

**PARK MIDDLE SCHOOL
2023-2024
Student Handbook**



MISSION STATEMENT

To create a world-class school where significant relationships are built and used in conjunction with innovative teaching, rigorous and relevant instruction, and character education to empower students to persevere, lead, and succeed

MOTTO

*Park Middle School where everyone belongs and everyone can succeed,
NO EXCEPTIONS!*

1st period teacher: _____ room # _____
2nd period teacher: _____ room # _____
3rd period teacher: _____ room # _____
4th period teacher: _____ room # _____
5th period teacher: _____ room # _____
6th period teacher: _____ room # _____
7th period teacher: _____ room # _____
8th period teacher: _____ room # _____

Name: _____ Grade: ____ Homeroom Teacher: _____

WELCOME TO PARK MIDDLE SCHOOL

Welcome to Park Middle School, **HOME OF THE CUBS!** Park Middle School has a rich tradition of PARK PRIDE in the Kennewick School District. Our staff looks forward to the partnership with parents during the 2023-2024 school year to help all students reach their highest potential.

This Student Planner & Handbook is intended to share information about school rules, policies, programs, and procedures at Park Middle School.

Our hope is that the upcoming school year is the best, for all of us. We encourage parents to take time to familiarize themselves with the Student Planner & Handbook. Please make frequent checks with your student and their teachers throughout the school year for scheduled assignments, teacher notes, and other scheduled events. Your assistance in checking your student's planner can be an important part of the school/parent partnership.

BIENVENIDOS A LA ESCUELA SECUNDARIA PARK

Bienvenidos a la Escuela Secundaria Park, **CASA DE LOS CACHORROS!** La escuela Park tiene una rica tradición de nuestro ORGULLO PARK dentro del Distrito Escolar de Kennewick. Nuestro personal busca tener una asociación con nuestros padres durante el año escolar 2023-2024 para ayudar a nuestros estudiantes a conseguir su potencial más alto.

Esta Agenda y Manual tiene la intención de compartir información sobre nuestras reglas de la escuela, póliza, programas, y procedimientos aquí en la Escuela Secundaria Park.

Nuestra esperanza es que el siguiente año escolar sea el mejor para todos. Animamos a los padres a tomar el tiempo para familiarizarse con esta Agenda & Manual. Por favor comuníquese frecuentemente con su estudiante y con los maestros de su estudiante durante el año escolar para programar tareas, notas de los maestros y otros eventos programados. Su asistencia en conocer la Agenda de su estudiante puede ser parte muy importante de la escuela/Asociación de Padres.

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

Park Middle School Staff

Main Office Staff/Personal de la Oficina			
Shaun Espe Amaya	Principal/Directora	Ana Robles	Attendance Secretary/ Secretaria
Corie Kelly	Assistant Principal/Asistente del Director	Favi Samudio-Chacon	Principal Secretary/ Secretaria
Alexia Waggle	Assistant Principal/Asistente del Director	Maria Lopez	ASB Secretary/ Secretaria
Michelle Hudon	Counselor/Consejar	Karla Wilson	Records Secretary/ Secretaria
Jessica Reyes	Counselor/Consejar	Camille Renteria	Library/Bibliotecaria
Rhonda Jones	School Psychologist/ Psicologa Escolar	Ashley Rivas	Library Secretary/ Secretaria Biblioteca
Roberta Ellis	Interventionist/ Intervencionista	Chris Oatis	Security/Guardia de Seguridad
Teresa Walker	Nurse/Enferma	Officer Sanders	School Resource Officer (SRO)

Certificated Teachers/Maestros			
		Mike Chavez	Jacob Sanders
Alfredo Arroyo	Cara Suarez	Hunter Durham	Teri Glasford
Ryan Engel	Diana Razo	Daicee Humphrey	Jantz Garza
Kassi Espada	Jan Walters	Francine Hicks	Linda Zilar
Andrea Mann	Sulema Pacheco	Ryan Blake	Judy Brown
Brad Luce	Brian Arroyo	Travis Aerts	Leonard Ayres
Jared Stewart	Andrew Low	Ramiro Gonzalez	Dwane Sittler
Anica West	Diana Farias Acevedo	Kennedy Storaci	Dave Pierce
Amber Culhane	Emily Beck	Sara Rodgers	Crystal Greer
Gerardo Mendoza-Tovar	Morgan Roberts	Crystal Green	Lynnette Gunter
Kylee Lete	Isabel Barron Frazier	Carmen Maples	Gina Ferguson

Para Educators			
Katie Blanton	Stephanie Monroy	Kate Hawk	Todd Morgan
Jeslaine Low	Lindsey Helfer	Virginia Watt	Somsamay Phongsavath

Fees/Cuotas

ASB/ASB.....	\$15
ASB reduced/ASB Reducido.....	\$0
Sports User Fee/Cuotas de Deportes.....	\$30
Sport User Fee Reduced/Cargo Deportes Reducida.....	\$0
Yearbook/Anuario.....	\$30
Replacement ID/Tarjeta Identificacion.....	\$5.00
PE T-Shirt/PE Playera.....	\$7.00
PE Shorts/PE Pantalones Cortos.....	\$10.00
Adult Breakfast/Desayuno para Adulto.....	\$2.25
Adult Lunch/Almuerzo Para Adulto.....	\$3.50

A fee of \$25 for each returned (NSF, non-sufficient funds) will be imposed per school district policy. If the district receives 2 or more faulty checks they will not accept any checks from that person for the rest of the year.

Una tarifa de \$25 por cada cheque devuelto (NSF, fondos insuficientes) se impondrá por la póliza del distrito escolar. Si el distrito recibe 2 o más cheques defectuosos, no aceptarán cheques de esa persona durante el resto del año.

Park Middle School Daily Schedule






6th		7th		8th	
1st	8:00 - 8:40 (40)	1st	8:00 - 8:50 Homeroom (50)	1st	8:00 - 8:50 Homeroom (50)
2nd	8:44 - 9:34 Homeroom (50)	2nd	8:54 - 9:34 (40)	2nd	8:54 - 9:34 (40)
3rd	9:38 - 10:18 (40)	3rd	9:38 - 10:18 (40)	3rd	9:38 - 10:18 (40)
4th	10:22 - 11:02 (40)	4th	10:22 - 11:02 (40)	4th	10:22 - 11:02 (40)
Lunch	11:06 - 11:36 (30)	5th	11:06-11:46 (40)	5th	11:06 - 11:46 (40)
5th	11:40 - 12:20 (40)	Lunch	11:50 - 12:20	6th	11:50 - 12:30 (40)
6th	12:24- 1:04 (40)	6th	12:24 - 1:04 (40)	Lunch	12:34 - 1:04
7th	1:08 - 1:48 (40)	7th	1:08 - 1:48 (40)	7th	1:08 - 1:48 (40)
8th	1:52 - 2:35 (43)	8th	1:52 - 2:35 (43)	8th	1:52 - 2:35 (43)

*No early Wednesday Release at Park Middle School



15. Be the best person you can be!

Park 15 – Manners Matter	Cafeteria	Courtyard	Hallway	Playground/ Blacktop	Bathrooms
<p>Looks Like</p> 	<ul style="list-style-type: none"> Maintain personal space and walk with your hands by your side Wait in line quietly with hands and feet to yourself Both legs under the table when seated IDs on and visible Sit at temp table if you don't have your ID Throw trash in trash can, make sure your area is clean & stack your tray neatly Electronics properly stored Make eye contact when someone is speaking Shake hands firmly Hold the door for others 	<ul style="list-style-type: none"> Leave food and drinks inside Walk Move through the courtyard to your destination promptly Wait in line respectfully (quietly, hands and feet to self) IDs on and visible Pick up trash if you see it Maintain personal space – keep hands, feet, and objects to self Electronics properly stored Make eye contact when someone is speaking Shake hands firmly Hold the door for others 	<ul style="list-style-type: none"> Keep traffic moving, walk on right side of hallway Line up single file when waiting to enter the classroom Maintain personal space – keep hands, feet, and objects to self IDs on and visible Use your own locker Respect walls and items on the walls Electronics properly stored Make eye contact when someone is speaking Shake hands firmly Hold the door for others 	<ul style="list-style-type: none"> Bring weather appropriate clothing Keep personal belongings in locker appropriately, and return any equipment you checked out Stay within the designated boundaries Play sports in designated areas Follow adult directions Line up quickly and quietly at the signal Always show great sportsmanship Electronics properly stored 	<ul style="list-style-type: none"> Complete SmartPass and wait for permission to go to bathroom Keep water in sink Hands and feet to yourself Wash your hands Throw trash into trash can Return to class promptly Respect the privacy of others Knock before entering a stall No electronics
<p>Sounds Like</p> 	<ul style="list-style-type: none"> Use Ma'am and sir to respond to adults Use kind words - Please, Thank You, May I, and Excuse Me Tell an adult if you see or hear unkind or unsafe behavior Introduce yourself Invite others to sit with you Voice level 1 or 2 "We don't act/talk like that at Park" (be an upstander) 	<ul style="list-style-type: none"> Use Ma'am and sir to respond to adults Use kind words - Please, Thank You, May I, and Excuse Me Tell an adult if you see or hear unkind or unsafe behavior Voice level 1 or 2 "We don't act/talk like that at Park" (be an upstander) 	<ul style="list-style-type: none"> Use Ma'am and sir to respond to adults Use kind words - Please, Thank You, May I, and Excuse Me Tell an adult if you see or hear unkind or unsafe behavior Voice level 1 when walking, 0 when in line "We don't act/talk like that at Park" (be an upstander) 	<ul style="list-style-type: none"> Use Ma'am and sir to respond to adults Use kind words - Please, Thank You, May I, and Excuse Me Tell an adult if you see or hear unkind or unsafe behavior Always congratulate and encourage others Voice level 1-3 "We don't act/talk like that at Park" (be an upstander) 	<ul style="list-style-type: none"> Use Ma'am and sir to respond to adults Use kind words - Please, Thank You, May I, and Excuse Me Tell an adult if you see or hear unkind or unsafe behavior Voice level 0-1 "We don't act/talk like that at Park" (be an upstander)
<p>Feels Like</p> 	<ul style="list-style-type: none"> Respectful Safe Calm Friendly Integrity (no matter the circumstances, be honest) Learn from your mistakes and move on 	<ul style="list-style-type: none"> Respectful Safe Calm Friendly Integrity (no matter the circumstances, be honest) Learn from your mistakes and move on 	<ul style="list-style-type: none"> Respectful Safe Calm Friendly Integrity (no matter the circumstances, be honest) Learn from your mistakes and move on 	<ul style="list-style-type: none"> Respectful Safe Calm Friendly Integrity (no matter the circumstances, be honest) Learn from your mistakes and move on 	<ul style="list-style-type: none"> Respectful Safe Calm Friendly Integrity (no matter the circumstances, be honest) Learn from your mistakes and move on

Expectation Matrix

Park Behavior Expectations and Procedures:

DO WHAT IS EXPECTED.....DO YOUR BEST!!!!!!

At Park Middle School, we believe that no one has the right to interfere with the learning, safety, or well being of others. All students deserve a safe and positive learning environment where teachers can teach and students can learn.

BUILDING CONDUCT

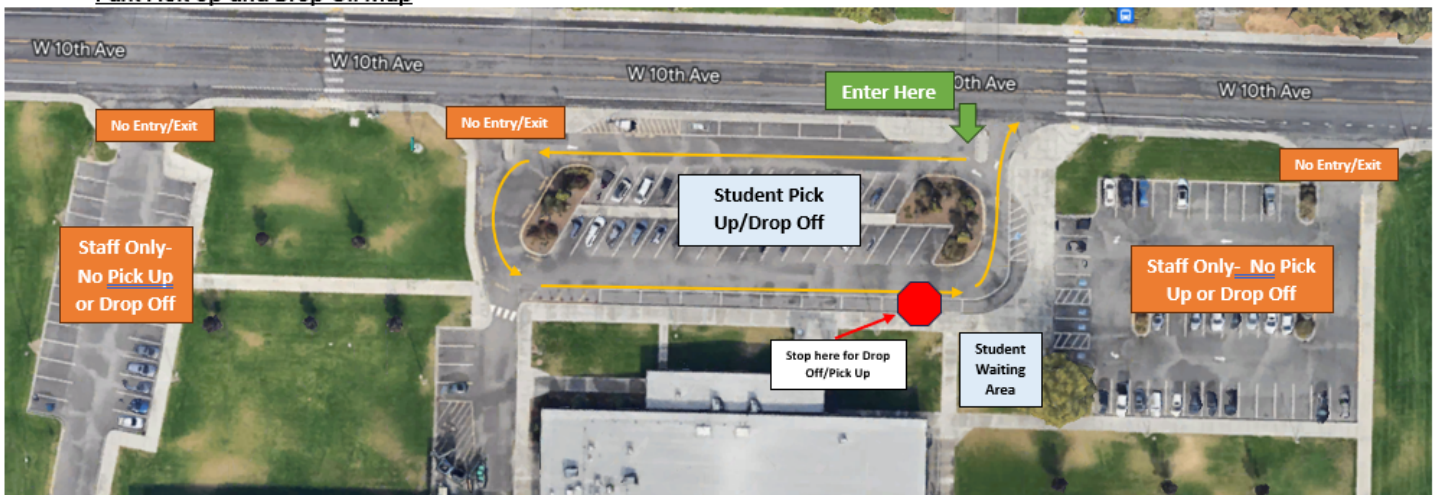
- When students arrive they are to report to their grade level lines. Breakfast is served during 2nd hour class and will not be available before school.
- Students on campus and in hallways are expected to not be disruptive or interfere with others. The use of profanity is not accepted.
- Students are to use doorways and pathways to enter and exit the courtyard and buildings. Students who choose to climb on the fences, walls, roofs, and hang from the rafters will receive disciplinary action.
- At dismissal, students are expected to leave campus immediately. Any student being picked up after school will wait in the designated area at the front of the school.

LUNCH TIME EXPECTATIONS

- o Walk to the cafeteria
- o ID badges must worn and visible at all times
- o Go directly to the lunch line, if you are getting lunch
- o Students who have a temporary badge are required to sit at temporary badge table
- o Keep seated while eating with both legs under the tables
- o Clean up after yourself, throw away your garbage, and stack trays in the cleaning area
- o When you are finished with your lunch, students may go outside to the basketball court area and grassy areas (stay inside the designated coned-in areas)
- o All food must remain in the cafeteria (no food or drink outside)
- o Students will eat lunch only in the cafeteria (except under special conditions)
- o No contact sports are allowed
- o All hallways are closed during lunch
- o Playground equipment may be checked out with the use of I.D. card

Student Drop Off and Pick Up

Park Pick Up and Drop Off Map



Make Your Day

Our discipline procedures allow students to learn from and correct their own mistakes with support from staff. Inappropriate behavior will be dealt with by sending students to a refocus area. Park's behavior expectations emphasize student decision making and responsibility. It is important for students to understand that their choices will determine their level of participation within the school's activities.

Refocus:

Refocus(1st Attempt): When a student chooses to interfere with the learning, safety, or well being of others, they will be directed to the refocus area for 3-5 minutes. Teachers will explicitly state the specific student behavior when directing students to refocus. Students will use this time to reflect on how their behavior has negatively impacted the classroom community and to determine what they can do to repair the harm and return to the classroom activities.

