

SAGE CREST ELEMENTARY STUDENT HANDBOOK

2021 – 2022



Where the WISE Come To Learn

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August 2021

Dear Parents,

Welcome to the 2021-2022 school year at Sage Crest Elementary! We look forward to working with your child to ensure that they receive quality instruction, opening pathways for future success. Our staff is excited about learning more about your child's needs and providing an environment to help your child realize their highest potential.

For us, partnership is critical. Research shows that "the best predictor of student success is the extent to which families encourage learning at home and involve themselves in their child's education." We want your child to have an amazing experience and know that you are a critical part of that success. Many families are not able to volunteer and provide support at school; however, we would like to involve you through dialogue and routine correspondence. We also offer many volunteer opportunities, as well as our nationally recognized Watch DOGS program.

Our district continues to invest in quality curriculum that focusses on Washington State Learning Standards and challenges students through engaging literature, allowing them to make connections with their community, their country and beyond. Our curriculum in science, math, English and language arts and social studies develop a strong contextual foundation needed to build knowledge and preparation essential for future success.

We continue to grow! Last year, our enrollment was 575 students. To keep up with residential construction, increased enrollment and reduce class sizes, we have added two additional sections in fifth and third grade. We are excited to welcome Juliette Piepenbring and Megan Palmer to those grade levels. With retirements and movements, we are also welcoming Stephanie Betcher (K), Mark Alfaro (Life Skills), Leanna Mastaler (3rd), Amy Hendrickson (1st), Phillip Simpson (Music), Anna Woods (2nd), Allison Zuniga (Reading Specialist), Paul Malisani (PE), Meghan Paeschke (4th), Jen Smith (5th), and Jared Kessie (Assistant Principal).

We would like to invite you to take an active part in your child's education by working closely with your child's teacher, and communication is key. If you ever have any questions or concerns, please feel free to come in and see us, give us a phone call or send us an email. We hope that the information inside this handbook will answer most of your questions, but if not, please contact us.

Have a wonderful school year!

Sincerely,



Natalie McKay
Principal



Sage Crest Elementary School
Daily Schedule
 2021-2022



| | |
|-----------|---------------|
| 8:05-8:35 | Breakfast |
| 8:38 | Warning bell |
| 8:40 | School begins |

| | |
|-------------|-------------------------------|
| 11:10-11:30 | Lunch – Kindergarten |
| 11:30-11:55 | Recess |
| 11:25-11:45 | Lunch – 1 st Grade |
| 11:45-12:10 | Recess |
| 11:40-12:00 | Lunch – 2 nd Grade |
| 12:00-12:25 | Recess |

| | |
|-------------|-------------------------------|
| 12:05-12:25 | Lunch – 3 rd Grade |
| 12:25-12:50 | Recess |
| 11:50-12:10 | Lunch – 4 th Grade |
| 12:10-12:35 | Recess |
| 12:10-12:30 | Lunch – 5 th Grade |
| 12:30-12:55 | Recess |

| | |
|-------------|-------------|
| 10:20-10:35 | A.M. Recess |
| 1:50-2:05 | P.M. Recess |

| | |
|------|-------------------------|
| 3:17 | Classes end for the day |
| 2:00 | Wednesday Dismissal |

SAGE CREST ELEMENTARY SCHOOL STAFF 2021 – 2022

(Teacher Duty Day begins at 8:10 a.m. and ends at 3:40 p.m.)

Principal Natalie McKay
Asst. Prin. Jared Kessie

KINDERGARTEN

Rm 1 Stephanie Betcher
Rm 4 Shawna Slade
Rm 5 Deborah Shay
Rm 6 Chenoa Meagher
Rm 7 Sara Gavin

FIRST GRADE

Rm 11 Randy Hamon
Rm 12 Amy Hendrickson
Rm 13 Thomas Parham
Rm 14 Deena Larsen
Rm 15 Connie Achenbach

SECOND GRADE

Rm 21 Alisa Thompson
Rm 23 Megan Rutz
Rm 24 Victoria Tobery
Rm 25 Nicole Foltz
Rm 28 Michelle Hohenberg

THIRD GRADE

Rm 29 Sheila LaSalle
Rm 30 Johanna Wiens
Rm 31 Michael Vickery
Rm 32 Jonathan Calderon
Rm 33 Jeff Crisp

FOURTH GRADE

Rm 26 Kristie Cramer
Rm 27 Meghan Paeschke
Rm N7 Jillian Finkbeiner
Rm N8 Rebecca Carpino

FIFTH GRADE

Rm N1 Lori Dupuis
Rm N2 Linda McCalmant
Rm N3 Jen Smith
Rm N4 Megan Palmer

CUSTODIANS

Carl Johnson Lead
Randy Jones Swing

COOKS

Yuri Morales Reyes Lead
Cindy Culley Cook
Brenda Stolingwa Cashier

CLASSIFIED

Debbie Moore Secretary
Ambar Zepeda Secretary
Gracie Jones Library Secretary
Alisse Atherley Bilingual Para
Jessica Barrett Para
Jennifer Klei Para
Karen Kahl Para
Merrilee Kapsi Para
Laureen Larsen Resource Para
Krysten Leyendekker LS Para
Ryann Loftus Para
Barb Meyer LS Para
Tami Moe Primary LS Para
Cecilia Nerell Bilingual Para
Bryce Overholt Para
Emily Power-Engstrom Para
Debbie Roach Para
Brenda Stolingwa Para
Catherine Thatsana Primary LS Para
Kate Thomas Primary LS Para

SAGE CREST ELEMENTARY SCHOOL STAFF 2021 – 2022

SPECIALISTS

| | |
|-----------|--|
| Rm 2 | Kat Holle (Primary Life Skills) |
| Rm 3 | Mark Alfaro (Life Skills) |
| Music | Phillip Simpson (Music) |
| HiCap | Kathy Kern |
| Gym | Paul Malisani (PE) |
| Rm 10 | Holly Larson (Res. Room) |
| Rm 8 | Allison Zuniga (Academic Intervention) |
| Office | Elisa Powell (Counselor) |
| Library | Sydney Yazwinski (Librarian) |
| Comp. Lab | James Arslanian (Tech. Specialist) |

ITINERANTS

| | |
|------------------------|--------|
| Amanda Cox | OT |
| Carrie Smigelski | Speech |
| Amanda Holcomb | Psych |
| Wendy Brown | PT |
| Phonemaly Outichampone | Nurse |

GENERAL INFORMATION

Sage Crest Elementary is located at 6411 W. 38th Ave. The school telephone number is 222-6500. An enrollment of 575 students is expected for the 2020 – 2021 school year.

OFFICE HOURS: 8:00 a.m. – 4:00 p.m.

