adequately at the time and in the environment in which they occur, (2) do not require Skyward documentation, but should be documented at the classroom level, and (3) requires a phone call home.</p> | <p>Behavior that warrants administrative involvement and Skyward documentation. Teacher/staff should make phone call home before administrator involved makes phone call. ODR submitted before leaving for the day.</p> | <p>Serious behaviors that require immediate administrative and/or police involvement and Skyward documentation. Student(s) should be escorted by staff to office. ODR submitted before leaving the day.</p> |
| <p>The following is not an exhaustive list. These behaviors are those that interfere with the individuals learning process. These are behaviors that are to be handled in the classroom or escalated to a "Make It Right" conference with teacher and behavior coach or grade level administrator.</p> <ul style="list-style-type: none"> • Academic dishonesty • Behavior w/ guest teacher • Cell phone • Technology violation (minor) • Graffiti (minor) • Inappropriate/offensive language • Interrupting instruction • Not following CHAMPS expectations • Petty theft • Public display of affection • Work refusal/sleeping • Lack of preparation in class • Missing materials • Safety in classroom | <p>These behaviors are those that cause a significant disruption of the learning of other students and significant teacher time and interaction is required.</p> <ul style="list-style-type: none"> • Unsafe behavior during emergency procedures • Graffiti (major) • HIB (minor) • Inciting drama • Truancy • Technology tampering and misuse • Verbal aggression towards staff/student | <p>A student creating a hostile and/or unsafe environment for any member of the classroom community must be immediately removed to the office.</p> <ul style="list-style-type: none"> • Alcohol/Dugs/Paraphernalia • Arson • Assault • Criminal Theft • Extortion/Blackmail/Coercion • False Alarm • Fighting/Inciting a fight • Gang activity • HIB (major) • Physical aggression towards staff/student • Tobacco • Trespassing • Weapons • Unwanted physical contact/sexual harassment |

RESPONSES TO BEHAVIORS

| Level 1 Behaviors Consistent Classroom Corrections | Level 2 Behaviors Consistent Office Responses | Level 3 Behaviors Consistent Office Responses |
|---|--|---|
| <ol style="list-style-type: none"> 1. Teach, model and practice expected behavior 2. Eye contact/Teacher "look" 3. Differential reinforcement 4. Proximity 5. Fluid (<i>quiet, quick, calm</i>) correction using the 3 Rs: "<i>Reasonable request</i>", "<i>Remember where you are</i>", "<i>Respect others/space/school, etc.</i>" <ul style="list-style-type: none"> • Call home • Documentation • In-class restorative action (apologizing, replacing, repairing, cleaning) • Loss of privileges • Mindfulness activity • Planned discussion and/or other ESI • Reset | <ol style="list-style-type: none"> 1. Student interview/investigation w/ written statements 2. Call home <ul style="list-style-type: none"> • Disciplinary consequence assigned • Documentation • Restorative action | <ol style="list-style-type: none"> 1. Student interview/investigation w/ written statements 2. SRO notified when needed 3. Call home <ul style="list-style-type: none"> • Disciplinary consequence assigned • Documentation • Restorative action |