Refocus(2nd Attempt): If the student continues to interfere with the learning, safety, or well being of others, they will remain in refocus for an additional time. The teacher will process with the student when the learning environment allows.

Refocus(3rd Attempt): Students are given one final opportunity to correct their behavior in the classroom. If they are unable to refocus and successfully rejoin the class, they will be asked to make a choice – focus on expectations or choose a Refocus 4, an immediate parent conference.

Refocus 1-3 allows students to remain in the classroom and receive instruction as they attempt to correct their behavior. Teachers will attempt restorative conversations to provide student voice.

Immediate Parent Conference (Buddy room until conference is held): When students are unable to find a solution and repair the harm they've created, an immediate conference will be scheduled with the teacher, parent, and student. Until their parents arrive, the student will be sent to a buddy room for the duration of the class they were disrupting. This provides a safe space for the students to de-escalate while waiting for the conference to occur. If the student is unable to do this appropriately they will be subject to further disciplinary action.

More extreme behaviors may result in students bypassing the refocus area and being referred to the office for an immediate parent conference and/or other discipline.

Points and Concerns:

Students have the opportunity to earn points in each class for following expectations. At the end of each period, students will reflect on their own behavior and determine how many points they have earned for the period with teacher support. Students may offer concerns for the purpose of improving behavior if others have interfered with their learning, safety, or well being. Students Make Their Day by earning the majority of the points for the day.

Park 15

1. Use Ma'am and Sir to respond to adults
2. Use Please, Thank You, May I, and Excuse Me
3. Show Respect at all times
4. Make eye contact when someone is speaking
5. Shake hands firmly
6. Introduce yourself
7. Hold the door for others
8. Never cut in line
9. Pick up after yourself and others
10. Maintain personal space and walk with your hands by your side
11. Always show great sportsmanship
12. Always congratulate and encourage others
13. Learn from your mistakes and move on
14. No matter the circumstances, be honest
15. Be the best person you can be



School-Wide Charter

SCHOOL-WIDE CHARTER

As a school we want to feel...  To feel this way consistently...

Successful →

- I will work hard and persevere.
- I will encourage and offer help to others.
- I will set goals and stay on task.
- I will come to school rested and prepared to learn.

Known →

- I will help others feel included and accepted.
- I will introduce myself and welcome others at Park.
- I will work to know the goals of my peers.
- I will recognize and celebrate our diverse Park community.
- I will smile, say good morning and use people's names.

Respected →

- I will always use positive language.
- I will be kind to everyone and use good manners.
- I will follow the Park 15.
- I will model respect by showing support for others.

Safe →

- I will speak kindly to and about others (no bad language, teasing, or rumors).
- I will respect learning (no laughing or put downs when mistakes are made).
- I will show empathy and be supportive of others (both emotionally and physically).
- I will be an upstander and report unsafe behavior.

Calm →

- I will use an appropriate noise level for the environment.
- I will adjust my energy based on the environment.
- I will give and keep personal space.
- I will arrive to class prepared with my work.
- I will arrive to class with all of my supplies.

Happy →

- I will be friendly and compliment others.
- I will bring a positive attitude and practice positive self-talk.
- I will care for myself and others.
- I will be active and get involved.
- I will check in on my classmates.

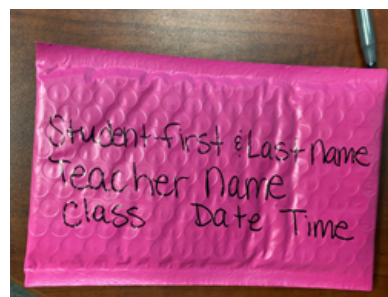
Electronics Policy:

Per the Kennewick School District's Policy and Procedure #3308, the District does not permit the use of personal electronic devices (including cell phones) during class time, unless permission is expressly granted by the teacher as part of the lesson.

- It is highly recommended that students do not bring electronic devices such as cell phones, video games, tablets, or other electronic devices to school.
- Students who bring electronic devices to school must turn them off and place them in their backpacks or pencil pouches upon entering the school.
- Students are permitted to use cell phones/headphones **before school and after school only**. Devices must be stowed prior to them lining up to enter the building.
- A bright pink pouch will be given to a student who does not follow Park's Electronic Policy. Once a student is given a pouch, he or she will have to keep the device in the "pouch" until the end of the school day. The student's 8th period teacher will open the pouch and release the device with no other consequences. The pouch concept allows students to still have their device/s on them to lower anxiety and create a safer way to enforce this logical consequence.
- If an electronic device is being used inappropriately by a student at any time, the student will receive a step 4. Inappropriate uses include, but are not limited to:
 - Taking photos, video or audio footage of a student or staff member without their permission.
 - Creating posts that are harassing or bullying other students on any social media platform.
 - Sending inappropriate texts (open to interpretation by the principal or designee).
 - Taking video of or sharing videos of fights (includes to and from school).
 - Looking up or viewing inappropriate pictures/materials on the internet.
- The school is not financially responsible for any electronic device that is lost or stolen. Parents will need to contact the police to investigate lost or stolen electronic devices.
- Parents who need to contact their students during the school day need to call the office and leave a message. The main PMS number is 222-6900.

Electronics Policy Consequences:

- First offense- student will pouch phone for the remainder of the day.
- Second offense- a contact home, phone (pouched) sent to the office, parent pick up OR returned to student at the end of day w/ parent conference.
- Third offense- a contact home and the student will lose the privilege of being able to have an electronic device on them during the school day. Phone/electronic device will be turned into the office each morning and picked up each afternoon at the end of the school day. Students will work with Administrative staff to earn back the privilege of carrying an electronic device during the school day.
- After repeated offenses, students will lose the privilege to have devices on campus. A parent meeting will be held to discuss next steps.



Park Information, Policies, and Procedures

ACADEMIC EXPECTATIONS

We believe all Middle school students are capable of success and with hard work, are able to pass ALL of their classes. All students have the responsibility to apply consistent and sustained effort toward learning experiences that are assigned. Students with low grades will be placed on an academic improvement plan. Students must demonstrate the skills, attitudes, and behaviors to be successful in the next grade in order to be promoted. Students who have multiple Ds and/or Fs, excessive absences, or low achievement test scores may be recommended for retention or accountability summer school. If recommended for accountability summer school, successful completion would be required to earn promotion to the next grade. Recommendation for promotion or retention will be made by May 15 each year. The final decision regarding retention will be made by the building principal.

In-Building Student Transfer Procedures

A request to transfer a student from a class may be made by a teacher, parent, student, or administrator. The following procedures must be followed:

Procedures:

1. Student transfer requests must be made to the principal in writing. The administration team will review the request. The parents must have conferenced at least 2 times with the current teacher before a transfer will be considered.
2. The administration will determine if the reason for the transfer request is within the guidelines.
3. Parents and/or students will be notified of the decision.

Conditions of Transfer Requests

Transfers are considered for reasons such as: class overload, individual student needs, and special program placement – i.e. Special Services, Title, and/or enrichment classes. Requests for transfer must be expressed in writing to the principal by the student's parent/guardian. Overloading a class will be avoided if possible. In the event of an unforeseen problem, our philosophy is to first attempt to resolve the issue versus immediately transferring a student. Class changes will not be considered for students wanting to be with their friends, to be in classrooms closer to their lockers, etc.

ASSOCIATED STUDENT BODY (ASB)

The ASB works to promote student interests and plan student activities. It is through this organization that students learn about participatory government. Money from fundraisers and the sale of ASB cards supports all sports teams, equipment, uniforms, team travel, and officials. ASB also provides materials for other school activities such as academic recognition, school improvement projects, field trips, band, orchestra, and socials. All students who participate in co-curricular activities must purchase an ASB card.

ASB officers (3 officers for each grade level) will be elected in the spring (the previous school year). One representative and alternate from each homeroom will be elected in the fall. ASB officers and representatives meet every month to discuss school activities and issues. ASB Officers must maintain at least a 3.0 GPA throughout the school year and be students in good standing.

APPOINTMENTS DURING SCHOOL HOURS

Whenever possible, we encourage student appointments to be after school hours. However, we realize this is sometimes not feasible. If it is necessary for parents to pick up a student during school hours, it will save a lot of time if you will follow the guidelines below:

- o Parent/Guardian should send a note with the student stating the time the parent will arrive for pick up.
- o The student is to take the note to the student service office before school. The office will give the student a pre-excused note for the student to give to the teacher.
- o Parents sign students out.
- o If the student returns to school the same day, he/she will sign in at the office.

ATHLETICS

Athletic participation is limited to 7th and 8th grade students only. Involvement in athletics (including dance team) is a privilege for PMS students. In-season athletic training rules prohibit the use of tobacco products, alcohol, and other illegal substances at any time during the season. Sanctions range from loss of playing time to permanent exclusion from athletic participation. We have a "no-cut" policy here at Park Middle School. That means that every student who tries out for a team will make it and will be assigned to the "A" team or "B" team, depending on their performance level. The school will provide uniforms (with the exception of shoes). All students participating in athletics must have a current physical on file. Physicals are good for two years, but must be renewed if a student has a major injury. Students must also have sports packets filled out and signed by their parents. Registration for the different sport seasons will be held during student lunches. There is a \$30 user fee (\$10 if free/reduced) assessed each student per sport season to be paid prior to the first turn out. All students who participate in athletics must purchase an ASB card.

To be eligible to participate in athletics a student must:

- o Maintain a 2.0 GPA or higher with 1 F or less (subject to change to higher requirement)
- o Pay a participation user fee for each sport (\$30/\$10)
- o Purchase an ASB card each year (\$15/\$5)
- o Have a current medical physical on file by a registered physician
- o Complete all necessary paperwork and participation contract prior to participating

ATTENDANCE POLICIES

All students are expected to be in school every day and to be on time. If absent, the student must bring a written statement from the parent/guardian explaining the absence. This note must be presented at the attendance window BEFORE the student reports to class. The attendance window is open each morning at 7:30 a.m. ONLY ABSENCES/TARDINESS DUE TO ILLNESS OR FAMILY EMERGENCY WILL BE EXCUSED. Oversleeping, missing the bus, etc. are not considered family emergencies. FAILURE TO PRODUCE A NOTE WITHIN 48 HOURS WILL RESULT IN THE ABSENCE OR TARDY BEING MARKED AS UNEXCUSED.

Absences are classified according to the Kennewick District policy as excused, unexcused, or truant.

1. The school will attempt to communicate with parents by telephone and/or mail when unexcused or unresolved absences occur. An automated caller may call.
2. Kennewick School District policy permits PMS teachers to give reduced or failing grades to students who have missed more than 12 days during a semester or more than 7 days during the 1st or 3rd quarters. Students with 12 or more absences in a semester will accumulate 1 point that is applied to the district's accountability policy and may contribute to the possible retention of the student. Included in this policy are EXCUSED and UNEXCUSED absences and SUSPENSIONS. Excluded are FIELD TRIPS, ATHLETICS, & ACTIVITIES.
3. Families with students having health related problems, which make abiding by the 12/7-day absence limitation difficult, need to contact the school nurse to outline the concern and develop an appropriate action plan. This needs to be done at the beginning of each semester.

4. Students leaving campus during the day must checkout and check back in at the Attendance Office upon returning (unless participating in a field trip or school sponsored activity). A parent contact (note or phone call 222-6565) is required for student permission to leave campus.

Excused Absences are those absences due to illness, family or district emergencies, short-term suspension, medical, dental, co-curricular activities, parental pre-excused absences and field trips.

Unexcused Absences are those absences not considered excused but occurring with parent consent; absences not pre-approved for anticipated absences (vacations); long term suspensions (over 10 school days); and absences not cleared within 48 hours.

Pre-Arranged Absences

Excused anticipated absences for all or part of a school day. Student must have a written parent note at least three school days prior to the absence. THIS NOTE MUST BE TAKEN TO THE ATTENDANCE OFFICE.

Tardies

When students are tardy they are missing important instruction, it is important for students to be to class on time to ensure they are getting their full, daily classroom instruction. If a student chooses to be tardy there are consequences. Students will be put on a Step 4 Contract for a two week period and parents will be contacted. With additional tardies, students will earn an automatic Step 4 and Step 4 procedures will be followed if they fall within that two week period. If students struggle with ongoing tardies, a parent conference will be scheduled with teachers, counselors, and administration. Tardies will be reset at the beginning of every quarter.

Truancies are absences from school or class without the knowledge and/or consent of parents or school. Discipline for truancies may result in a student sitting on steps the entire day and/or assigned to after school detention or clean-up. Ten minutes or more late to class is considered being truant.

Consequences for Poor Attendance

The Washington attendance law, known as the BECCA Bill, requires all schools to report excessive truancies to the Juvenile Justice Center for legal action. Excessive absences prevent learning. After five (5) unexcused absences in one semester, parents will be notified by mail requesting a conference and the student may be placed on an attendance contract. After ten (10) unexcused absences in a year, a report will be filed with Juvenile Justice Center, required by the state. After twelve (12) absences in a semester, a student is subject to review for retention under School Board Policy #2421. In the case of chronic absence or truancy, an affidavit of non-attendance will be submitted to the Benton County Prosecutor and the student will be required to appear before the county Truancy Board. Four unexcused absences to the same period will count as an absence. Truant students will be assigned after school clean-up crew.

Detention For minor infractions of school rules or regulations, or minor misconduct, certificated staff may detain students after school hours. All students required to attend detention will be supervised by a school staff member. See student policy 3312, WAC 180-40-230.

Make-Up Work Policy

Students may make up schoolwork missed during EXCUSED absences. It is the student's responsibility to contact the teacher and request make-up assignments and their due dates. For prolonged absences, parents may call and request homework assignments after a student has missed three (3) days of school. Generally, the assignments may be picked up in the office 2:30-3 p.m. on the day following the request. 24 hours' notice is typically needed.

BAD WEATHER

Listen to local radio stations, watch local TV stations, or check www.ksd.org for announcements about school closures and delays. Please do not call the school, as there will not be anyone in the office answering phones on these days.

BICYCLES, SKATEBOARDS, SKATES, SCOOTERS, etc.

Students are welcome to ride bicycles, skateboards, or scooters to school, however they must be left in the bike rack ONLY. Park has a fenced rack for storage. We recommend that items are locked by students. Students may not have access to the bike rack during the school day. Due to safety concerns, the use of skateboards, skates, scooter, or roller blades are not permitted anywhere on campus or they may be confiscated. This includes after-school hours.

COMPUTER USE

Students have the opportunity to utilize student computers throughout the school day. Student use of school computers will occur only under the guidance of school personnel. Unauthorized use of equipment or software will result in school discipline. Student use of the Internet is with teacher/staff supervision only. There will be no independent use of the Internet at middle school per School Board policy. Students will use the computer systems for educational purposes only. Parents will be made aware of the school usage of the Internet on the Park rules page given out at the beginning of the school year or when new students enroll.