SCHOOL LUNCHES:

All school meals are FREE for the 2021-2022 school year. The below information in regards to payment for meals is irrelevant for this school year.

Children do not receive lunch tickets but are credited with purchases. This system eliminates lost tickets and the need to charge. Your oldest child may bring all the money for the family to the classroom in the morning. Mark the child's name and room number on the check and how it is to be spent. PLEASE MAKE ALL CHECKS FOR LUNCHES PAYABLE TO **SAGE CREST ELEMENTARY SCHOOL**. For further information, call the office at 222-6500.

Student Meal Cost:

| Breakfast | Lunch | Milk |
|------------------|--------------|-------------|
| \$1.85 | \$2.85 | \$.55 |

Adult Meal Cost

| Breakfast | Lunch |
|------------------|--------------|
| \$2.50 | \$4.00 |

LUNCH CHARGES: Please be certain your child comes to school each day with either money or a sack lunch. Students will be allowed to contact individual parents for necessary assistance in the event their lunch money or sack lunch has been forgotten. Parents are urged to assist youngsters in development of such personal responsibilities.

FREE AND REDUCED LUNCH APPLICATIONS: Applying for Free or Reduced Lunch can be completed online through PowerSchool. Your child may qualify for free or reduced-price meals if your family: qualifies for Basic Food (formerly Food Stamps), qualifies for Temporary Aid for Needy Families (TANF), takes part in the Food Distribution Program on the Indian Reservation (FDPIR) or qualifies by income (see chart on the [district website](#)).

BREAKFAST PROGRAM: Students may eat breakfast in the gym from 8:15 – 8:35. Please do not have your children arrive before 8:15 am if they are eating breakfast. There is no playground supervision before that time.

SCHOOL ARRIVAL TIME: Please make sure your child arrives at school as close to 8:40 as possible. There is little playground supervision available prior to the start of school at 8:40.

ATTENDANCE: Whenever your child is absent, **YOU MUST** either call the office letting us know, or send a written excuse with him/her. State law requires that we be notified of the reason for an absence. Regular attendance is very important in order to be successful in school.

STUDENT RELEASE PROCEDURE: On occasion, it becomes necessary to take a child out of school for dental, doctor, or other appointments. In such instances, please report to our school

office and check your child out in the student release notebook. For the sake of student safety and individual parent convenience, our school secretary will call to the individual classroom for the child. Requests for the release of students should not be done by written request or by telephone. The child should be picked up at school by the authorized adult. In the case of unusual circumstances, please contact our school office.

CUSTODY ISSUES: In order to protect your child/ children from unauthorized adults taking them from school, we MUST have a copy (from the original) of a restraining order on file issued in the State of Washington and signed by a judge. If you have questions regarding this, please call the school.

VISITING RELATIVES AND FRIENDS: Periodically, a student will ask to bring a visitor, friend, or relative to school for the day. We do not allow this practice. Our first responsibility is to your child and the educational program being offered.

SCHOOL CLOSURE: Poor weather may necessitate the closing of schools. Please check our district website (www.ksd.org), listen to local radio stations for all announcements regarding school operation, subscribe to the district Facebook page, or sign up for SchoolMessenger for instant closure updates. Please do not call the school.



IMMUNIZATION: The State of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of the law is to protect every child from diseases. Our school nurse will contact you if there are any questions about your child's immunization record. Children may not be enrolled in school if they do not have the required immunizations.



STUDENT RECORDS: Parents may set up an appointment to review records at any time.

LOST & FOUND: Protect your clothing by placing name tags in the coats, sweaters, etc. We have a central location for all items lost and found.

CYCLES: Riding bikes/scooters to and from school is a great form of exercise, but please make sure the students are aware of safety rules and use extra care with traffic during the ride. Accidents do happen and we hope you will encourage the use of a bicycle helmet whenever your child does ride their bicycle/scooter. Be careful to properly lock the bike/scooter in the bike

rack area and leave it there until it is time to return home. No bike/scooter/skateboard riding is permitted on the school grounds.

BUS TRANSPORTATION: Bus riders are expected to conduct themselves in a safe manner on the bus so as not to distract the driver.

The following bus rules should be discussed with your child:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep your head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats.



STUDENT DRESS: The school board has adopted a policy that forbids students from attending school wearing clothing that has pictures or words that show or promote tobacco, alcohol products or profanity. Please, do not send your children to school with clothing that advertises these products. Students should refrain from wearing flip flops, sandals, and shoes that lack support on days designated for PE or special athletic events. Hanging belts and/or chains are not permitted. Hats and hoods may be worn outside but not in the building or classroom, unless the hat is part of spirit wear for scheduled spirit wear days.

STUDENTS AT RECESS/ COLD WEATHER: All students should be properly dressed for the weather conditions at the time. Because of the different duties of teachers, we cannot assume the responsibility of students left in the classroom; therefore, all students will be outside during recess unless one has a doctor's excuse.



EMERGENCIES: Occasionally, children are injured or become ill at school and need to be taken home or to the doctor. It is very important that you supply the school with not only your home number, but the number of a friend, relative, or neighbor who can come if we cannot reach you.

PERSONAL PROPERTY AT SCHOOL: Students are asked not to bring toys from home. The only exceptions are items for Show and Tell, as requested by teachers. All Show and Tell items need to be brought in a sack or backpack. Please keep sports cards, card games (including Pokémon cards) and electronic games at home also. There are no glass containers or animals allowed on the buses. We cannot assume responsibility for lost personal items. We suggest they are brought only if requested by the teacher. Money should not be brought to school unless for a specific purpose, such as for lunch.

STUDENT CELL PHONES AND SMART WATCHES: Cell phones should never be seen or heard at school. The use of smart watches and cell phones are prohibited during the school day (8:40 a.m.-3:17 p.m.). If they are used, they will be taken and returned at the end of that day for the first offense. A parent will have to pick up the cell phone or smart watch on the second offense. On the third offense, the cell phone or smart watch will be returned on the last day of school and the student will lose the privilege of bringing a cell phone or smart watch to school. In addition, students are not allowed to video or take pictures of other students without their verbal consent. Content accessed on the bus or before school must be appropriate for students of all ages. If content is deemed inappropriate, parents must pick up the electronic and other disciplinary actions may ensue.

PETS: Animals can be a nuisance on the playground no matter how cute they are at home. Also, a playground full of children can be a problem for your dog. If a dog continually appears on the school grounds, the animal control officer will be called.

PARTY INVITATIONS: Birthday parties are delightful and give many pleasant memories to children. However, not being invited to a party can be a very unhappy experience for children not receiving an invitation. In consideration of the feelings of children not receiving invitations, we are requesting that you mail the invitations and that no invitations be handed out at school unless each child in the classroom is receiving one.