CUB REPORT

Homeroom teachers will play our Cub Report, which is a news broadcast done by Park students to let all staff and students know what is going on at Park. This is Park's morning announcements. These can also be found on YouTube at: youtube.com/c/parkmiddleschoolcubs

DELIVERIES & PARENT TEXT/VOICE MESSAGES TO STUDENTS

In an effort to minimize classroom disruption, deliveries to students such as flowers, pizza, balloons, candy, birthday gifts, etc., will be held in the main office until the end of the school day. Parent messages to students will be delivered during the last 5 minutes of each class period. Please understand, unless an emergency situation is evident, parent messages to your child will be delivered in a timely manner, but not immediately. If you regularly communicate with your child using text/voice messages, please be aware they may not be able to respond until their lunch time or after school per Park's personal electronic device use expectation. Also, your student's electronic device may be confiscated and stored in the main office if they choose to violate a teacher's, or the school's, personal electronic device use expectation; which would delay their response(s) to any received text/voice message.

DRESS & CLOTHING STANDARDS

This list, although not all-inclusive, lists major types of clothing not allowed for students at Park. As styles change, Park administration will determine if other clothing items are unsafe or distracting to the learning environment at Park.

To maintain adherence to the student dress policy, students may not wear clothing that reveals the back, midriff, chest, buttocks, or undergarments. Prohibited clothing includes but is not limited to the following:

- o Sheer tops, mesh tops, tops with overly large openings at the neck or arms, halter-tops, tube tops, swim tops and bottoms
- o Head coverings (hats, beanies, bandanas, hoodies, etc.)
- o Clothing or accessories with offensive pictures, symbols, or sayings (including innuendo).
These include, but are not limited to:
 - o Demeaning statements
 - o Violent statements
 - o Sexual statements
 - o Racist statements

- o Gang affiliated statements and symbols
- o Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs
- o Hanging belts, clothing with Old English lettering, and Marilyn Monroe attire
- o Jewelry or accessories that could be used to cause harm or injury.

EVACUATION AND LOCKDOWN PROCEDURES

An emergency evacuation map is posted in each class area, as well as lockdown procedures. Teachers will review the different plans several times during the school year. In the case of an alarm, walk quietly and orderly from the building to your class's designated area. Line up with your class and await further instructions. Classes will not re-enter the building until they are cleared by administration.

EXPECTED SCHOOL SUPPLIES

It is expected that each student will bring the following supplies to class daily: 3-ring binder, dividers, pens/pencils, pencil case, notebook paper, and identification badge on and visible. Teachers will also have a list of supplies ready at the beginning of the school year. You are encouraged to carry books and supplies to and from school in a backpack. **Backpacks must be placed in your locker at the start of school each day and cannot be brought to class.**

FIELD TRIPS

Field trips are great opportunities for students. Various groups, clubs, and programs plan exciting opportunities every year for students to attend. However, students may be excluded (not allowed to attend) from a field trip due to academic, behavioral, or safety concerns. Any decision affecting attendance on a field trip will be determined through a collaborative decision-making process between the school administrator, the supervising teacher, the student and their parent/guardian.

FIGHTING

Park Middle School staff works closely with families and community members to provide a safe school and climate for success. To keep staff and students safe fighting is not tolerated. Any involvement in a fight at school or off school grounds may result in suspensions or expulsions. This includes fighting, setting up the fight, filming (posting films), encouraging, instigating, or watching the fight.

FOOD & DRINK & UBER EATS

To aid in providing a safe, secure, and pleasant learning environment for all of our students, energy drinks, such as Monster, Red Bull, or other highly caffeinated beverages, including beverages from local coffee shops will not be allowed inside the building. We ask parents to help us with this expectation by limiting the purchase of these types of drinks for their children on the way to school in the morning – Thank you! Park staff has been trained to politely ask students to dispose of such beverages as they enter the building. Other food or beverages brought to school are subject to confiscation if any staff member feels they are creating a disruption or are found unsafe for, or distracting to, the school or classroom environment. Any Park employee is empowered to enforce this policy. Individual teachers may allow other food and beverages in their classroom for specific, periodic classroom activities. Students are not allowed to order from UBER Eats. All students at Park receive free breakfast and lunch. Any food delivery service creates a distraction.

GUM

A lot of gum ends up on the floor and/or ground, creating a mess, this is why Gum is NOT permitted at Park Middle School.

IDENTIFICATION BADGES

In order to ensure a safe environment for all, students at Park Middle School are required to wear a current Park issued ID badge whenever they are at school. This includes before and after school. Student IDs are also used for identification, library check out, and as breakfast/lunch cards. IDs need to be on and visible at all times, except PE and technology.

- o Students will be issued a picture ID and lanyard or clip at the beginning of the school year at no charge. If students chose to use their own lanyard, they must be breakaway lanyards, for safety reasons.
- o Lost, partial, and unrecognizable badges must be replaced immediately. Cost to replace the badge is \$5.00 and is the responsibility of the student.
- o Students who forget their badge will be issued a temporary badge by their homeroom teacher. (Work crew and/or detention will be assigned for 3 temps issued in 1 week. Further discipline may occur for continued frequent temp ID usage.)
- o Students who refuse to wear badges will not be allowed at school.
- o Students do not have to wear badges while participating in PE classes, athletic practices or contests, or while performing in a music concert or play.
- o Badges may not be given to other students. Transfer of a badge for false identification or fraud is prohibited. Badges will be confiscated and discipline may occur.

INJURY OR ILLNESS AT SCHOOL

A student who becomes ill or injured will be sent or taken to the office where every effort will be made to see that he/she is comforted. When a student is too ill to stay in class, he/she should have the planner signed. Office personnel will contact the student's parent/guardian if the student needs to go home or if medical attention is required. **It is vitally important that we have emergency numbers on file so we may reach you in an emergency.** This includes all numbers possible, such as home, cell, work, etc.

LEAVING CAMPUS DURING SCHOOL HOURS

Only authorized adults (parents, guardians, emergency contact persons, or principal) may give permission for students to leave campus during school hours. Upon arrival students should be in the commons, courtyard, or basketball courts (out back).

LIBRARY PROCEDURES

Students may check out a maximum of 3 items at any one time. All materials may be borrowed for a 2-week period and may be renewed once. EXCEPTION: Magazines are checked out for three nights and due the next school day. Students will have their library privileges restricted if these materials are not returned promptly. Reference materials are not circulated.

You are responsible for all materials checked out in your name. **Your responsibility begins with the check-out of the item(s) and ends when the computer checks it in.** Students will be expected to return or pay the replacement cost for any materials that are lost. Students with unresolved fines will have their library privileges restricted.

The library is open to all students without passes before and after school, as well as lunch. Passes to the library are required at all other times. You need to obtain library lunch passes from any teacher or the library prior to going to lunch. Please present your passes at the main desk when entering and have them stamped.

Students should bring only those materials they need to the library. Before and after school, book bags must be left at the counter.

LOCKERS

Lockers are the property of the Kennewick School District. Student use means that school officials are given the right to open the locker for the purpose of inspection, repair, or search. Policy #3232

Locker use is a privilege, which may be revoked if abused. Homeroom teachers will issue students a locker. Locker checks will be held occasionally. Lockers will be assigned to every student. Combinations must be kept confidential. Students are encouraged to use lockers before school, before lunch, after lunch, and after school only. Students assume all risk and responsibility in the use of lockers. DO NOT bring valuables to school; DO NOT put valuables in lockers. *DO NOT share or trade lockers.* The school is NOT responsible for articles lost or stolen from lockers. Please report thefts immediately to an administrator or security. Lewd pictures, illegal substances, or materials in poor taste may not be kept or displayed in lockers. Marking or other damage to the locker will result in a fine and/or discipline.

LOST AND FOUND

There are lost and found boxes in both the commons and the P.E. area. If you find something, please bring it to the office. If you have lost something, first check to see if it has been placed in the lost and found, then check with your teachers, and finally check with the main office.

MEDICATION

Parents are discouraged from sending prescription drugs to school. Please consult your physician to help in this matter. If medication must be taken at school, contact the school nurse at 222-6900. Information about student health records may be shared with school personnel on a need-to-know basis to protect the student's health, safety, and educational interests. This will be done at the discretion of the school district's certified nursing staff. If parents do not want this information to be shared, they must notify the school nurse in writing. **Any medication required during the school day must be kept in the office.** The medication must be accompanied by a permission slip signed by the physician and parent. **This policy also applies to over-the-counter medications, such as aspirin, ibuprofen and cough drops.**

OTHER ITEMS NOT PERMITTED

- o No permanent markers (sharpies), cans of paint, paint pens, or aerosol cans (anything that may permanently mark property)
- o No open containers are permitted

PHYSICAL EDUCATION PROGRAM

Physical Education is a part of the daily curriculum and is required for most students. Clothing guidelines are as follows:

1. Every student **MUST** purchase a Park KSD PE t-shirt and have shorts or sweats for PE. The shirts are \$5.00 and PE shorts are \$10 (\$15 as a bundle together) and can be purchased in the office. The PE t-shirt and shorts are used throughout all of the middle schools in Kennewick.
2. All clothing must be clearly marked for easy identification.
3. Keep your locker combination confidential and do not share lockers!
4. Sweatshirts and sweatpants are recommended for cold weather.

Permanent and temporary medical conditions should be brought to your teacher's attention as soon as possible. When a student has limited activities in P.E., a note from a guardian needs to be given to the teacher. The teacher needs to know what activities the child should be exempt from and for how long. For longer than 3 days, a doctor's note is required.

The gym, locker rooms, and hallways are closed before school, at lunchtime and after school unless you have authorized permission. The locker room bathrooms are not to be used by students from other classrooms or during lunchtime.

PUBLIC DISPLAYS OF AFFECTION (PDA)

To ensure a safe environment and to be respectful to all, Park does not allow students to kiss, hold hands, or hug at school. Violators will be placed upon no contact contracts. Parents will be contacted for continued violations and discipline may occur.

REPORT CARDS AND PROGRESS REPORTS

Computerized report cards are issued to every student at the end of each quarter. At each mid-quarter, teachers will issue progress reports to each student who is failing or doing poorly in class. Parents are encouraged to contact their child's teacher for more information. Many teachers require signed progress reports to be returned with their child to help with grade communications on the student. Please double check with your son/daughter and keep in contact with your child's teachers.

SCHOOL BUS CONDUCT

Students are expected to follow bus safety rules and obey the driver at all times. Failure to abide by the rules can result in school discipline and/or riding privileges being revoked. Consequences for misconduct on a school bus are as follows:

- o 1st misconduct – Three (3) days off bus
- o 2nd misconduct - Five (5) days off bus.
- o 3rd misconduct – Termination of riding privileges for the remainder of semester or year.

* additional school discipline may occur as well

TEXTBOOKS

Textbooks are issued to students as their personal property. Please don't lend your books and keep them in your assigned locker. Students are responsible for the safekeeping of these books for the entire year. Students are responsible for the replacement of any book that is lost or stolen. You will be assessed the full price of a book that is lost or stolen. Report all lost books to your teacher immediately so another book can be assigned to you, if available. A fine will be assessed for books that are damaged. Report cards will be held until all fines are paid in full.

VISITORS AND VOLUNTEERS

Parents are encouraged to visit the school and volunteer in classes, the library, or the office. Visitations to classrooms must be arranged and approved at least 24 hours in advance. For protection of our students, all persons visiting campus on official business must register at the main office. Student visitors are not permitted. All visitors and volunteers must wear a visitor badge and fill out appropriate paperwork in the main office.

YEARBOOK CLASS

Yearbook is after school (2:45pm – 3:30pm.) offered Tuesday, Wednesday, and Thursday from the start of school through April. Good attendance is required. Students need to be responsible, good students (3.0 GPAs and higher), and hard workers. If you are interested in this class, please contact Mrs. Hicks.

Información Académica

EXPECTATIVAS ACADÉMICAS

Nosotros creemos que todos los estudiantes de la escuela Secundaria son capaces de éxito y trabajando duro son capaces de pasar TODAS sus clases. Todos los estudiantes tienen la responsabilidad de poner todo de su parte para aprender de las experiencias asignadas. Estudiantes con grados bajos serán asignados en un plan académico para mejorar sus grados.

Para que los Estudiantes continúen al siguiente año escolar deben demostrar que pueden tener un año exitoso, demostrar sus habilidades, actitud, y comportamiento. Estudiantes que tienen varias Ds y/o Fs, faltas excesivas, o bajos resultados en sus exámenes serán recomendados para repetir el año o para la escuela de verano. Si se recomienda la escuela de verano, para continuar al siguiente año debe terminar con éxito la escuela de verano. La decisión para recomendar, promover o retener será tomada el 15 de mayo de cada año. La decisión final para retener será tomada por el principal de la escuela.

Procedimientos para transferir dentro de la escuela a un estudiante

Una petición para transferir a un estudiante de una clase será tomada por el maestro, estudiante o administrador. Los siguientes procedimientos se tienen que seguir:

Procedimientos:

1. La transferencia a pedir del estudiante debe ser hecha ante el principal por escrito. El equipo de administración revisará su solicitud. Los padres deben haber tenido por lo menos 2 conferencias con el maestro antes de que su solicitud sea considerada.
2. La administración determinará si la razón para el cambio está dentro de las líneas.
3. Padres y/o estudiantes serán notificados de la decisión.

Condiciones para la Petición de Transferencia

Transferencias son consideradas por las siguientes razones: clases con sobrecarga de estudiantes, necesidades individuales de los estudiantes, programa especial. i.e Servicios Especiales, Título, y/o enriquecimiento de clases. La petición de transferencia debe ser por escrito al principal de la escuela por el padre/guardián del estudiante. Evitaremos tener clases con sobrecarga de estudiantes si es posible. En el evento de algún problema, nuestra filosofía es primero tratar de resolver el problema en lugar de transferir inmediatamente al estudiante. Cambio de clases no serán considerados para estudiantes que quieran estar con sus amigos, para estar cerca de sus lockers, etc.

ASOCIACIÓN DEL ESTUDIANTE (ASB)

ASB trabaja para promover los intereses de los estudiantes y planear actividades. Es por parte de esta organización que el estudiante aprende sobre participar en el gobierno. El dinero de la recaudación de fondos y ventas de las tarjetas de ASB apoya a todos los deportes, material, uniformes, viajes de equipo y oficiales. ASB también provee materiales para otras actividades escolares como el reconocimiento académico, mejoramientos de la escuela, paseos escolares, banda, orquesta y fiestas. Todos los estudiantes que participan en actividades deben comprar su tarjeta ASB.

Oficiales de ASB (3 oficiales por cada nivel) serán electos en la primavera (año escolar anterior). Un representante y alternativo por cada clase de casa serán electos en otoño. Oficiales de ASB y representantes se reunirán cada mes para discutir las actividades de la escuela y otros asuntos. Los Oficiales ASB deben mantener por los menos un GPA 3.0 durante el año escolar.

CITAS DURANTE HORAS DE ESCUELA

Siempre que sea posible, nosotros recomendamos que las citas de los estudiantes sean después de horas de escuela. Pero sabemos que a veces no es posible. Si es necesario para los padres recoger a su estudiante durante las horas de la escuela, ahorraría mucho tiempo si sigue las siguientes guías:

- Padres deben firmar a su estudiante para salir de la escuela.

- Si el estudiante regresa a la escuela en el mismo día, el/ella tendrá que firmar en la oficina.