VISITING YOUR CHILD AT SCHOOL: (Subject to change due to COVID protocols)
Parents are most sincerely and cordially invited to visit our school. We're proud of the learning that goes on in our classrooms; more importantly, active interest by parents helps to provide a child with lasting motivation towards school. The following suggestions are offered as an aid to making your classroom visit a profitable one:

1. Please schedule your visit with your child's teacher.
2. The morning is usually the best time for visitations.
3. Do not bring small children- even if well mannered, they usually command the attention of curious students.
4. Always check in with the office before going to the classroom **and make sure your visitor badge is visible.**
5. Look at the following points as indicators for your child's success at school:
 - a. Ability to listen
 - b. Independent work habits
 - c. Success in working with others
 - d. General attitude
 - e. Willingness to cooperate and share

During your visit, keep in mind that you are observing only a small part of a unit of work which may have been in progress for many days, and which, no doubt, will continue for several days. Feel free to discuss your visit with the teacher. **COME BACK AGAIN!**

VOLUNTEERS: (Subject to change due to COVID protocols)

If you would like to volunteer in your child's classroom, contact his/ her teacher. The extra help will be greatly appreciated. Volunteers are required to fill out an online volunteer form annually. To access the form, go to ksd.org and select the community tab. Sign-in sheets are available in the office. All volunteers must fill out the volunteer form and be cleared by the district prior to helping out at school.

SCHOOL TELEPHONE: If you wish to talk to a teacher, please call before 8:40 or after 3:17. The pace of routine school business is such that we discourage children from using the school telephone except for emergencies. Please try to make plans with students before they come to school.

BIRTHDAY TREATS & SNACKS: If you're bringing a special treat for your child, please give your child's teacher a "heads up" prior to drop off to ensure that adequate time is allotted within their daily schedule. Treats should be dropped off at the office, so staff can deliver them to the classroom. Since we have 550+ students cycling through the cafeteria during lunch, special treats are consumed in the classroom.

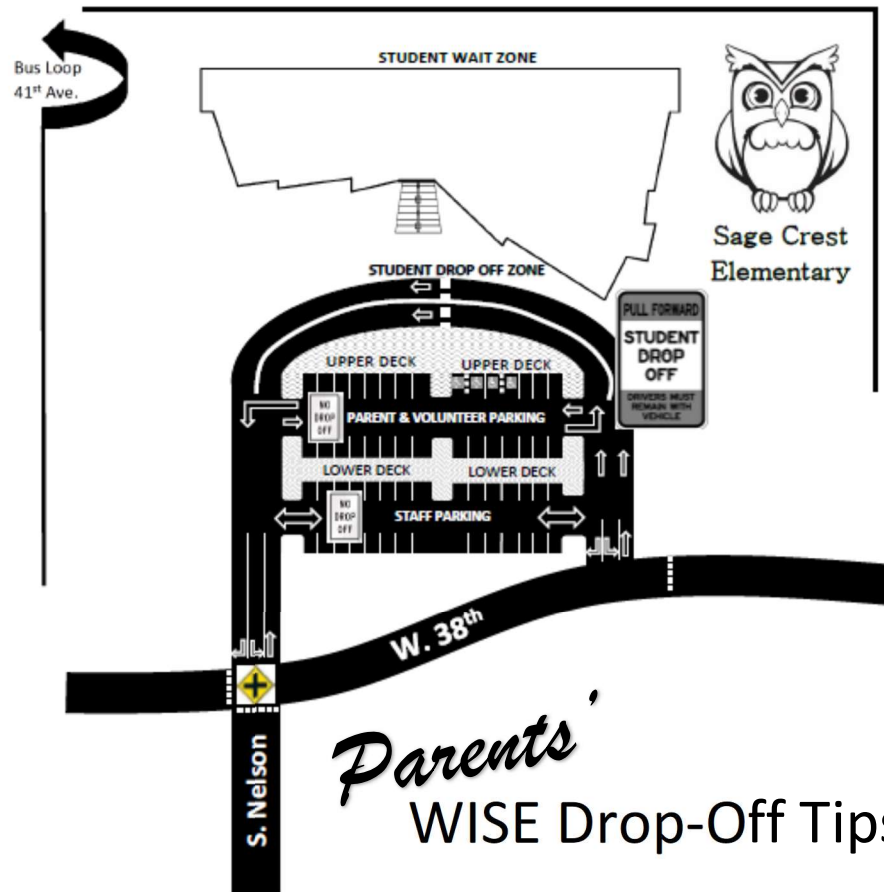
VISITORS WEARING NAME TAGS WHILE IN THE BUILDING: All visitors are required to sign in at the office, where they will be given a name tag to wear while they are in the building. The name tag identifies those who are in the building and verifies that they have checked in at the office before going to any classroom. For the safety of the students there will be no exceptions. There will be special occasions when signing in may be time consuming and we will try to compensate with extra sign in sheets. Your co-operation is appreciated.

DROP OFF AND PICK UP: Please use the Student Drop off Zone to pick up and drop off your child for school and the YMCA. Refrain from using the staff parking lot, located on the upper deck near the gym. In addition, please read and abide by the Drop-Off Tips located on page 11 to promote safety and reduce congestion.



Where The WISE Come To Learn!

Student Pick Up and Drop Off Information



Parents' WISE Drop-Off Tips

- ✓ Pull forward as far as you can in the drop off zone
- ✓ Use only the right lane for drop off and pick up
- ✓ Students must exit the car on the right
- ✓ Do not use the parking lot as a drop off point
- ✓ Follow all signs
- ✓ Avoid use of electronic devices in the loop
- ✓ Make drop off brief
- ✓ Use of the bus loop is prohibited
- ✓ Be cautious



Where The WISE Come To Learn

Sage Crest Elementary Staff Will:

Welcome and embrace individuality and diverse capabilities

Implement a relevant, coherent, and articulated curriculum

Secure a safe, stimulating, and motivating learning environment

Envision a school that is positive, purposeful, and promotes life-long learning

Sage Crest Elementary Students Will:

Work out problems positively

- Try to solve your own problems
- Use kind words
- Talk to an adult, if needed

Improve daily

- Stay on task
- Complete work
- Give 100% effort

Show safety and respect

- Maintain a calm and safe body at all times
- Make good choices
- Listen and respond respectfully

Embrace differences

- Treat others as you want to be treated
- Be friendly to everyone
- Include others

Sage Crest Elementary

Student Behavior Expectations



| | Work out Problems Positively | Improve Daily | Show Safety and Respect | Embrace Differences |
|--------------------------|---|--|--|---|
| Cafeteria | <ul style="list-style-type: none"> • Dump tray(2 taps) • Quiet walking feet • Be respectful of personal space | <ul style="list-style-type: none"> • Voice level 1-2 • Use good manners • Be kind to others • Ask to be excused | <ul style="list-style-type: none"> • Clean up after yourself: tables and floor • Keep hands, feet, and objects to self • Stay seated until dismissed • Report any concerns/spills • Use appropriate language • Wait patiently in a single-file line • Eat at your designated table • Eat/drink only in the cafeteria • Listen and follow directions from adults • Sit on bottom-feet under table | <ul style="list-style-type: none"> • Be kind to others • Only eat your own food • Talk positively to others |
| Assemblies | <ul style="list-style-type: none"> • Listen to all speakers and performers • Get silent immediately and attentive when signaled | <ul style="list-style-type: none"> • Voice level on 0 • Arrive on time • Strive to learn something new | <ul style="list-style-type: none"> • Sit with your class in their designated area • Single-file coming in and out • Follow adult directions • Keep hands, feet, and objects to self • Sit "crisscross applesauce" during the assembly | <ul style="list-style-type: none"> • Applaud and/or cheer at appropriate times • Think of something positive about the assembly • Appreciate new ideas |
| Bus | <ul style="list-style-type: none"> • Use your words (Say "Stop") • Ask adult for help • Report any problems • Talk nicely to others | <ul style="list-style-type: none"> • Voice level 1-2 • Be on time • Respect personal space • Keep food and drinks in backpack | <ul style="list-style-type: none"> • Everything in your backpack • Backpacks on back when in line • Follow directions of the driver • Stay in straight line @ Route # • Stay in the sight of the driver when getting on/off the bus • Enter and exit in an orderly fashion • Keep hands, feet, and belongings to self and inside the bus • Stay seated on the bus | <ul style="list-style-type: none"> • Allow others to sit with you |
| Bathroom/ Water Fountain | <ul style="list-style-type: none"> • Wash hands/1 pump soap • 3 pumps per paper towel • Wait your turn • Get back to class in a timely manner • Help keep bathroom | <ul style="list-style-type: none"> • Voice level 0 • Wait your turn • Wash your hands • Only toilet paper in the toilet and only paper towels in the trash can | <ul style="list-style-type: none"> • Report safety issues to an adult • 1 student per faucet • Flush the toilet after use • One person per stall • 1-2-3 drinks • Keep water and soap in the sink • Walk to and from the bathroom | <ul style="list-style-type: none"> • Respect the privacy of others |
| Emergencies and drills | <ul style="list-style-type: none"> • Listen for new directions • Get silent and attentive immediately when signaled | <ul style="list-style-type: none"> • Voice level on 0-1 • Remind your classmates what to do | <ul style="list-style-type: none"> • Follow adult directions immediately • Single-file line when exiting the building • Stay with your teacher or find a trusted adult if you get separated • Walk at all times • Keep hands, feet, and objects to self | <ul style="list-style-type: none"> • Help others, when needed |

Sage Crest Elementary

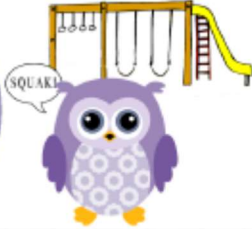
Student Behavior Expectations



| | Work out Problems Positively | Improve Daily | Show Safety and Respect | Embrace Differences |
|----------------------|--|--|---|--|
| Hallway/ Stairs | <ul style="list-style-type: none"> Get to class on time Check shoe laces-step out of line and return to the end | <ul style="list-style-type: none"> Voice level on 0 Keep all areas clean Be patient in crowded situations | <ul style="list-style-type: none"> Stay on the right side of hallway in a single file line Walk at all times, taking one step at a time Keep hands, feet, and objects to self Move forward when asked Quiet movements Hands on rail when walking up and/or down stairs Enter and exit using the right door, when possible The first two students should be responsible for holding the door | <ul style="list-style-type: none"> Offer to help others Respect personal space Talk positively and respectfully |
| Recess | <ul style="list-style-type: none"> Share Follow game rules Report problems to adults Wait your turn Play fairly (Peacefully) Use your words (Say "Stop") Ask for help when needed | <ul style="list-style-type: none"> Take Turns Use kind words and actions Be nice Wait your turn Good sportsmanship Report all concerning behavior <u>immediately</u> to supervising adults | <ul style="list-style-type: none"> Line up quickly and immediately in a single file when the bell rings Respect personal space Walk on blacktop and concrete Use equipment appropriately Stay in designated areas Keep your body to yourself, no physical contact | <ul style="list-style-type: none"> Include others Choose teams in a fair way |
| Hard Top | <ul style="list-style-type: none"> Encourage classmates to model appropriate behavior | <ul style="list-style-type: none"> Report all behavior that is unsafe | <ul style="list-style-type: none"> Walk on the hard top or ramp | <ul style="list-style-type: none"> Support each other in making good choices |
| Pick up/ Parking lot | <ul style="list-style-type: none"> Wait your turn Hands to self Wait for parents | <ul style="list-style-type: none"> Listen for your name from school staff | <ul style="list-style-type: none"> Stay on sidewalk Look both ways Stand in designated area Cross on crosswalks Walk to car Enter on passenger side Use school property appropriately | <ul style="list-style-type: none"> Always respect others |
| School-wide | <ul style="list-style-type: none"> Be prepared and on time Maintain appropriate voice level for location Follow directions the first time Support others | <ul style="list-style-type: none"> Be an active listener Be a positive leader Keep the school clean Take responsibility for mistakes | <ul style="list-style-type: none"> Always do your best Learn something new everyday Use kind words Ask respectful questions Use your manners Be honest Maintain a calm and safe body at all times | <ul style="list-style-type: none"> Talk to a trusted adult if you see mean or bullying behavior Accept the uniqueness of others Include others Help, when needed Treat others as you want to be treated |

NOISE LEVELS

4



SQUAWKING

Loud - Only used outside

3



HOOTING

Strong - Hear it across the room

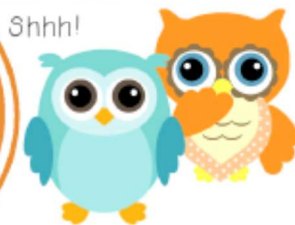
2



TWEETING

Normal - Just your table team

1



CHIRPING

Whisper - Only you and a partner

0



NOT A PEEP

Silent - No talking at all

State Policy and District Procedure



Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Kennewick School District Elementary School Attendance Procedures

COMPULSORY ATTENDANCE LAW

Every child, eight to eighteen years of age, is required to attend school. Five, six, and seven-year-old children who are enrolled in school are also subject to compulsory attendance requirements. It is the responsibility of the parent(s)/ guardian(s) to cause the child to attend.

GENERAL GUIDELINES

Attendance at school is key to student success. In order to avoid chronic absenteeism the following guidelines will be used. Exceptions to the guidelines will be allowed only in unique circumstances and will be dealt with on an individual basis.