DEPORTES

Nosotros animamos a todos los estudiantes del grado 7 a participar, esto es solamente para los estudiantes del grado 7 y 8. La participación en los deportes (incluyendo baile) es un privilegio para los estudiantes de la Escuela Secundaria Park. En temporada de deportes está prohibido el uso de tabaco, alcohol y otras sustancias ilegales durante toda la temporada. Sanciones están entre perder el privilegio de jugar hasta la expulsión total de los deportes. Nosotros tenemos una póliza de "no-entrar" aquí en la escuela Park. Eso quiere decir que cada estudiante que trate de entrar a un equipo estará en un equipo y será asignado al equipo "A" o al equipo "B", dependiendo de su nivel de rendimiento. La escuela provee uniformes (con la excepción de zapatos). Todos los estudiantes que participen en deportes tienen que tener un examen físico actual en su archivo. Los exámenes físicos son válidos por 2 años, pero se tienen que renovar si el estudiante tiene alguna lesión grave. Los estudiantes también deben de llenar sus paquetes deportivos y firmados por sus padres. La registración para los diferentes deportes de temporada será durante las horas de comida de los estudiantes. Hay una cuota de \$30 (\$10 si es gratis/reducido) cada estudiante será evaluado por deporte y se pagará antes del primer juego. Todos los estudiantes que participan en deportes deben de comprar una tarjeta de ASB.

Para ser elegible para participar en deportes el estudiante debe:

- Mantener un GPA de 2.00 o más alto con una F o menos (sujeto a cambios para mas requerimientos)
- Pagar su cuota para participar en cada deporte (\$30/\$10)
- Comprar una tarjeta ASB cada año (\$15/\$5)
- Tener un examen físico actual en su archive firmado por un doctor
- Completar todo el paquete necesario y el contrato de participación antes de empezar

PÓLIZA DE ASISTENCIA

Se espera que todos los estudiantes estén en la escuela todos los días a tiempo. Si está ausente, el estudiante debe de traer una nota escrita por el padre/guardián explicando la ausencia. Esta nota debe ser presentada en la ventana de asistencia ANTES de que el estudiante se reporte a clases. La ventana de asistencia está abierta cada mañana a las 7:30 a.m. SOLAMENTE AUSENCIAS/O LLEGADAS TARDE DEBIDO A ENFERMEDAD O EMERGENCIA FAMILIAR SERÁN JUSTIFICADAS. Quedarse dormido, perder el camión, etc. no son consideradas emergencias familiares. EL NO ENTREGAR UNA NOTA DURANTE LAS 48 HORAS RESULTARA EN UNA AUSENCIA O TARDE MARCADA SIN JUSTIFICACIÓN.

Las ausencias son clasificadas con acordancia con las pólizas del Distrito Escolar de Kennewick como justificadas, sin justificación o sin justificación (se va de pinta).

1. La escuela tratará de comunicarse con los padres vía Telefónica y/o por correo cuando una falta injustificada o faltas sin resolver sucedan. Recibirá una llamada automática.
2. La póliza del Distrito Escolar de Kennewick permite que los maestros de la escuela secundaria Park le den al estudiante una calificación baja o un grado no aprobatorio a estudiantes que han estado ausentes por más de 12 días durante el semestre o más de 7 días durante el 1ro y 3ro cuartos. Estudiantes con más de 12 o más ausencias en un semestre acumularan 1 punto que es aplicado a la póliza de responsabilidad del distrito

y puede contribuir a la posible retención del estudiante. Incluyendo en esta póliza son faltas JUSTIFICADAS e INJUSTIFICADAS y SUSPENSIONES. Excluidos los PASEOS, DEPORTES & ACTIVIDADES.

3. Familias con estudiantes que tengan problemas de salud, pueden ser limitados y afectar la póliza de 12/7-falta, necesitan contactar la enfermera de la escuela para explicar el problema y crear un plan apropiado. Este plan es necesario hacerlo al principio de cada semestre.
4. Los estudiantes que se vayan de la escuela durante el día deben de ser registrado para salir y registrado para entrar en la Oficina de Asistencia en cuanto regrese (al menos que participe en un paseo de la escuela o una actividad de la escuela). Contacto con el padre (nota o llamada Telefónica al 222-6902) es requerida para que el estudiante tenga permiso para salir de la escuela.

Ausencias Justificadas son aquellas faltas debido a enfermedad, familia o emergencias del distrito, suspensión a corto plazo, médico, dental, o actividades curriculares, ausencias pre-excusadas por los padres y paseos de la escuela.

Ausencias Justificadas son aquellas faltas que no son consideradas justificadas pero ocurren con el consentimiento del padre; ausencias no pre-aprobadas por faltas (vacaciones); suspensiones a largo plazo (más de 10 días de escuela); y ausencias no claras dentro de las 48 horas.

Ausencias Injustificadas sin Permiso son ausencias de la escuela o clase sin los padres tener conocimiento y/o permiso o la escuela. La disciplina por estas ausencias puede resultar en el estudiante estar en pasos durante todo el día y/o ser asignado a detención después de la escuela o limpieza. Diez minutos o más que llegue tarde a la clase es considerado falta injustificada.

Consecuencias por escasa Asistencia

La ley de asistencia de Washington, se conoce como el Proyecto de ley BECCA, requiere que todas las escuelas reporten faltas injustificadas al Centro Juvenil de Justicia para acción legal. El exceso de ausencias impide el aprendizaje. Después de cuatro (4) faltas injustificadas, los padres serán notificados solicitando una conferencia y el estudiante será puesto en un contrato de asistencia. Después de cinco (5) faltas en un mes injustificadas, un reporte será hecho con el Centro Juvenil de Justicia, requerido por el estado. Después de diez (10) faltas en un semestre, el estudiante es sujeto a una revisión para retención por la Póliza del Consejo Escolar # 2421. En este caso de ausencias crónicas o injustificadas, una declaración de no-asistencia será entregada al fiscal de Condado de Benton y el estudiante será requerido que se presente ante el consejo del Condado de Ausentismo. Cuatro ausencias injustificadas o tardes a la misma clase se contará como una ausencia. Los estudiantes con ausencias injustificadas sin permiso serán asignados a limpieza después de la escuela.

Tardanzas

Cuando los estudiantes llegan tarde, están perdiendo instrucción importante, es importante que los estudiantes asistan a clase a tiempo para asegurarse de que reciban su instrucción de cada día completamente en el salón. Si un estudiante elige llegar tarde, hay consecuencias, que eventualmente resultará en recuperar el tiempo que falta en clase. Las primeras tres (3) tardanzas en un trimestre resultará en una advertencia por parte de la secretaria de asistencia, que le recordará al estudiante que recibirá una detención una vez que llegue a su 4ta tardanza. Las tardanzas 4-6, resultará en una detención a la hora del almuerzo o después de la

escuela. Una vez que un estudiante recibe 7 tardanzas o más, recibirá una Intervención Administrativa. La intervención con el administrador es donde el administrador y su hijo/a crean un plan para ayudarlos tener éxito llegando a clase a tiempo. El plan se le comunicará a usted como padre y / o tutor. Las tardanzas se establecerán al comienzo de cada trimestre.

Detención Por infracciones menores de las reglas de la escuela o regulaciones, o mala conducta, personal certificado podrá detener a estudiantes en horas después de la escuela. Todos los estudiantes requeridos para asistir a la detención serán supervisados por un empleado de la escuela. Mire la póliza del estudiante 312, WAC 180-40-230.

Póliza de Recuperación de Trabajo

Los estudiantes podrán recuperar cualquier trabajo que perdieron durante faltas JUSTIFICADAS. Es la responsabilidad del estudiante contactar al maestro y pedir los trabajos para recuperarlos y la cuando se deben entregar. Para faltas prolongadas, los padres pueden llamar y pedir tareas después que el estudiante ha perdido más de tres (3) días de escuela. Generalmente, los trabajos se recogen en la oficina de 2:30-3:00 p.m. al siguiente día de pedirlos. Por lo regular se requieren 24 horas para procesar.

MAL TIEMPO

Escuche la radio local, mire la televisión o revise www.ksd.org para anuncios sobre clausuras o demoras en la escuela. Por favor no hable a la escuela, no habrá nadie en la oficina para contestar el teléfono en esos días.

BICICLETAS, PATINETAS, PATINES, SCOOTERS, etc.

Los estudiantes son bienvenidos a usar sus bicicletas, patinetas y scooters para llegar a la escuela, pero deben de ser puestas en el área asignada SOLAMENTE. Park tiene un área con cerca para su almacenamiento. Nosotros recomendamos que sean puestas con seguro por los estudiantes. Los estudiantes no tendrán acceso al área de bicicletas durante horas de escuela. Debido a razones de seguridad, el uso de patinetas, patines, scooters no son permitidos en ningún lugar dentro de la escuela o serán confiscadas. Esto incluye horas después de la escuela.

CONDUCTA DEL EDIFICIO

Se espera que los estudiantes dentro de la escuela y en los pasillos no perturben o interfieran con otros. El uso de blasfemia no es aceptado. Cuando los estudiantes lleguen a la escuela tienen que reportarse a los comunes, patio o cancha de basketball (atrás). El desayuno es servido a las 7:30.

USO DE COMPUTADORAS

Estudiantes tienen la oportunidad de usar las computadoras durante el día de escuela. El uso de las computadoras del estudiante solo ocurrirá bajo la guía del personal de la escuela. El uso no autorizado del equipo o software resultará en una acción disciplinaria. El uso del internet es con la supervisión del maestro/personal solamente. No habrá uso del internet independiente en la escuela secundaria por la póliza del consejo escolar. Los estudiantes podrán usar la computadora solo para educación. Los padres estarán informados del uso del internet en la

escuela dentro de las reglas de Park que se darán al principio del año escolar o cuando un nuevo estudiante se registre.

REPORTE CACHORRO

En su salón el maestro mostrará nuestro Reporte Cachorro, es un noticiero hecho por estudiantes de Park para hacerle saber al personal y estudiantes que está pasando dentro de la escuela Park. Este es un anuncio por la mañana. También los puede encontrar en YouTube [youtube.com/c/parkmiddleschoolcubs](https://www.youtube.com/c/parkmiddleschoolcubs)

ENTREGAS Y TEXTO DE PADRES/ MENSAJES DE VOZ PARA ESTUDIANTES

En esfuerzo de minimizar la interrupción dentro del salón de clases, entregas a estudiantes como flores, pizza, globos, dulces, tarjetas de cumpleaños, regalos, etc., serán mantenidos en la oficina principal hasta el final del día de escuela. Mensajes de padres a estudiantes serán entregados durante los últimos 5 minutos de cada clase. Por favor entienda, que si no es una emergencia, los mensajes de padres a su estudiante serán entregados en un tiempo razonable, pero no inmediato. Si usted se comunica con su estudiante usando el mensaje de texto/voz, por favor esté enterado que probablemente no podrá contestar hasta la hora del almuerzo o después de la escuela, por la expectación del uso electrónico personal de Park. También, el aparato electrónico de su estudiante podrá ser confiscado y guardado en la oficina principal si ellos escogen no seguir las expectativas del uso personal electrónico de la escuela; el cual puede resultar en que se tarde más en responder a cualquier mensaje de voz/texto.

NORMAS DE ROPA & VESTIDO

Esta lista, aunque no incluye todo, enlista la mayoría de tipos de ropa que no es permitido para los estudiantes de Park. Como los estilos cambian, la administración de Park determinará si otro tipo de ropa es insegura o distrae el aprendizaje de Park.

- Pantalones cortos y faldas más cortas a media pierna
- Ropa que revele la espalda o estómago y/o ropa interior
- Ropa reveladora como calzoncillos, blusas transparentes, blusas entalladas, con grandes aberturas en el cuello, brazos, mostrando los hombros, blusas con tiras de espagueti, blusas de tubo, trajes de baño.
- Ropa y accesorios con fotos ofensivas, símbolos o dichos, incluyendo pero no limitados degradantes, violentos, sexuales, declaraciones raciales (incluyendo indirectas)
- Ropa que promueve o anuncia alcohol, Tabaco, y otras drogas
- Joyería o accesorios que puedan ser usados para causar daño o lastimar
- Cualquier ropa que será relacionada con pandilleros (estos pueden cambiar debido que tienden a cambiar local, estatal y nacional)
- Cubrir su cabeza (bandanas, gorros, gorras, etc.) excepto por razones médicas o religiosas
- Sombreros
- Pantalones de mezclilla rotos o desgarrados con hoyos arriba de la rodilla (al menos que se usen mallas por debajo para cubrir la piel)
- Cinturones sueltos, ropa con Letra de estilo Viejo Inglés y ropa con Marilyn Monroe en ella

ELECTRONICOS

De manera de mantener un ambiente que beneficie a todos los estudiantes, los siguientes artículos no pueden ser usados o fuera de su bolsillo durante horas de escuela, con la excepción de antes de la escuela, almuerzo y después de la escuela, y serán confiscados y el padre tendrá que recogerlos:

- Celulares, Ipods, tabletas, radios, Tv portatil, tocadore de CD, MP3/4, juegos electrónicos (PSP, DS, etc.) o juguetes.
- Para prevenir más distracciones, audífonos o auriculares deben de ser puestos en sus lockers. Los estudiantes no podrán usarlos alrededor de su cuello o dejarlos colgados por fuera de su camisa, chamarra y pantalones.

Personal de la escuela NO investigara si algún aparato electrónico es perdido, robado o no se acuerda donde lo dejó. Los estudiantes que escogen traer electrónicos lo hacen bajo su propio riesgo.

Uso de Aparatos Electrónicos en la escuela puede resultar en lo siguiente:

- 1ra Ofensa – Aparato confiscado y regresado al estudiante el final del día
- 2da Ofensa – Aparato confiscado y guardado en la oficina para que el padre lo recoja
- 3er Ofensa (O más) – Acción disciplinaria determinada por la administración

PROCEDIMIENTOS PARA EVACUACION Y CERRAR LA ESCUELA

Un mapa con la evacuación de emergencia será puesto en cada clase, también los procedimientos. Maestros revisan los planes varias veces durante el año escolar. En caso de una alarma, camina calladamente y en orden del edificio a tu área designada de tu clase. Haz una línea con tu clase y espera instrucciones. Clases no entrarán al edificio hasta que esté despejado por la administración.

ARTICULOS ESPERADOS PARA LA ESCUELA

Se espera que cada estudiante venga a la escuela todos los días con los siguientes artículos: carpeta de 3 agujeros, divisores, plumas, lápices, caja para lápices, cuaderno, agenda y su tarjeta de identificación visible. Maestros también tendrán una lista de artículos lista al principio del año escolar. Usted puede traer sus libros y artículos esperados de la escuela a la casa dentro de su mochila. **Mochilas serán puestas en su locker al principio de cada año escolar y no podrán llevarlas dentro del salón de clases.**

PASEOS ESCOLARES

Paseos escolares son una gran oportunidad para los estudiantes. Varios grupos, clubs y programas planean oportunidades excitantes para que los estudiantes atienden cada año. Pero, estudiantes también pueden ser excluidos (no podrán ir) a un paseo debido a comportamiento, académico o preocupaciones de seguridad. Cualquier decisión que afecte la asistencia en un paseo escolar será determinado por un proceso entre la administración de la escuela, el maestro a cargo, el estudiante y el padre/guardián.