Students are allowed fifteen (15) excused absences in a school year. Each absence thereafter is considered unexcused. The principal may make exceptions when parents can demonstrate justifiable cause for the excessive absences (i.e., long-term illness, etc.).

If a student is absent for twenty (20) consecutive days without notification of the cause for the absence given to the school the student will be withdrawn from school.

EXCUSED ABSENCES

The following are valid excuses for absences and lateness:

- Participation in school-approved activity. To be excused, the principal must authorize the absence and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- Absence due to illness, health condition, or family emergency. The parent(s)/ guardian(s) is expected to call the school office by 9:00 a.m. on the morning of the absence and/or send a signed note of explanation with the student upon his/her return to school. After five (5) consecutive absences for illness a doctor's note is required or each absence thereafter will be considered unexcused.
- A parent(s)/ guardian(s) may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent(s)/ guardian(s) may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one make-up day for each day of absence.
- Absence for parental-approved activities: This category of absence shall be counted as excused for the purposes agreed to by the principal and the parent(s)/ guardian(s). An absence may not be approved if it causes a serious adverse effect on the student's educational progress (i.e., participation classes such as PE or music).
- Absences resulting from disciplinary actions or short-term suspension. As required by law, students who are removed from a class as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

- Extended illness or health condition. If a student is confined to home or the hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/ her schoolwork or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.
- Excused absence for chronic health conditions. A student with a chronic health condition which interrupts, regular attendance and participation may qualify for placement in a limited attendance and participation program. Staff shall be informed of the student's needs though the confidentiality of medical information shall be respected at the request of the parent(s)/ guardian(s).

Assignments and/ or activities not completed or late because of an excused absence may be made up in the manner provided by the teacher.

UNEXCUSED ABSENCES

Any unexcused absence will be treated as trancies and dealt with under the procedures of the Washington Administrative Code for the BECCA truancy law.

Unexcused absences fall into (3) categories:

1. Submitting a signed excuse that does not fall into one of the above categories or is determined to be inappropriate by the building principal.
2. Failing to contact the school or submit any type of excuse statement signed by the parent(s)/ guardian(s) or adult student. (This type of absence is also defined as truancy.) The student is truant when absent from school without parent/guardian and school permission.
3. Exceeding the limit of fifteen (15) absences in one school year.

LATE ARRIVAL TO CLASS/ EARLY DISMISSAL

A student will be considered late if he/ she arrives after the start-up bell. When a student's lateness becomes frequent or disruptive, the student will be referred to the counselor or principal. If counseling and conference with parent(s)/ guardian(s) are ineffective in changing the student's attendance behavior, he/she may be subject to disciplinary action.

If a student leaves school early on a regular basis, he/she misses important information and creates a disruption to the classroom. If a pattern of leaving early persists, the parent(s)/ guardian(s) will be referred to the counselor or principal. In addition, under state law, a student can be marked absent when a student is absent for fifty percent or more of their scheduled day.

STUDENTS

Excused and Unexcused Absences

Regular school attendance is necessary for mastery of the educational program provided to students. It is recognized that, at times, students appropriately may be absent from class. Therefore, the following principles shall govern the development and administration of attendance procedures within the district:

Excused Absences

1. The following are valid excuses for absences from school:
 - A. Participation in a district or school approved activity or instructional program;
 - B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
 - C. Family emergency, including but not limited to a death or illness in the family;
 - D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 - E. Court, judicial proceeding or serving on a jury;
 - F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 - H. Absence directly related to the student's homeless status;
 - I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
 - J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

2. If an absence is excused, the student shall be permitted to make up any graded assignments and/or equivalent participation points outside of class under reasonable conditions and time limits established by the appropriate teacher(s).
3. An excused absence shall be certified by the parent in writing, or by the school authority responsible for the absence.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria in #1 A-J above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or unexcused absences only to the extent and upon the basis that:
 - a. The student's attendance and participation is related to the instructional objectives or goals of the particular subject or course, and
 - b. The student's attendance and/or participation has been identified by the teacher pursuant to the policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.
3. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has incurred one unexcused absence (equivalent of one school day) within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences (equivalent of two school days) within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.
4. A conference shall be scheduled to determine what corrective measures should be taken to remedy the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.
5. Not later than the student's fifth unexcused absence (equivalent of five school days) in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
6. If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
7. Students who are court ordered to return to school may be placed in an alternative learning setting until the next appropriate reentry point to the regular school setting.
8. All suspensions and/or expulsions shall be promptly reported in writing to the superintendent or designee. Policies and procedures shall be made available to parents and students upon request.

Legal Reference: [RCW 28A.225](#) Compulsory School Attendance

Adopted: September 8, 1993
Revised: August 25, 2004
Revised: February 2008
Revised: October 26, 2011

Attendance Procedures Sage Crest Elementary School

Definition of Unexcused Absences or Truancy:

A day, or part of a day, in which a student does not attend school and the parent(s) or guardian(s) or the school has not given permission for the student to not attend school.

Each absence after fifteen (15) excused absences is considered unexcused.

Attendance Procedures:

- I. A day or part of a day in which a student does not attend school and neither the parents nor the school has given permission to be absent.
 - a. A warning letter shall follow unexcused absences of this type. A student's grade shall not be affected if no graded activity is missed during absence.
 - b. If further truancies occur, a conference shall be held between the parents (or guardian), student, teacher, and principal. At this conference, all parties involved shall ameliorate the problem.
 - c. If the above actions fail to correct the truancy problem, the student will be declared a habitual truant. The principal and teacher will interview the student and parents and prescribe corrective action, which may include suspension for the current trimester, expulsion, or a referral to the Community Truancy Board or County Prosecutor for action as per Washington State Law.
- II. After five (5) or more absences in a month schools are required to conference with parents/ guardian except when (1) prior written notice was given or a doctor note was provided; and (2) an academic plan was put in place to keep the student on track.
- III. After ten (10) absences a letter will be sent to the parents. This letter will explain the Kennewick School District Attendance Policy. It will also reaffirm that any absence after fifteen (15) excused absences are unexcused.
After 10 absences in a school year, there will be a conference with parents/ guardians. The purpose of the conference is to identify barriers to attendance, provide supports and resources so that student may regularly attend school. At this conference, parents/ guardian will be informed that after 15 absences each absence may be counted as a truancy.
- IV. After fifteen (15) excused absences each absence is considered unexcused.
 - a. After fifteen (15) excused absences a letter will be sent home to be signed and returned. **The letter will notify parents that any absence without a doctor's note will be considered a truancy.** The notification will include potential consequences.

- b. After two (2) unexcused absences, parents will be informed that their child has 2 unexcused absences and a conference will be held with the parents/ guardians.
- c. After five (5) unexcused absences in a month or 10 unexcused absences in a school year, the parents/ guardians will be referred to the Community Truancy Board or Juvenile Court as per Washington State Law.

Advance Notice of Absence:

When families know in advance that they will be away from school for an extended time due to a vacation or a planned event, their student will be given time following the absence to complete the work that is missed. Please have your student read 20 minutes per day and keep a journal of activities while away. Assignments given in class while your student is gone will be given to the student when they return to school. Once again, instruction from the teacher is essential for the student to have the understanding necessary to complete the work. Although intentions are good, and everyone plans to do homework while away from school, it is often just not possible to grasp the concepts and understand the work without instruction from the classroom teacher. Reading and writing activities are always available and beneficial to students therefore it would be best to focus on those areas when students are absent from school.

Student Discipline Sage Crest Elementary School

❖ Procedures (Building)

Because teachers have different teaching styles and different methods of teaching students correct behavior, each room has an individual discipline and safety plan. Parents are encouraged to learn the rules of their child's room and to actively work with the teacher in enforcing these rules.

Students who do not observe the rules and procedures may experience the following:

1. A discussion of the problem with the student and teacher will occur. Repeated problems will be given appropriate consequences according to the teachers discipline plan (warnings, loss of recess time, etc.).
2. Parents will be contacted and the teacher will explain the child's inappropriate behavior. The parents may also be asked to help in changing the child's behavior.
3. The teacher or paraeducator will keep the principal updated on the above events. If the inappropriate behavior continues, the principal will work with the teacher or paraeducator and student (and parents if necessary) to develop a plan for the student.
4. In more severe cases the teacher (paraeducator if needed) and principal will hold a conference with the parents to develop a plan for improvement.
5. If there is still no progress after the above 4 steps, the student is placed in the districts Disruptive Student Policy Plan. These procedures are followed until the student corrects the disruptive behavior or is expelled from school.

❖ Weapons

Sage Crest Elementary School and the Kennewick School District have a "no tolerance" policy towards students who bring weapons to school. Any student who brings a weapon (including pocket knives) to school or used any object as a weapon **will be given an emergency suspension immediately.**

For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used as a weapon to school.

Kennewick School District Policy 3314 Exceptional Misconduct explicitly defines the district policy regarding Weapons. The policy states in part:

1. Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents; air, aerosol, gas or pump-action firearms; nunchu-ka sticks; throwing stars; clubs; knives of all kinds; silencers and

objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

2. Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.
3. Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.
4. Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

❖ **Miscellaneous**

1. Students are not allowed to have laser pointers on campus.
2. While students may possess cell phones and smart watches on campus, they should not interfere with learning within the classroom. Students are not permitted to use devices during school hours (8:40 a.m.-3:17 p.m.) On the first offense, the teacher/adult will confiscate the phone and give it back at the end of the school day. On the second offense, the phone will be given to the principal and a parent has to come to school to pick it up. On the third offense, the phone will be given to the principal and kept until the end of the year; the student will then not be allowed to possess a cell phone on campus or be subject to suspension.
3. In addition, students are not allowed to video or take pictures of other students without their verbal consent. Content accessed on the bus or before school must be appropriate for students of all ages. If content is deemed inappropriate, parents must pick up the electronic and other disciplinary actions may ensue.



STUDENTS

Student Rights and Responsibilities

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of the schools, subject to such corrective action or punishment as the school officials determine.

The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards.

Any student who willfully performs or fails to perform any act which materially interferes with, or is detrimental to, the orderly operation of a school, school-sponsored activity, or any other aspect of the educational process within the school district, shall be subject to discipline, short or long-term suspension, or expulsion by authorized school district authorities.

The following acts or omissions by a pupil on school premises, or off school premises at any school-sponsored activity, shall constitute sufficient cause for such discipline, suspension or expulsion: disruptive conduct; disobeying the rules and regulations in the student code or the reasonable instructions of school authorities; immoral conduct; vulgarity or profanity; unauthorized or habitual absence or tardiness; destruction or defacing of school property.

Student actions contrary to the laws of the state, county or municipality may be dealt with through law enforcement or school sanctions. These acts include, but are not limited to, the use or possession of tobacco and alcoholic beverages; use, possession, or sale of narcotics; destruction or defacing of school property; extortion or intimidation; assault of another student or staff member; stealing; possession and/or use of any dangerous weapon or object; or the commission of any other criminal act.

Legal Reference: RCW28A.600.010
28A.600.020
28A.600.040
28A.400.110
28A.150.240

Rules Required
Government of School, Pupils
Pupil to Comply with Rules
Principal to Assure Appropriate Student Discipline
Basic Education Act of 1977

Adopted: September 8, 1993

STUDENTS

Student Responsibilities and Limitations

The school district has established rules of conduct that shall be applicable at all schools. Individual buildings may distribute written rules of conduct that cover additional areas of student behavior. Violations of a rule of conduct may result in corrective action or punishment imposed by authorized employees of the district. *It is the intent of the Kennewick School District to provide a safe, productive, positive, and disruptive-free classroom and learning environment.* General rules of conduct are as follows:

1. A student shall be punctual and in regular attendance unless officially excused.
2. A student must:
 - a. attend all classes assigned unless officially excused.
 - b. comply with school bus rules of conduct.
 - c. identify himself/herself on request to school district and/or public officials.
 - d. follow school rules regarding driving/parking use of vehicles during the school day.
3. A student shall not cause the substantial and material disruption of any school operation or classroom. Though not the only acts of substantial disruption, the following illustrate the kinds of offenses encompassed here:
 - a. occupying a school building or school grounds in order to deprive others of its use.
 - b. blocking the entrance or exit of any school building or room in order to deprive others of passing through.
 - c. setting fire to or damaging school property.
 - d. using, or threatening to use, firearms, explosives or other weapons on the school premises.
 - e. preventing students from attending a class or school activity.
 - f. blocking normal pedestrian or vehicular traffic on a school campus.
 - g. interfering seriously with the conduct of any class or activity.
 - h. urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions.
 - i. intentionally make false accusations about staff or student behavior.
4. Students are expected to be honest, that is, lying and cheating will not be tolerated and will result in appropriate disciplinary action.
5. Students are expected to:
 - a. respect self and the rights of others
 - b. treat others as they would like to be treated
 - c. respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences
 - d. refrain from ethnic jokes, slurs, and attire with derogatory messages

6. Dress and appearance must not present health or safety problems or cause disruptions.
7. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation, are prohibited.
8. Any student, singly or in concert with others should not intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties. (RCW 28.A.635)
9. The use, sale, distribution or possession of the following are prohibited on school premises or during school sponsored activities:
 - a. drugs and narcotics.
 - b. alcoholic beverages and tobacco products and/or electronic delivery devices.
 - c. fireworks.
 - d. weapons.
 - e. pornography.
 - f. stolen property.
10. Students are to respect the property of others. Entry, theft or possession (without permission) of another's property is prohibited.
11. Activities defined by federal, state or municipal law as criminal are prohibited.
12. The forging of any signature or alteration of any document is prohibited.
13. Obvious and conscious disregard of legal requests or orders given by recognized school or civil officials.