PELEAS

El personal de la Escuela Park Middle School trabaja muy cerca con familias y los miembros de la comunidad en proveer una escuela segura y destinada para el éxito. Para mantener a los estudiantes y personal seguro, peleas no serán toleradas. Cualquier participación en una pelea

en la escuela o fuera de la escuela podrá resultar en suspensión o expulsión. Esto incluye pelear, organizar la pelea, grabar (ponerlo en internet), alentar, instigar o mirar la pelea.

COMIDA Y BEBIDAS Y UBER EATS

Para ayudar a proveer un ambiente de aprendizaje, placentero y seguro para todos nuestros estudiantes, bebidas energizantes, como Monster, Red Bull, o cualquier otra bebida con mucha cafeína, incluyendo bebidas de las tiendas locales no se permitirán dentro del edificio. Le pedimos a los padres que nos ayuden con esta expectativa limitando la compra de este tipo de bebidas para sus hijos(a) en el camino a la escuela por la mañana – Gracias! El personal de Park ha tenido un entrenamiento para pedirle a los estudiantes que tiren este tipo de bebidas en cuanto entren a la escuela. Otro tipo de comida o bebidas que entren a la escuela serán confiscadas si cualquier empleado cree que está interrumpiendo o que no sea seguro, o distraiga a la escuela o al salón de clases. Cualquier personal de Park tiene el poder de seguir esta regla. Cada maestro le puede dar permiso de tener bebidas dentro del salón por algo específico, alguna actividad dentro del salón. No está permitido que los estudiantes ordenen de UBER Eats. Todos los estudiantes en la escuela Park reciben desayuno y comida gratis. Cuando les traen comida crean una distracción para los estudiantes.

CHICLE

Muchas de las veces el chicle termina en el piso dentro y fuera de la escuela, haciendo un reguero, es por eso que CHICLE no es permitido en la escuela secundaria Park.

TARJETA DE IDENTIFICACIÓN

Para continuar con nuestro ambiente de seguridad para todos, estudiantes de la Escuela Secundaria Park son requeridos de portar su tarjeta de identificación del año actual cada vez que estén dentro de la escuela. Esto incluye antes y después de la escuela. Para el año escolar 2017/2018 estaremos usando un Sistema de puntos que se llama HERO y los estudiantes que lleven su identificación visible y sigas las reglas recibirán puntos. Estudiantes que no tengan su identificación no podrán recibir puntos. Estudiantes podrán usar esos puntos para ganar privilegios extra, más información sobre este programa será comunicado durante el año escolar. La tarjeta de identificación no solo se utiliza para identificar al estudiante, si no también para sacar libros de la librería, desayuno/almuerzo. Las Identificaciones ocupan estar visibles todo el tiempo, con la excepción de PE y Tecnología.

- Estudiantes recibirán su tarjeta de identificación y un cordón al principio del año escolar sin ningún costo. Si el estudiante escoge usar su propio clip o cordón, tiene que abrirse fácil, por razones de seguridad.
- Identificaciones que rompan por completo o parcial deben de ser reemplazadas inmediatamente. El costo para reemplazo es de \$5.00 y es responsabilidad del estudiante.
- Estudiantes que olviden su identificación se les dará una tarjeta temporal en su salón de clases por su maestro principal. (Trabajo después de escuela y/o detención serán asignados si se usa la identificación temporal 3 veces en una semana. Más acciones disciplinarias ocurrirán si esto continua.)
- Estudiantes que se nieguen a usar su identificación no serán aceptados dentro de la escuela.
- Estudiantes no tienen que usar su tarjeta de identificación durante la clase de PE, o durante cualquier práctica de deporte o mientras estén en un concierto de música o alguna obra.

- No se pueden dar a otros estudiantes. El hacer cambio de identificación entre estudiantes es fraudulento y está prohibido. Las Identificaciones serán confiscadas y podrá haber consecuencias de disciplina.
- Estudiantes deben de tener su tarjeta de identificación para recibir puntos por buen comportamiento.

ENFERMEDAD DENTRO DE LA ESCUELA O HERIDAS

Un estudiante que se enferme o se lastime será llevado a la oficina donde se tomarán todas las medidas necesarias para que él/ella esté comfortable. Cuando un estudiante está muy enfermo para quedarse en clase, el/ella tiene que tener su agenda firmada. Personal de la oficina se comunicará con los padres del estudiante si el estudiante necesita irse a casa o necesita atención médica. **Es muy importante que tengamos números de emergencia en nuestros archivos, para que podamos comunicarnos en caso de emergencia.** Esto incluye todos los números posibles, como de casa, celular, trabajo, etc.

SALIDAS DE LA ESCUELA DURANTE HORAS DE CLASE

Solamente personas adultas autorizadas (padres, guardianes, contactos de emergencia o el principal) pueden dar permiso para que el estudiante salga de la escuela durante horas de clase. En cuanto lleguen a la escuela los estudiantes deben de estar en el patio, comunes o en la cancha de basketball (parte de atrás).

PROCEDIMIENTOS DE LA LIBRERÍA

Estudiantes podrán sacar un máximo de 3 artículos a la vez. Todos los materiales pueden ser prestados hasta por 2 semanas y pueden ser renovados una vez. Estudiantes tendrán sus privilegios de la librería restringidos si estos materiales no son regresados a tiempo. Materiales de referencia no son distribuidos.

Usted es responsable por todos los materiales sacados en su nombre. **Tu responsabilidad empieza en cuanto sacas un artículo (s) y termina cuando la computadora lo recibe.** Se espera que los estudiantes regresen o paguen el reemplazo de cualquier artículo que se pierda. Estudiantes con deudas sin resolver se les restringirá el uso de la librería. La librería está abierta para todos los estudiantes sin necesidad de pases antes o después de la escuela también durante la hora de almuerzo. Durante horas de clases los pases para la librería si son requeridos todo el tiempo. Tu tienes que obtener tu pase a la librería para el almuerzo con cualquiera de tus maestros o ve a la librería antes de ir al almuerzo. Por favor presenta tu pase en el escritorio principal de la librería para que sellen el pase. Estudiantes deben entrar a la librería con materiales que necesiten dentro. Antes y después de la escuela, las mochilas se deben dejar a la entrada de la librería.

LOCKERS

Lockers son propiedad del Distrito Escolar de Kennewick. Esto quiere decir que los oficiales de la escuela tienen el derecho de abrir los lockers para reparar, buscar o revisar. Póliza # 3232

El uso del locker es un privilegio, lo que quiere decir que puede quedarse sin uno si se abusa de él. Tendremos ocasionalmente revisiones. Los Lockers se asignan a cada estudiante. Las combinaciones se deben de mantener en forma confidencial. Se recomienda que los estudiantes usen sus lockers antes de la escuela, durante el almuerzo, después del almuerzo, y después de la escuela solamente. Los estudiantes tienen toda la responsabilidad en el uso de sus lockers. NO TRAIGA cosas de valor a la escuela; NO PONGA cosas de valor dentro del

locker. NO COMPARTA o cambie lockers. La escuela NO es responsable por materiales perdidos o robados de los lockers. Por favor reporten inmediatamente si algo es robado a nuestra administración o seguridad. Fotos obscenas, sustancias ilegales o materiales en bajo gusto no se pueden tener o pegar en sus lockers. Rayar o cualquier otro tipo de daño en el locker resultará en una multa y/o acción disciplinarias.

PERDIDO Y ENCONTRADO

Tenemos una caja de cosas perdidas en el área de PE y comunes. Si encuentras algo por favor entregarlo a la oficina. Si tu perdiste algo, primero revisa si fue puesto en la caja de cosas perdidas, y después revisa con tus maestros y al final ve a la oficina.

EXPECTATIVAS DE LA HORA DE ALMUERZO

- Camina hacia la cafetería
- Tarjeta de ID debe de estar puesta y visible todo el tiempo
- Ve directamente a la línea del almuerzo, si vas a comer
- Estudiantes que tienen una identificación temporal son requeridos que se sienten en la mesa de las identificaciones temporales
- Limpia tu lugar, tira tu basura, y pon tu bandeja en el área de limpieza
- Cuando termines con tu almuerzo, estudiantes pueden ir afuera al área de la cancha de basketball y de pasto (quédate dentro del área asignada)
- Toda la comida debe de mantenerse en la cafetería (no comida o bebida afuera)
- Estudiantes deben de comer su almuerzo dentro de la cafetería (excepto bajo condiciones especiales)
- Deportes de contacto no son permitidos
- Todos los pasillos están cerrados durante el almuerzo
- Pelotas y otro tipo de material lo podrás sacar con el uso de tu tarjeta de ID
- Uso de electrónicos es permitido durante los almuerzos de los estudiantes, el volume necesita estar apagado o usar audífonos, fotos/videos solo es permitido si los participantes están de acuerdo

MEDICINA

Padres no se recomienda que mande a su estudiante con medicinas prescritas por el doctor. Por favor consulte su doctor con ayuda en este asunto. Si necesita tomar medicina durante horas de escuela, comuníquese con la enfermera de la escuela al 222-6900. Información sobre los reportes médicos deben de ser compartidos con el personal de la escuela para proteger la salud del estudiante, su seguridad y el interés en su educación. Esto será de manera discreta con el personal de enfermería del distrito. Si los padres no quieren que esta información se comparta, deben informar a la enfermera por escrito. **Cualquier medicina requerida durante horas de escuela debe ser mantenida dentro de la oficina.** La medicina debe ser acompañada por un permiso firmado por el doctor y el padre de familia. **Esta póliza también aplica para medicinas que se compran sin receta, como aspirina, ibuprofeno y pastillas para la tos.**

OTROS ARTICULOS NO PERMITIDOS

- Plumones permanentes (sharpies), latas de pintura, plumas de pintura, latas de aerosol (cualquier cosa que dañe o deje marca permanente en la escuela)
- Contenedores abiertos no son permitidos

PROGRAMA DE EDUCACIÓN FÍSICA

Educación Física es parte del currículum diario y es requerido para la mayoría de los estudiantes. Ropa apropiada:

1. Cada estudiante DEBE comprar una camiseta de KSD Park y tendrá que usar pantalones cortos o pantalones de deporte. Las camisetas tienen un costo de \$5.00 y pantalones cortos \$10 (\$15 si los compra los dos) y pueden ser comprados en la oficina. La camiseta de PE y pantalones cortos se usan en todas las escuelas secundarias de Kennewick.
2. Toda la ropa debe de tener su nombre para identificarla fácilmente
3. Mantén la combinación de tu locker privada y no la compartas con nadie!
4. Sudaderas y pantalones de deporte son recomendados para el invierno.

Condiciones médicas temporales o permanentes se tiene que hacer saber al maestro de PE lo más pronto posible. Cuando un estudiante es limitado para las actividades de PE una nota del padre/guardián se necesita para el maestro. El maestro necesita saber que actividades el estudiante puede y no puede hacer y por cuánto tiempo. Para más de 3 días, se necesita una nota del doctor.

El gimnasio, cuartos de locker, y pasillos están cerrados antes de la escuela, a la hora del almuerzo y después de la escuela al menos que tengan un permiso. El baño del cuarto del locker no se puede usar por los estudiantes de otros salones o durante el almuerzo.

(PDA) MOSTRAR AFECCIÓN PÚBLICA

Para asegurar un lugar seguro y respetuoso para todos, la escuela Park no permite a los estudiantes que se besen, agarren de las manos, abracen dentro de la escuela. Si esto no se sigue, serán puestos en un contrato de no contacto. Padres serán notificados si continúan sin seguir las reglas y acciones disciplinarias podrán tener.

TARJETAS DE REPORTE DE GRADOS Y REPORTE DE PROGRESO

Al final de cada cuarto cada estudiante tendrá su reporte de grados. En cada mitad de cuarto, maestros entregarán a estudiantes que estén fallando un reporte de progreso. Padres pueden contactar al maestro de su estudiante para más información. Muchos maestros requieren que firmen este reporte de progreso y que los regresen con su estudiante para ayudar con la comunicación del grado. Por favor revise doblemente con su hijo(a) y manténgase en contacto con los maestros de su estudiante.

CONDUCTA DENTRO EL CAMIÓN DE LA ESCUELA

Se espera que los estudiantes sigan las reglas de seguridad del camión y escuchen al conductor todo el tiempo. Si no sigue estas reglas puede resultar en un acción disciplinaria y/o perder sus privilegios. Consecuencias por no seguir las reglas dentro del camión escolar son las siguientes:

- 1ro Mala Conducta – Tres (3) días sin camion
- 2da Mala Conducta – Cinco (5) días sin camion
- 3rs Mala Conducta – Se terminan sus privilegios de tener camión por lo que queda del semestre escolar

*Más acciones disciplinarias ocurrirán

LIBROS DE TEXTO

Los libros de texto se entregarán a los estudiantes como si fueran de su propiedad. Por favor no preste sus libros y mantengalos en su locker asignado. Los estudiantes son responsables por la seguridad de estos libros durante todo el año. Los estudiantes son responsables de reemplazar cualquier libro perdido o robado. Tú tendrás que pagar el precio completo del libro perdido o robado. Reporta todos los libros perdidos a tu maestro inmediatamente para que se te asigne otro libro, si hay disponibles. Una multa será puesta por los libros que sean dañados. Tarjetas de Reportes de Grado no se mandaran hasta que se pague por completo.

VOLUNTARIOS Y VISITAS

Se anima a padres a visitar la escuela y ayudar dentro de la clase, la librería o la oficina. Las visitas a los salones deben de ser aprobadas por lo menos con 24 horas por adelantado. Para protección a los estudiantes, todas las personas que visiten la escuela deben firmar en la oficina principal. Visitas a los estudiantes no son permitidas. Todas las visitas y voluntarios deben de traer una identificación de visitante y llenar el papeleo apropiado en la oficina principal.

CLASE DEL ANUARIO

La clase del anuario es una clase de cero hora (7:00 a.m. a 7:45 a.m.) se ofrece Lunes, Miércoles y Viernes desde el principio del año hasta Abril. Buena asistencia es requerida. Estudiantes deben de ser responsables, Buenos estudiantes, (GPA 3.0 o mas), y Buenos trabajadores. Si estás interesado en esta clase, por favor comuníquese con la Sra. Hicks.

District Policies and Procedures

Board Policy 2421: Promotion and Retention

It is the responsibility of the student to apply consistent and sustained effort toward learning experiences that are assigned. Promotions from grade to grade should be based on the attainment of the academic standards for that grade level and a consideration of the best interests of the student concerned. Should a student be recommended for retention, the parent/guardian shall be informed of progress throughout the review process and shall be provided a conference prior to the final decision being made. Academic achievement, emotional and social maturity, and other factors will be carefully considered when individual students are recommended for retention. The final decision on retention or promotion shall be made by the building principal.

Students are considered to have been promoted to the next grade level after the successful completion of the school year, the final decision on promotion by the building principal, and the recording of final grades. Adopted: April 28, 1993 Amended: February 10, 2010 Amended: June 21, 2023

Middle School Promotion/Retention Policy

1. ATTENDANCE - Attendance requirements for the middle school shall be the same as for high school. In accordance with WAC 180-40-235, individual classroom teachers will establish, in writing, at the beginning of each course, the actual influence of absences or tardiness on the grading policy of that class. A day's absence shall mean missing four (4) periods or more.

- a. After five (5) days of absences (excused or unexcused) in one semester parents will be notified by mail.
- b. After ten (10) absences in a semester, a parent conference will be held and the student may be placed on an attendance contract.
- c. After twelve (12) absences in a semester, a student will be recommended for prescriptive summer school.
- d. In the event that progressive discipline and continuous communication with parents is unsuccessful, an affidavit of non-attendance will be submitted to the Benton County prosecutor.
- e. Unexcused absences will be treated as trancies. Each middle school will establish a progressive discipline policy to address trancies and tardies. Attendance records will follow students who transfer to another middle school within the district.

Students with excessive absences will be subject to review by the Building Review Committee to determine requirements for summer school or possible retention.

2. ACADEMIC PERFORMANCE - Middle school students should meet the following minimum standards to be eligible to be promoted to the next grade:

- a. Grades - Students should achieve passing grades in ALL classes at semester. Each middle school will create a building intervention plan to ensure that students receive appropriate support to meet this goal. This plan will outline how students at risk of not meeting the goal will be monitored and provided with additional assistance and opportunities to improve their performance. IT IS EXPECTED THAT TEACHERS WILL NOTIFY PARENTS WHENEVER A STUDENT IS IN DANGER OF FAILING. A student with failing grades will receive additional assistance according to the building's intervention plan. By May 1 of each school year, students who are failing in spite of school interventions will be referred to a Building Review Committee, and recommendations for further action will be made. (see BUILDING REVIEW COMMITTEES)
- b. Test Scores - Functional level test scores in math and reading, and writing assessment performance scores will be considered in determining a student's eligibility for promotion to the next grade. The Building Review Committees will use performance-based testing measures to help determine if a student is

prepared for work at the next grade level. By the end of the '96-'97 school year, performance levels on these tests will be established which 6th, 7th, and 8th graders must meet in order to be promoted to the next grade level.

3. BUILDING REVIEW COMMITTEES - Each middle school will establish a review committee for the purpose of making recommendations about students who may be ineligible for promotion to the next grade. Students who have excessive absences, students who receive failing semester grades, or students who have poor performance test scores, will be referred to this committee. The committee will review each student's performance for the school year including the interventions that have been tried to help the student be successful. This review process will be completed by May 15 of each school year. The review committee will make recommendations about summer school, alternative placement, or possible retention. The building principal will make the final decision about retention. This decision may be appealed to the middle level director.

4. SUMMER SCHOOL - After a review of students with unsatisfactory performance, the Building Review Committee at each middle school will recommend the summer school program deemed appropriate for each student. Summer school for middle level students is designed to reinforce essential skills for school success such as decision making, goal setting, time management, study skills, conflict resolution, and self-discipline. These goals will be addressed in a mandatory Personal and Social Responsibility (PSR) class. Students in this PSR summer experience may be assigned a mentor for the next academic year.

In addition, students may be required to attend summer sessions to remediate deficiencies in reading, math, and writing. These remediation classes will be prescriptive in nature; students will be required to work on skills they did not master during the regular school year. These remediation sessions will be a minimum of 4 weeks in duration. Parents or legal guardians will assume the financial responsibility for summer school courses. If a student does not successfully complete the recommended summer school program, the Building Review Committee will consider retention or alternative placement.

5. RETENTION - Retention will be considered as the option of last resort. The building review committee will take all factors into consideration, including the cooperation of the student in working through various interventions tried during the school year. (See policy 2421, PROMOTION/RETENTION.)

6. ALTERNATIVE SCHOOL PLACEMENT - In spite of our best efforts to implement the programs mentioned above, there will be students who will not be prepared for the high school setting. For social and emotional reasons, it may not be appropriate for every student to remain on a middle school campus. Alternative programs for students who do not meet eligibility standards for promotion to grade 9 will be made available.

Board Policy 3224: DRESS AND PROPERTY REGULATIONS

Student Dress

It is the goal of the Kennewick School District to ensure that students are safe, known, and valued and to establish and maintain a quality learning environment for all students and staff. We expect all students to dress in a manner that provides for adequate safety while on any school campus or at school sponsored events. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Students who are wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so.

These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the principal reasonably believes that the student's dress will interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

A student's personal dress shall not:

1. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
2. Create a health or other hazard to the student's safety or to the safety of others.
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture, or threat of violence
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.
5. Prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

School uniforms (cheer, dance team, school sponsored athletic jerseys) may be worn in school. Students may be required to wear uniforms or safety equipment/clothing in certain courses.

To maintain adherence to the student dress policy, students may not wear clothing that reveals the back, midriff, chest, buttocks, or undergarments. Prohibited clothing includes but is not limited to the following:

- Sheer tops
- Mesh tops
- Tops with overly large openings at the neck or arms
- Halter-tops
- Tube tops
- Swim tops and bottoms
- Clothing or accessories with offensive pictures, symbols, or sayings. These include, but are not limited to:
 - Demeaning statements
 - Violent statements
 - Sexual statements
 - Racist statements
 - Gang affiliated statements and symbols.
 - Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs
- Jewelry or accessories that could be used to cause harm or injury.
- Students are to use good judgment and not wear any clothing that may violate the dress code.

Policies regarding head coverings such as hats, hoods etc. are at the discretion of the individual school building. Students will not be prohibited from wearing head coverings for religious or cultural reasons.

If the student's dress is objectionable under these provisions, the principal/designee shall request the student to make appropriate corrections. Staff are expected to communicate dress code violations to students in a discrete manner that maintains student privacy and dignity. Students should report any concerns to the principal/designee. If the student refuses to make the appropriate corrections, the principal/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. Students may be suspended if circumstances so warrant, and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal/designee may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT, bring a change of clothing and the item(s) to the office and ask security or an administrator if it is okay to wear at school.

In order to maintain adherence to the student dress policy, students **may not** wear the following:

- o No roller skate shoes or soft soled slippers are permitted. (Shoes must be worn at all times)
- o Sunglasses may not be worn during the school day.

The above standards are not inclusive, but are intended as a help to parent and students to make appropriate decisions about what to wear and bring to school. Parents should carefully monitor what students wear and consider the effect their clothing has on their safety.

Revised: August 25, 2004

Revised: July 16, 2014

Revised: March 30, 2022

Board Policy 3240: 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.
 - 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. It is the intent of the Kennewick School District to provide safe, productive and positive learning environments for students. This includes eliminating disruptive behavior so that all students can learn.

Disruptive student behavior is defined as: a student whose behavior, either physical or verbal, inhibits the learning process. This type of behavior may lead to physical violence, either on the part of the disruptive child or a person who is offended by those actions. Disruptive behavior will not be condoned in the

classroom, in other areas of the campus, or at other related school activities. To ensure the rights of children to a safe, productive and positive learning environment, the following procedures have been established.

1. **Reporting Disruptive Student Behavior.** The teacher or school personnel will report to the principal or assistant principal incidents of disruptive behavior in the classroom or in other school environments. The teacher, principal, or school personnel will provide written documentation of each incident. The parent/guardian will be contacted by the teacher, principal, or school personnel and the content of the written report will be shared with the parent/guardian. For each incident a written report will be compiled and contact with the parent/guardian will be made.
2. **Remedial Discipline Plan.** After a student's fourth documented disruptive incident, the teacher and the principal or assistant principal will assess the situation and develop a remedial behavior plan is needed to address the disruptive behavior. The teacher, assistant principal, parents, and other school personnel as needed, will meet to develop a remedial discipline plan. The plan will be completed using the District Remedial Discipline Plan Form (Behavioral Contract). The purpose of this meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives, and timelined to modify such behavior. It will include the consequences in the event that the student violates the plan. The parent/guardian will receive a copy of the plan. The Remedial Discipline Plan Form will be signed by the teacher, student, administrator(s), and parents. If the student is in special education, a Multiple Disciplinary Team (MDT) will meet to review the student's Individual Education Plan (IEP) and develop a specific disciplinary plan.
3. **Out-of-classroom Alternative Plan.** If the remedial disciplinary plan is violated by a student, the teacher and principal will meet to determine if it is in the best interest of the other members of the classroom that the student be removed and placed on an out-of-class alternative plan. The principal will initiate a meeting with the parent/guardian to review the situation and to cooperatively develop an alternative placement plan that will include goals, objectives, and a timeline for changing the disruptive behavior. If the student is in special education, the principal will convene a MDT that will review the student's IEP and develop an out-of-classroom alternative plan. The alternative plan may include alternative programs available within the District and may include grouping disruptive students in self-contained classrooms.
4. **Expulsion from the Kennewick School District.** If the out-of-classroom alternative plan is violated, by the students, the procedures for expulsion from the Kennewick School District will be initiated. One of the options for the hearing officer is the development of a behavior modification plan for the expelled student, that if successfully completed, will allow the expelled student to work his/her way back into school. The behavior modification plan would be developed cooperatively with the parents and could involve professional counseling and other services which would be the financial responsibility of the parents. Upon successful completion of the behavior modification program the student will be allowed to re-enroll at the beginning of the next semester. If the student is in special education the MDT will be convened to modify the IEP to include a homebound program.

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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Definitions of Commonly used Discipline

- ❖ **Teacher Discipline:** Teachers are empowered to discipline students for minor offenses.
- ❖ **Short Term Suspension:** Student is barred from attending school or school activities for up to 10 school days.
- ❖ **Long Term Suspension:** Student is barred from attending school or school activities for a defined number of days beyond 10 days.
- ❖ **Expulsion:** Student is barred from attending school or school activities for an indefinite period. A hearing is required for re-admittance.
- ❖ **Emergency Expulsion:** Student is immediately removed from school for reasons of safety or danger.

Board Policy 3207: Prohibition of Harassment, Intimidation, Bullying, and Cyber Bullying

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics, when the act is intended to result in any of the following:

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

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, or cyber bullying. "Other distinguishing characteristics" can include but are not limited to:

- Physical appearance, clothing or other apparel;
- Socioeconomic status;
- Gender identity;
- Marital status;
- And weight.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including social media) which has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional, or mental harm;
3. Placing a student in reasonable fear of damages to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The District has no duty to regulate off-campus Internet messages, statements, postings, or acts. However, the District reserves the right to regulate, review, investigate, and discipline students for cyberbullying, or for other disciplinary violations when such Internet statements, postings, or acts threaten violence against another student or otherwise disrupts the learning environment or orderly conduct of the schools, school business, or school activities. This applies to cyber bullying or other violations whether made off-campus with personal digital devices or made on any school campus, at any school-sponsored event, on school-provided transportation, at any official school bus stop, or using district communications systems or devices. The District's reservation of rights does not impose on the District or any school a duty to regulate or review off-campus Internet messages, statements, postings, or acts.

Behaviors/Expressions

Harassment, intimidation, bullying, or cyberbullying can take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, 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 education environment. Many behaviors that do not rise to the level of harassment, intimidation, bullying, or cyber bullying may still be prohibited by other district policies or building, classroom, or program rules.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The Superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The Superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

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

Section 504, Title IX Rhonda Pratt- (509) 222-5004 (rhonda.pratt@ksd.org)

DISCRIMINATION/HARASSMENT:

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

Civil Rights Coordinator:

Doug Christensen – HR Director

Doug.christensen@ksd.org

509-222-5010

Title IX and 504 Officer:

Rhonda Pratt – Director, Secondary

Rhonda.pratt@ksd.org

509-222-5004

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office: Kennewick School District 1000 W. 4th Ave Kennewick, WA 99336 or view at: www.ksd.org

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: WWW.KSD.ORG and go to the Title IX page.

In accordance with state law, the Kennewick School District is required to disseminate the Federal Programs Citizen Complaint Procedures free of charge to families. If you would like a copy, download it from the KSD webpage at <https://www.ksd.org/District/Departments/Federal-and-State-Programs/Documents>, pick one up at the KSD Administration Center, or call the Federal Programs office at 222-5091.

De acuerdo con la ley estatal, el Distrito Escolar de Kennewick tiene la obligación de proveer los Procedimientos de Quejas de Programas Federales libre de costo para las familias. Si desea una copia, descargarlo en la pagina web KSD en <https://www.ksd.org/District/Departments/Federal-and-State-Programs/Documents>, recoger una en el Centro de Administración KSD, o llame a la oficina de Programas Federales al 222-5091.

Board Policy 3300: Student Discipline

Introduction

The purpose of this student discipline procedure is to implement the District's student discipline policy as adopted by the Board. These procedures are consistent with the Board's student discipline policy, as well as all applicable federal and state laws.

Definitions

For purposes of the student disciplinary policy and procedures, the following definitions will apply:

- **“Behavioral violation”** means a student's behavior that violates the District's discipline policies.
- **“Best practices and strategies”** refers to other forms of discipline the District identified that school personnel should administer to support students in meeting behavioral expectations.
- **“Classroom exclusion”** means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include actions that result in missed instruction for a brief duration when:
 1. a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and,
 2. the student remains under the supervision of the teacher or other school personnel during such a brief duration.
- **“Culturally responsive”** has the same meaning as “cultural competency” in RCW 28A.410.270, which states “cultural competency” includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.
- **“Discipline”** means any action taken by a school District in response to behavioral violations.
- **“Disruption of the educational process”** means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
- **“Emergency expulsion”** means the removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530.
- **“Expulsion”** means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480.
- **“Length of an academic term”** means the total number of school days in a single trimester or semester, as defined by the Board of Directors.
- **“Other forms of discipline”** means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.
- **“Parent”** has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student's welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A-05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the “parent” of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.

- **“School Board” or “Board”** means the governing board of directors of the local school district.
- **“School business day”** means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the superintendent’s office for the calendar day.
- **“School day”** means any day or partial day that students are in attendance at school for instructional purposes.
- **“Suspension”** means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the District.
 - o **In-school suspension** means a suspension in which a student is excluded from the student’s regular educational setting but remains in the student’s current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
 - o **Short-term suspension** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
 - o **Long-term suspension** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

Engaging with Families & Language Assistance

The District will provide for early involvement of parents in efforts to support students in meeting behavioral expectations. Additionally, school personnel will make every reasonable attempt to involve the student and parent in the resolution of behavioral violations. The District will ensure that it provides all discipline related communications [oral and written] required in connection with this policy and procedure in a language the student and parent(s) understand. These discipline related communications include notices, hearings, conferences, meeting, plans, proceedings, agreements, petitions, and decisions. This effort may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. This effort may require accommodations for parents and students with communication disabilities. For parents who are unable to read any language, the District will provide written material orally.

Supporting Students with Best Practices and Strategies

The District will implement culturally responsive discipline that provides every student the opportunity to achieve personal and academic success. The administration of other forms of discipline may involve the use of best practices and strategies included in the state-developed menu for behavior best practices.

The District will ensure schools receive adequate support to effectively implement a continuum of identified best practices and strategies that:

1. Focus on prevention to reduce the use of exclusionary discipline practices;
2. Allow the exercise of professional judgment and skill sets; and
3. May be adapted to individual student needs in a culturally responsive manner.

Each school within the District will implement best practices and strategies consistent with Board policy and procedure. In accordance with WAC 392-400-110(1)(e), the District has identified the following continuum of best practices and strategies that school personnel should administer before or instead of exclusionary discipline to support students in meeting behavioral expectations (see Policy 3300 – F2).

All school personnel are authorized to implement the best practices and strategies identified above as well as building discipline standards. At least annually, school personnel at each District school will review the identified best practices and strategies as well as building discipline standards. The District will provide training for newly hired school personnel on implementation of the identified best practices and strategies.