Corrective Actions and Punishments

In order to insure that order essential to effective teaching and learning is maintained, corrective actions and punishments may be imposed by designated employees for violation of rules of student conduct. Corrective action and punishment will be imposed for good and sufficient cause in a fair and just manner, including, but not limited to, suspension and expulsion.

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| Legal Reference: | RCW 4.24.190 | Action Against Parent for Willful Injury to Property by Minor |
| | 28A.600.010 | Government of Schools |
| | 28A.600.040 | Pupils to Comply with Rules |
| | 28A.400.110 | Principals to Assure Appropriate Student Discipline |
| | 28A.225.170 | Defacing School Property |
| | 28A.635 | Liability of Parent |
| | WAC 180-40-225 | Misconduct Rules Defined |

Adopted: September 8, 1993
 Amended: August 9,
 Amended: April 10, 1996
 Amended: May 22, 1996
 Amended: January 8, 1997
 Amended: July 16, 2014

STUDENTS

Student Exceptional Misconduct

Exceptional misconduct means misconduct which the school district has judged as follows:

- (a) To be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension or expulsion, and/or
- (b) To be so serious in nature and/or serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short-term suspension, long-term suspension, or emergency expulsion.

Students shall refrain from exceptional misconduct while on school property during or immediately before or after school hours, at any time the school or grounds are being used for a school activity or event, or while attending a school activity or event off the school grounds. School events include, but are not limited to, athletic events and athletic team camps, co-curricular events and co-curricular camps, Kennewick School District bus stops, and incidents that occur within the proximity of the campus or has a nexus to school. Acts that occur off campus and/or after school hours will be reviewed by its effect upon the safety and operation of the school and whether it, in fact, is detrimental to the good order and to the welfare of the pupils.

Administrators investigating incidents of exceptional misconduct shall conduct thorough investigations and carefully review the circumstances of the incident. Administrators have the discretion to take appropriate disciplinary actions and to differentiate consequences based on the involvement of various students in the exceptional misconduct.

The Kennewick School District has a zero-tolerance for weapons violations, violence, threats, or threats of violence, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. Students engaged in such conduct are subject to corrective action or punishment including, but not limited to, suspension and expulsion. As a matter of

1. Firearms and Explosives – Students who possess, carry, deliver, transfer, or use a firearm, explosive or explosive device on school grounds, at a school sponsored event, or event off school grounds, will be emergency expelled for no less than one calendar year.

An exploding device is one that is capable of causing substantial property damage or bodily harm or producing destructive effects on contiguous objects. This shall include, but not be limited to, fireworks, pyrotechnic devices and ammunition for firearms.

Explosives means gunpowders, powders used for blasting, all forms of high explosives, blasting materials, fuses (other than electric circuit breakers), detonators, and other detonating agents, smokeless powders, other explosive or incendiary devices, destructive devices, any chemical compounds, mechanical mixture, or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities, or packing that ignition by fire, by friction, by concussion, by percussion, or by detonation of the compound, mixture, or device or any part thereof may cause an explosion.

Look-alike, unloaded and/or inoperable firearms or explosives remain a firearm or explosive for purposes of this section.

2. Weapons and Dangerous Instruments - Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents, air, aerosol, gas or pump-action firearms, nunchu-ka sticks, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

- a. A student who brings a handgun or explosives to school or school sponsored events will be expelled for one calendar year.
- b. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.
- c. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm.
- d. The superintendent or designee may modify the one-year expulsion on a case-by-case basis.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

3. Intimidation by threat of force or violence. A student shall not singly or in concert with others intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school, or other person legitimately on school grounds, who is in the peaceful discharge or conduct of his or her duties or studies.

Double penalties will be imposed whenever "group" or "gang" fighting is involved. "Group" or "gang" fighting as used herein, shall mean two (2) or more individuals who are involved in one side of a fight.

Double penalties will be imposed on all high school students who are involved as provokers of fights with middle and elementary school students, and on middle school students who are involved as provokers of fights with elementary students.

4. Harassment – Harassment is prohibited and may be in the form of:
 - a) slurs or
 - b) other harassment based on sex, race, religion, ethnic origin, sexual orientation, or disability (physical, mental or sensory).
5. Bullying – Bullying is prohibited and is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RXW 9A.35.080(3), which includes race, color, religion, ancestry, national origin, gender, sexual orientation, mental physical disability, physical appearance, clothing and other apparel, socioeconomic status, gender identity, marital status, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- a) Physically harms a student or damages the student's property; or
 - b) Has the effect of substantially interfering with a student's education; or
 - c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d) Has the effect of substantially disrupting the orderly operation of school.
6. Extortion, Assault or Causing Physical Injury - A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.
7. Substantial Disruption of School - A student shall not intentionally cause the substantial and material disruption of any school operation. This may include but is not limited to the following:
- a. Copy cat acts and
 - b. Contributing to or knowing involvement in a potentially dangerous activity and failing to report the misconduct; this shall include passive resistance and any overt act toward the commission of a crime.
8. Damage or Theft of Property - A student shall not recklessly, negligently, intentionally, or with gross carelessness, damage school or private property. Additionally they shall not be involved in the theft of any school property or private property on school grounds. Where school property is damaged or stolen, the Superintendent may seek restitution from the student or his/her parents as permitted by law. A student shall not knowingly damage or vandalize the home or property of any Kennewick School District employee.
9. Narcotics, Alcoholic Beverages and Stimulant Drugs - A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or look-alikes on campus or at any school sponsored event.
- Appropriate and prescribed use of a drug by a student that has been authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
10. Repeated Misconduct - A student shall not repeatedly fail to comply with the district policies or school rules or with the directions of school personnel during any period of time when he/she is properly under the authority of school personnel.
11. Forgery - A student shall not make any false entry or alter any school document used or intended to be used in connection with the operation of the school.
12. Lewd Conduct - A student shall not use or exhibit obscene or vulgar behavior through language, writing, pictures, signs, or acts.
13. Gambling - A student shall not engage in gambling of any form. This includes accepting, recording and registering bets, or any form of lottery for money.
14. Cheating - A student shall not intentionally obtain test questions and/or answers through fraudulent means and shall not plagiarize written material.
15. False Accusations - A student shall not intentionally make false accusations against staff or students.