Unless a student’s presence poses an immediate and continuing danger to others, or a student’s

presence poses an immediate and continuing threat of material and substantial disruption to the educational process; school personnel must first attempt one or more best practices and strategies to support students in meeting behavioral expectations before considering imposing classroom exclusion, short-term suspension, or in-school suspension. Before considering imposing a long-term suspension or expulsion, school personnel must first consider one or more best practices and strategies.

When administering best practices and strategies in response to behavioral violations, school personnel will follow this policy and procedure as well as building discipline standards.

Staff Authority and Exclusionary Discipline

District staff members are responsible for supervising students immediately before and after the school day; during the school day; during school activities (whether on or off campus); on school grounds before or after school hours when a school group or school activity is using school grounds; off school grounds, if the actions of the student materially or substantially affect or interferes with the educational process; and on the school bus. Staff have the responsibility to provide a safe and supportive learning environment for all students during school-related activities. In accordance with the Board's student discipline policy, District staff will administer discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible.

Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The superintendent and/or designee has the authority to administer discipline, including all exclusionary discipline. The superintendent designates disciplinary authority to assistant superintendents, school principals, and assistant principals to impose in-school suspension, short-term suspension, long-term suspension, expulsion, and emergency expulsion.

Exclusions from transportation or extra-curricular activities and detention

The superintendent authorizes school principals, bus drivers, and certificated teachers to administer other forms of discipline that exclude a student from transportation services or extracurricular activities or impose detention. For students who meet the definition of homeless, the District will provide transportation according to 3115 –Students Experiencing Homelessness – Enrollment Rights and Services.

Authorized staff may administer lunch or after school detention for not more than on any given day. Before assigning detention, the staff member will inform the student of the specific behavioral violation prompting their decision to administer detention and provide the student with an opportunity to share their perspective and explanation regarding the behavioral violation. At least one school personnel will directly supervise students during the duration of any detention.

The District will not administer other forms of discipline in a manner that would result in the denial or delay of a nutritionally adequate meal to a student or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements. Notice will be given to the parent at least 24 hours prior to the student's detention to allow transportation arrangements by the parent. The District will not exclude a student from transportation services without providing access to alternative transportation the student needs to participate fully in regular educational services or educational services provided during suspension or expulsion.

Students and parents may challenge the administration of other forms of discipline, including exclusions from transportation or extra-curricular activities and detentions using the District's grievance procedures.

Classroom exclusions

After attempting at least one other form of discipline, as set forth in this procedure, teachers have statutory authority to exclude a student from the teacher's classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision in accordance with this policy and procedure and building discipline standards. Additionally, the District authorizes school principals and assistant principals to administer classroom exclusion with the same authority and limits of authority as classroom teachers.

Except for emergency circumstances, the teacher or other school personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations before considering using classroom exclusion. Classroom exclusion may be administered for all or any portion of the balance of the school day. Classroom exclusion does not encompass removing a student from school, including sending a student home early or telling a parent to keep a student at home, based on a behavioral violation. Removing a student from school constitutes a suspension, expulsion, or emergency expulsion and must include the required notification and due process outlined in the procedures below.

The school will provide the student an opportunity to make up any assignments and tests missed during a classroom exclusion. The District will not administer other forms of discipline or classroom exclusions, in a manner that would result in the denial or delay of a nutritionally adequate meal to a student or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.

Following the classroom exclusion of a student, the teacher (or other school personnel as identified) must report the classroom exclusion, including the behavioral violation that led to the classroom exclusion, to the principal or the principal's designee as soon as reasonably possible. The principal or designee must report all classroom exclusions, including the behavioral violation that led to it, through the District's reporting system. Classroom exclusion under the behavioral violation category of "other" is insufficient.

The teacher, principal, or the principal's designee must notify the student's parents regarding the classroom exclusion as soon as reasonably possible. As noted above, the District must ensure that this notification is in a language and form (i.e. oral or written) the parents understand.

When the teacher or other authorized school personnel administers a classroom exclusion because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process:

1. The teacher or other school personnel must immediately notify the principal or the principal's designee; and,
2. The principal or the principal's designee must meet with the student as soon as reasonably possible and administer appropriate discipline.

The District will address student and parent grievances regarding classroom exclusion through the District's following grievance procedures.

Grievance procedures for classroom exclusion and other forms of discipline

Any parent/guardian or student who is aggrieved by the administration of classroom exclusion and/or other forms of discipline, including discipline that excludes a student from transportation or extra-curricular activities and detention, has the right to an informal conference with the principal for resolving the grievance. If the grievance pertains to the action of an employee, the District will notify that employee of the grievance as soon as reasonably possible.

At such conferences, the student and parent will have the opportunity to voice issues and concerns related to the grievance and ask questions of staff members involved in the grievance matter. Staff members will have the opportunity to respond to the issues and questions related to the grievance matter. Additionally, the principal will have the opportunity to address issues and questions raised and to ask questions of the parent, student, and staff members.

If after exhausting this remedy the grievance is not yet resolved, the parent and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent or designee. The superintendent or designee will provide the parent and student with a written copy of its response to the grievance within ten (10) school business days. Use of the grievance process will not impede or postpone the disciplinary action, unless the principal or superintendent elects to postpone the disciplinary action.

Suspension and expulsion – general conditions and limitations

The District's use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the District, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. The District will not administer discipline, including suspension and expulsion, in any manner related to a student's 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 preserving the educational process. The District will not administer any discipline, including suspension and expulsion, in a manner that would result in the denial or delay of a nutritionally adequate meal to a student or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.

The District will provide the parent(s) opportunity for involvement to support the student and resolve behavioral violations before administering suspension or expulsion. Additionally, the superintendent or designee must consider the student's individual circumstances and the nature of the violation before administering any suspension or expulsion to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

The principal or designee at each school must report all suspensions and expulsions, including the behavioral violation that led to the suspension or expulsion, to the superintendent or designee within twenty-four (24) hours after the administration. Suspension or expulsion under the behavioral violation category of "other" is insufficient.

An expulsion or suspension of a student may not be for an indefinite period and must have an end date. After suspending or expelling a student, the District will make reasonable efforts to return the student to the student's regular educational setting as soon as possible. Additionally, the District must allow the student to petition for readmission at any time. The District will not administer any discipline in a manner that prevents a student from completing subject, grade-level, or graduation requirements.

When administering a suspension or expulsion, the District may deny a student admission to, or entry upon, real and personal property that the District owns, leases, rents, or controls. The District must provide an opportunity for students to receive educational services during a suspension or expulsion in accordance with WAC 392-400-610. The District will not suspend or expel a student from school for absences or tardiness. If during a suspension or expulsion the District enrolls a student in another program or course of study, the District may not preclude the student from returning to the student's regular educational setting following the end of the suspension or expulsion, unless one of the following applies:

1. The superintendent or designee grants a petition to extend a student's expulsion under WAC 392-400-480; The change of setting is to protect victims under WAC 392-400-810; or,
2. Other law precludes the student from returning to their regular educational setting.

In-school suspension and short-term suspension – conditions and limitations

The superintendent designates principals and assistant principals with the authority to administer in-school and short-term suspension. Before considering administering an in-school or short-term suspension, staff members must have first attempted one or more other forms of discipline to support the student in meeting behavioral expectations. Before administering in-school or short-term suspension, the District will consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether the suspension and the length of the suspension, is warranted. The District will not administer in-school or short-term suspension in a manner that would result in the denial or delay of a nutritionally adequate meal to a student or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.

The District is not required to impose in-school or short-term suspensions and instead, strives to keep students in school, learning in a safe and appropriate environment. However, there are circumstances when the district may determine that in-school or short-term suspension is appropriate. As stated in this policy and procedure, the District will work to develop definitions and consensus on what constitutes behavioral violations to reduce the effect of implicit or unconscious bias. For students in kindergarten through fourth grade, the District will not administer in-school or short-term suspension for more than ten (10) cumulative school days during any academic term. For students in grades five through twelve, the District will not administer in-school or short-term suspension for more than fifteen (15) cumulative school days during any single semester, or more than ten (10) cumulative school days during any single trimester. Additionally, the District will not administer a short-term or in-school suspension beyond the school year in which the behavioral violation occurred.

The District will not administer in-school or short-term suspensions in a manner that would result in the denial or delay of a nutritionally adequate meal to a student. The principal will notify special education staff of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, the principal will notify relevant special education staff so that the District can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

When administering an in-school suspension, school personnel will ensure they are physically in the same location as the student to provide direct supervision during the duration of the in-school suspension. Additionally, school personnel will ensure they are accessible to offer support to keep the student current with assignments and coursework for all of the student's regular subjects or classes.

Long-term suspensions and expulsions – conditions and limitations

Before administering a long-term suspension or an expulsion, District personnel must consider other forms of discipline to support the student in meeting behavioral expectations. The District must also consider the other general conditions and limitations listed above.

Unless otherwise required by law, the District is not required to impose long-term suspension or expulsion and may only administer long-term suspension or expulsion for specific severe behavioral violations. In general, the District strives to keep students in school, learning in a safe and appropriate environment. However, in accordance with the other parameters of this policy there are circumstances when the District may determine that long-term suspension or expulsion is appropriate for behavioral violations that meet the definitions provided under RCW 28A.600.015 (6)(a) through (d), which include:

1. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
2. Any of the following offenses listed in RCW 13.04.155, including any violent offense as defined in RCW 9.94A.030, including:
 - a) any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
 - b) manslaughter;
 - c) indecent liberties committed by forcible compulsion;
 - d) kidnapping;
 - e) arson;
 - f) assault in the second degree;
 - g) assault of a child in the second degree;
 - h) robbery;
 - i) drive-by shooting; and,
 - j) vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner.
3. Any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to registered as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
4. Any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280; or

5. Unlawful possession or delivery, or both, of a controlled substance in violation of chapter 69.50 RCW.
6. Two or more violations of the following within a three-year period:
 - a) criminal gang intimidation in violation of RCW 9A.46.120;
 - b) gang activity on school grounds in violation of RCW 28A.600.455;
 - c) willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
 - d) defacing or injuring school property in violation of RCW 28A.635.060; and
 - e) Any student behavior that adversely affects the health or safety of other students or educational staff.

The District may only administer long-term suspension or expulsion for behavioral violations that meet the definitions provided under RCW 28A.600.015(6)(a) through (d) as outlined above, and after determining that the student would pose an imminent danger to others or, in the case of long-term suspension, an imminent threat of material and substantial disruption of the educational process should they return to school before an imposed length of exclusion. Consistent with this policy and procedure, the District will work to develop definitions and consensus on what constitutes an imminent danger or imminent threat to reduce the effect of implicit or unconscious bias.

A long-term suspension may not exceed the length of an academic term. The District may not administer a long-term suspension beyond the school year in which the behavioral violation occurred.

An expulsion may not exceed the length of an academic term, unless the superintendent grants a petition to extend the expulsion under WAC 392-400-480. The District is not prohibited from administering an expulsion beyond the school year in which the behavioral violation occurred.

In accordance with RCW 28A.600.420, the District must expel a student for no less than one year if the District has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The superintendent may modify the expulsion on a case-by-case basis.

The District may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. These provisions do not apply to students while engaged in a District authorized military education.

Except for a firearm violation under WAC 392-400-820, the District will not impose a long-term suspension or an expulsion for any student in kindergarten through fourth grade. If a long-term suspension or expulsion may exceed ten (10) days, the District will consider whether the student is currently eligible or might be deemed eligible for special education services. If so, the principal will notify relevant special education staff of the suspension or expulsion so that the District can ensure it provides special education and related services for eligible students as well as this student discipline policy and procedure.

After suspending or expelling a student, the District will make reasonable efforts to return the student to the student's regular educational setting as soon as possible.

Suspensions and expulsions – initial conference

Before administering any suspension or expulsion, the District will attempt to notify the student's parent(s) as soon as reasonably possible regarding the behavioral violation and the principal or designee will conduct an informal initial conference with the student to hear the student's perspective. At the initial conference, the principal or designee must provide the student an opportunity to contact their parent(s), or, in the case of long-term suspension or expulsion, the principal or designee must make a reasonable attempt to contact their parent(s) to provide an opportunity for the parents to participate in the initial conference in person or by telephone. The District must hold the initial conference in a language the student and parents understand.

At the initial conference, the principal or designee will provide the student:

1. Notice of the student's violation of this policy;
2. An explanation of the evidence regarding the behavioral violation;
3. An explanation of the discipline that may be administered; and

4. An opportunity for the student to share their perspective and provide explanation regarding the behavioral violation.

Suspensions and expulsions – notice

Following the initial conference, the principal or designee will inform the student of the disciplinary decision regarding the behavioral violation, including the date when any suspension or expulsion will begin and end.

No later than one (1) school business day following the initial hearing with the student, the District will provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email in a language and form the student and parents will understand. The written notice must include:

1. A description of the student's behavior and how the behavior violated this policy;
2. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
3. The other forms of discipline that the district considered or attempted, and an explanation of the District's decision to administer the suspension or expulsion;
4. The opportunity to receive educational services during the suspension or expulsion;
5. The right of the student and parent(s) to an informal conference with the principal or designee;
6. The right of the student and parent(s) to appeal the suspension or expulsion; and,
7. For any long-term suspension or expulsion, the opportunity for the student and parents to participate in a reengagement meeting.

Emergency expulsions – conditions and limitations

The District may immediately remove a student from the student's current school placement, subject to the following requirements:

The District must have sufficient cause to believe that the student's presence poses:

1. An immediate and continuing danger to other students or school personnel; or
2. An immediate and continuing threat of material and substantial disruption of the educational process.

The District may not impose an emergency expulsion solely for investigating student conduct.

For purposes of determining sufficient cause for an emergency expulsion, the phrase "immediate and continuing threat of material and substantial disruption of the educational process" means:

1. The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
2. School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.

An emergency expulsion may not exceed ten consecutive school days. An emergency expulsion must end or be converted to another form of discipline within ten (10) school days from its start.

If the District converts an emergency expulsion to a suspension or expulsion, the District must:

1. Apply any days that the student was emergency expelled before the conversion to the total length of the suspension or expulsion; and,
2. Provide the student and parents with notice and due process rights under WAC 392-400-430 through 392-400-480 appropriate to the new disciplinary action.

All emergency expulsions, including the reason the student's presence poses an immediate and continuing danger to other students or school personnel, must be reported to the superintendent or designee within twenty-four (24) hours after the start of the emergency expulsion.

Emergency expulsions – notice

After an emergency expulsion, the District must attempt to notify the student's parents, as soon as reasonably possible, regarding the reason the District believes the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the education process.

Within twenty-four (24) hours after an emergency expulsion, the District will provide written notice to the student and parents in person, by mail, or by email. The written notice must include:

1. The reason the student's presence poses an immediate and continuing danger to students or school personnel, or poses an immediate and continuing threat of material and substantial disruption of the educational process;
2. The duration and conditions of the emergency expulsion, including the date on which the emergency expulsion will begin and end;
3. The opportunity to receive educational services during the emergency expulsion;
4. The right of the student and parent(s) to an informal conference with the principal or designee; and,
5. The right of the student and parent(s) to appeal the emergency expulsion, including where and to whom the appeal must be requested.