16. Cigarettes, Cigars, Tobacco - A student shall not possess or use cigarettes (including electronic delivery devices), cigars, chewing tobacco, or tobacco of any kind on school property. Kennewick School District bus stop, Kennewick School District transportation vehicle or at any school sponsored event.
17. Computer Misuse – Students will NOT be permitted to:
- Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students.
 - Send, receive, or display offensive, inappropriate, or sexually explicit material,
 - Use obscene language,
 - Use other people's passwords,
 - Harass, insult, or attack others,
 - Seek to receive or provide unauthorized access to resources,
 - Trespass in files and/or folders of others,
 - Violate copyright laws and/or plagiarize the material of others,
 - Steal equipment or software,
 - Intentionally waste resources, and
 - Use a network computer for commercial purposes, personal gain, and fraud.
18. Exceptional misconduct will not include absenteeism.

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| Cross Reference: | Policy 3200 | Student Rights and Responsibilities |
| | Policy 3207 | Prohibition of Harassment, Intimidation, and Bullying |
| | Policy 3210 | Nondiscrimination |

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|------------------|-----------------------------|-----------------------|
| Legal Reference: | WAC 392-400 | Pupils: |
| | | Discipline |
| | | Short-term Suspension |
| | | Long-term Suspension |
| | | Expulsion |
| | | Emergency Actions |
| | | Appeals |

Adopted: November 26, 1973
Amended: November 6, 2002
Amended: March 12, 2014
Amended: July 16, 2014

STUDENTS

Child Abuse and Neglect

Because child abuse and neglect are both a violation of children's human rights and an obstacle to their educational development, all district personnel shall be alert for any evidence of such abuse or neglect.

Staff members are legally responsible for reporting all suspected cases of child abuse and neglect within 48 hours. For that reason, under state law, school personnel are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so.

Personnel need not verify that a child has, in fact, been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

Staff members receiving information regarding the outcome of reports of suspected cases of child abuse shall not disseminate or release it except as authorized by state and federal statute.

Sexual harassment by others is a growing concern and will be reported.

Legal Reference: RCW 26.44.030 Reports; Duty and Authority to Make;
Duty of Receiving Agency; Duty to Notify

Adopted: September 8, 1993

SEXUAL HARASSMENT

The following information is taken from two school board policies that speak to student sexual harassment: #3206 and #R3206. To see these policies in their entirety, please go to www.ksd.org, click on the “DISTRICT” tab, then click on “Policies and Procedures” under “School Board.”

Sexual Harassment Prohibited - Students

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

Definitions

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

Under federal and state law, the term “sexual harassment” includes, but it not limited to:

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

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

Investigation and Response

If the District knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the District will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. The District will take these steps every time a complaint, alleging sexual harassment comes to the attention of the District, either formally or formally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the District of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in School District activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Staff Responsibilities

The Superintendent or designee will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the District Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

STUDENTS

Sexual Harassment of Students Prohibited

The procedure is intended to set forth the requirements of Policy 3206, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in School District activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the District will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The District has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Staff Responsibilities

- In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX Coordinator so that the District can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
- The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the District not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Assistant Superintendent of Human Resources for evaluation.
- The Assistant Superintendent of Human Resources should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the District not investigate or seek action against the alleged perpetrator, the District will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in District activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the District's ability to respond fully to an individual allegation of sexual harassment, the District will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the District will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The District will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Title IX Coordinator at 509-222-5000. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the District will take interim measures to protect the complainant before the final outcome of the District's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the District will take interim measures to protect the complainant before the final outcome of the District's investigation.

Training and Orientation

A fixed component of all District orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Student Computer Use

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the Internet.

Citizen Complaint Against a School District or Other School Service Provider

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow steps 1 through 5 to complete the citizen complaint process:

STEP 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) and are unable to reach a satisfactory solution, use this citizen complaint process through OSPI.

STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint must be in writing, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.
 - **Optional:** If someone is helping you to file this citizen complaint, include 1) their contact information, and 2) your relationship to them — for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.
 1. What specific requirement has been violated?
 2. When did this violation occur?
 3. Who you believe is responsible: names of all the people, and the program or organization involved.
 - **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

Attn: Citizen Complaint-Title I, Part A

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305

Citizen Complaint Against a School District or Other School Service Provider

STEP 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within 20 calendar days.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within 5 calendar days of the date of the response from the school district, ESD or school service provider (subgrantee).

STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within 60 calendar days of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within 30 calendar days of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines

If you as the complainant, and the school district, ESD or school service provider (subgrantee) named in your citizen complaint agree to extend the timelines, this agreement must be in writing and sent to OSPI within 10 calendar days of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction
Attn: Citizen Complaint— Title I, Part A
P.O. Box 47200
Olympia, WA 98504

Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

Section 504, Title IX Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

Kennewick School District

1000 West 4th Ave.

Kennewick, WA 99336

[SPANISH]

Póliza de no discriminación del Distrito Escolar de Kennewick

El Distrito Escolar de Kennewick proporciona acceso igual a todos los programas y servicios sin discriminación en base del género, raza, credo, religión, color, origen nacional, edad, veterano o status militar, orientación sexual, que incluye la expresión de su género o identidad, la presencia de cualquier discapacidad sensorial, mental o física, o el uso de un perro guía o un animal de servicio por una persona con una discapacidad, y proporcionar acceso igual a los Boy Scouts y otros grupos juveniles. Los empleados que siguen han sido designados para dirigir las preguntas y quejas de presunto discriminación.

Derechos Civiles: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

Sección 504, Título IX: Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

Kennewick School District

1000 West 4th Ave.

Kennewick, WA 99336

COMMUNITY RELATIONS

Regulation of Dangerous Weapons on School Premises

WEAPONS POLICY EXCEPTIONS

It is a violation of district policy and may be a violation of state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities while being used exclusively by the district except as provided below.

The following adults (who are not students) who are:

1. Persons engaged in military, law enforcement, or school district security activities;
2. A federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

3. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
4. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.
5. Other adults under such specific circumstances as the superintendent or assistant superintendent may designate in advance.

Persons between fourteen and eighteen years of age with written parental or guardian permission and persons over eighteen years of age may possess personal protection spray devices on school property. Any student regularly in possession of a personal protection spray device during school hours shall file notice of such possession with the building principal. Personal protection spray devices may not be used other than in self-defense.

Firearms, dangerous weapons and weapons are defined under District Policy 3314.

Consequences of violation of the weapon policy are set forth in District Policy Regulation 3314.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

Cross References:

Board Policy 3314

Student Exceptional Misconduct

Legal References:

[RCW 9.41.280](#)
[RCW 9A.16.020](#)
[RCW 9.91.160](#)
[RCW 28A.600.420](#)

Dangerous weapons on school facilities
 Use of force — when lawful
 Personal Protection Spray devices
 Firearms on school premises,
 transportation, or facilities — Penalty
 — Exemptions

Adopted: July 8, 2009