Optional conference with principal

If a student or the parent(s) disagree with the District's decision to suspend, expel, or emergency expel the student, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The parent or student may request an informal conference orally or in writing.

The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent(s).

During the informal conference, the student and parent(s) will have the opportunity to share the student's perspective and explanation regarding the behavioral violation and the events that led to the exclusion. The student and parent will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion and discuss other forms of discipline that the District could administer.

An informal conference will not limit the right of the student or parent(s) to appeal the suspension, expulsion, or emergency expulsion, participate in a reengagement meeting, or petition for readmission.

Appeals

Requesting appeal

The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency expulsion have similarities but the timelines differ. A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the superintendent or designee orally or in writing. Written appeals may be submitted using form 3300 R-F1 Student Discipline Appeal, English or form 3300 R-F1 Student Discipline Appeal, Spanish. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the District provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the District provided the student and parent with written notice.

When an appeal for long-term suspension or expulsion is pending, the District may continue to administer the long-term suspension or expulsion during the appeal process, subject to the following requirements:

1. The suspension or expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
2. The District will apply any days of suspension or expulsion occurring before the appeal is decided to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion; and,
3. If the student returns to school before the appeal is decided, the District will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

In-school and short-term suspension appeal

For short-term and in-school suspensions, the superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.

The superintendent or designee must deliver a written appeal decision to the student and parent(s) in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:

1. The decision to affirm, reverse, or modify the suspension;
2. The duration and conditions of the suspension, including the beginning and ending dates;
3. The educational services the District will offer to the student during the suspension; and,
4. Notice of the student and parent(s)' right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.

Long-term suspension or expulsion and emergency expulsion appeal

For long-term suspension or expulsion and emergency expulsions, the Superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email, within one (1) school business day after receiving the appeal request, unless the parties agree to a different timeline. Written notice will include:

1. The time, date, and location of the appeal hearing;
2. The name(s) of the official(s) presiding over the appeal;
3. The right of the student and parent(s) to inspect the student's education records;
4. The right of the student and parent(s) to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
5. The rights of the student and parent(s) to be represented by legal counsel; question witnesses; share the student's perspective and explanation; and introduce relevant documentary, physical, or testimonial evidence; and,
6. Whether the District will offer a re engagement meeting before the appeal hearing.

For long-term suspension or expulsion, the student, parent(s) and District may agree to hold a re engagement meeting and develop a re engagement plan before the appeal hearing. The student, parent(s), and District may mutually agree to postpone the appeal hearing while participating in the re engagement process.

Hearings

A hearing to appeal a long-term suspension or expulsion or emergency expulsion is a quasi-judicial process exempt from the Open Public Meetings Act (OPMA). To protect the privacy of student(s) and others involved, the District will hold hearings without public notice and without public access unless the student(s) and/or the parent(s) or their counsel requests an open hearing. Regardless of whether the hearing is open or closed, the District will make reasonable efforts to comply with the Family Educational Rights and Privacy Act (FERPA) concerning confidentiality of student education records.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

1. A single hearing will not likely result in confusion; and,
2. No student will have his/her interest substantially prejudiced by a group hearing.

If the official presiding over the hearing finds that a student's interests will be substantially prejudiced by a group hearing, the presiding official may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing. For long-term suspension or expulsion, the District will hold an appeal hearing within three (3) school business days after the superintendent or designee received the appeal request, unless otherwise agreed to by the student and parent(s).

For emergency expulsion, the District will hold an appeal hearing within two (2) school business days after the superintendent or designee received the appeal request, unless the student and parent(s) agree to another time.

The superintendent will designate a hearing officer to hear and decide appeals. The presiding official(s) may not have been involved in the student's behavioral violation or the decision to suspend or expel the student.

Upon request, the student and parent(s) or their legal representative may inspect any documentary or physical evidence and list of any witnesses that the District will introduce at the appeal hearing. The District must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing. The District may also request to inspect any documentary or physical evidence and list of any witnesses that the student and parent(s) intend to introduce at the appeal hearing. The student and parent(s) must make this information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

Upon request, the student and parent(s) may review the student's education records. The District will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

If a witness for the District cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness' nonappearance if the District establishes that:

1. The District made a reasonable effort to produce the witness; and,
2. The witness' failure to appear is excused by fear of reprisal or another compelling reason.

The District will record the appeal hearing by manual, electronic, or other type of recording device and upon request of the student or parent(s) provide them a copy of the recording.

For long-term suspension or expulsion, the presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) will provide a written decision to the student and parent(s) in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision must include:

1. The findings of fact;
2. A determination whether (i) the student's behavior violated this policy; (ii) the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and (iii) the suspension or expulsion is affirmed, reversed, or modified;
3. The duration and conditions of suspension or expulsion, including the beginning and ending dates;
4. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request; and,
5. Notice of the opportunity for a re engagement meeting and contact information for the person who will schedule it.

For emergency expulsion, the District will provide a written decision to the student and parent(s) in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision must include:

1. The findings of fact;
2. A determination whether the student's presence continues to pose (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process;
3. Whether the District will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the District converts the emergency expulsion to a suspension or expulsion, the District will provide the student and parent(s) notice and due process consistent with the disciplinary action to which the emergency expulsion was converted; and,
4. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request.

Reconsideration of appeal

The student or parents may request the Board review and reconsider the District's appeal decision for long-term suspensions or expulsions and emergency expulsions. This request may be either oral or in writing.

For long-term suspension or expulsion, the student or parent(s) may request a review within ten(10) school business days from when the District provided the student and parent(s) with the written appeal decision.

For emergency expulsion, the student or parent(s) may request a review within five (5) school business days from when the District provided the student and parent(s) with the written appeal decision.

In reviewing the District's decision, the Board must consider (i) all documentary and physical evidence from the appeal hearing related to the behavioral violation; (ii) any records from the appeal hearing; (iii) relevant state law; and (iv) this policy adopted.

The Board may request to meet with the student and parent(s), the principal, witnesses, and/or school personnel to hear further arguments and gather additional information.

The decision of the Board will be made only by Board members who were not involved in (i) the behavioral violation; (ii) the decision to suspend or expel the student; or (iii) the appeal decision.

For long-term suspension or expulsion, the Board will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:

1. Whether the Board affirms, reverses, or modifies the suspension or expulsion;
2. The duration and conditions of the suspension or expulsion, including the beginning and ending dates of the suspension or expulsion; and,
3. For long-term suspensions or expulsions, notice of the opportunity to participate in a re engagement meeting.

For emergency expulsion, the Board will provide a written decision to the student and parent(s) in person, by mail, or by email within five (5) school business days after receiving the request for review and reconsideration. The written decision must identify:

1. Whether the Board affirms or reverses the District's decision that the student's presence posed (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process.
2. If the emergency expulsion has not yet ended or been converted, whether the District will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the District converts the emergency expulsion to a suspension or expulsion, the District will provide the student and parent(s) notice and due process under WAC 392-400-430 through 392-400-480 consistent with the disciplinary action to which the emergency expulsion was converted

Petition to extend an expulsion

When risk to public health or safety warrants extending a student's expulsion, the principal or designee may petition the superintendent or designee for authorization to exceed the academic term limitation on an expulsion. The petition must inform the superintendent or designee of:

1. The behavioral violation that resulted in the expulsion and the public health or safety concerns;
2. The student's academic, attendance, and discipline history;
3. Any nonacademic supports and behavioral services the student was offered or received during the expulsion;
4. The student's academic progress during the expulsion and the educational services available to the student during the expulsion;
5. The proposed extended length of the expulsion; and,
6. The student's re engagement plan.

The principal or designee may petition to extend an expulsion only after the development of a re engagement plan under WAC 392-400-710 and before the end of the expulsion. For violations of WAC 392-400-820 involving a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools, the principal or designee may petition to extend an expulsion at any time.

Notice

The District will provide written notice of a petition to the student and parent(s) in person, by mail, or by email within one (1) school business day from the date the superintendent or designee received the petition. The written notice must include:

1. A copy of the petition;

2. The right of the student and parent(s) to an informal conference with the superintendent or designee to be held within five (5) school business days from the date the District provided written notice to the student and parent(s); and,
3. The right of the student and parent(s) to respond to the petition orally or in writing to the superintendent or designee within five (5) school business days from the date the District provided the written notice.

The superintendent or designee may grant the petition only if there is substantial evidence that, if the student were to return to the student's previous school of placement after the length of an academic term, the student would pose a risk to public health or safety. The superintendent or designee must deliver a written decision to the principal, the student, and the student's parent(s) in person, by mail, or by email within ten (10) school business days after receiving the petition.

If the superintendent or designee does not grant the petition, the written decision must identify the date when the expulsion will end.

If the superintendent or designee grants the petition, the written decision must include:

1. The date on which the extended expulsion will end;
2. The reason that, if the student were to return before the initial expulsion end date, the student would pose a risk to public health or safety; and,
3. Notice of the right of the student and parent(s) to request a review and reconsideration. The notice will include where and to whom to make such a request;

Review and Reconsideration of extension of expulsion

The student or parent(s) may request that the Board review and reconsider the decision to extend the student's expulsion. The student or parents may request the review orally or in writing within ten (10) school business days from the date the superintendent or designee provides the written decision.

The Board may request to meet with the student or parent(s) or the principal to hear further arguments and gather additional information.

The decision of the Board may be made only by Board members who were not involved in the behavioral violation, the decision to expel the student, or the appeal decision.

The Board will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:

1. Whether the Board affirms, reverses, or modifies the decision to extend the student's expulsion; and,
2. The date when the extended expulsion will end.

Any extension of an expulsion may not exceed the length of an academic term.

The District will annually report the number of petitions approved and denied to the Office of Superintendent of Public Instruction.

Educational Services

The District will offer educational services to enable a student who is suspended, expelled or emergency expelled to:

1. Continue to participate in the general education curriculum;
2. Meet the educational standards established within the District; and,
3. Complete subject, grade-level, and graduation requirements.

When providing a student the opportunity to receive educational services during exclusionary discipline, the school must consider:

1. Meaningful input from the student, parents, and the student's teachers;

2. Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
3. Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.

After considering the factors and input described above, the District will determine a student's educational services on a case-by-case basis. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of a short-term suspension. Examples of alternative settings may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

As soon as reasonably possible after administering a suspension or expulsion, the District will provide written notice to the student and parents about the educational services the District will provide. The notice will include a description of the educational services and the name and contact information of the school personnel who can offer support to keep the student current with assignments and coursework.

For students subjected to suspension or emergency expulsion up to five (5) days, a school must provide at least the following:

1. Course work, including any assigned homework, from all of the student's regular subjects or classes;
2. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes; and
3. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.

For students subjected to suspension or emergency expulsion for six (6) to ten (10) consecutive school days, a school must provide at least the following:

1. Course work, including any assigned homework, from all of the student's regular subjects or classes;
2. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion; and
3. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes. School personnel will make a reasonable attempt to contact the student or parents within three (3) school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:
 - a) Coordinate the delivery and grading of course work between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
 - b) Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.

For students subject to expulsion or suspension for more than ten (10) consecutive school days, a school will make provisions for educational services in accordance with the "Course of Study" provisions of WAC 392-121-107.

Readmission

The readmission process is different from and does not replace the appeal process. Students who have been suspended or expelled may make a written request for readmission to the District at any time. If a student desires to be readmitted at the school from which he/she has been suspended/expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the superintendent. The application will include:

1. The reasons the student wants to return and why the request should be considered;
2. Any evidence that supports the request; and,
3. A supporting statement from the parent or others who may have assisted the student.

The superintendent will advise the student and parent of the decision within seven (7) school days of the receipt of such application.

Reengagement

The re-engagement process is distinct from a written request for readmission. The reengagement meeting is also distinct from the appeal process, including an appeal hearing, and does not replace an appeal hearing. The District must convene a re engagement meeting for students with a long-term suspension or expulsion.

Before convening a re engagement meeting, the District will communicate with the student and parent(s) to schedule the meeting time and location. The purpose of the reengagement meeting is to discuss with the student and parent(s) a plan to re engage the student.

The re engagement meeting must occur:

1. Within twenty (20) calendar days of the start of the student's long-term suspension or expulsion, but no later than five (5) calendar days before the student's return to school; or
2. As soon as reasonably possible, if the student or parents request a prompt re engagement meeting.

Reengagement plan

The District will collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a re engagement plan, the District must consider:

1. The nature and circumstances of the incident that led to the student's suspension or expulsion;
2. As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
3. Shortening the length of time that the student is suspended or expelled;
4. Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and
5. Supporting the student parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.

The District must document the re engagement plan and provide a copy of the plan to the student and parents. The District must ensure that both the reengagement meeting and the re engagement plan are in a language the student and parents understand.

Behavior agreements

The District authorizes school principals and assistant principals to enter into behavior agreements with students and parents in response to behavioral violations, including agreements to reduce the length of a suspension conditioned on the participation in treatment services, agreements in lieu of suspension or expulsion, or agreements holding a suspension or expulsion in abeyance. Behavior agreements will also describe District actions planned to support students in meeting behavioral expectations. Behavior agreements may be supplemental to but will not replace best practices and strategies implemented at the classroom level to support students in meeting behavioral expectations. Behavior agreements entered into with students and parents under this section may not replace or negate provisions within a student's Individual Education Plan (IEP), 504 Plan, or Behavioral Intervention Plan (BIP). The District will provide any behavior agreement in a language and form the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

A behavior agreement does not waive a student's opportunity to participate in a re engagement meeting or to receive educational services. The duration of a behavior agreement must not exceed the length of an academic term. A behavior agreement does not preclude the District from administering discipline for behavioral violations that occur after the District enters into an agreement with the student and parents.

Exceptions for protecting victims

The District may preclude a student from returning to the student's regular educational setting following the end date of a suspension or expulsion to protect victims of certain offenses as follows:

1. A student committing an offense under RCW 28A.600.460(2), when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned;

A student who commits an offense under RCW 28A.600.460(3), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

Legal References:

RCW 28A.400.110 Principal to assure appropriate student discipline — Building discipline standards—Classes to improve classroom management skills.

28A.600.010 Enforcement of rules of conduct—Due process guarantees—Computation of days for short-term and long-term suspensions

28A.600.015 Expulsions and suspensions—Rules incorporating due process—Short-term and long-term suspensions—Emergency expulsions—Discretionary discipline.

28A.600.020 Exclusion of student from classroom—Written disciplinary procedures—Long-term suspension or expulsion.

28A.600.030 Grading policies – Option to consider attendance.

28A.600.040 Pupils to comply with rules and regulations.

28A.600.420 Firearms on school premises, transportation, or facilities—Penalty—Exemptions.

28A.600.455 Gang activity—Suspension or expulsion

28A.635.060 Defacing or injuring school property—Liability of pupil, parent, or guardian—Withholding diplomas—Suspension and restitution—Community service program as alternative—Publication of information on withheld diplomas—Student rights protected.

13.04.155 Notification to designated recipient of adjudication or conviction—Information exempt from disclosure.

9A.46.120 Criminal gang intimidation.

9.41.280 Possessing dangerous weapons on school facilities— Penalty—Exceptions. WAC 392-400 Sections 010-830 Student Discipline.

Board Policy 3308: Students and Personal Electronic Devices

Students and Personal Electronic Devices The District recognizes the ubiquitous nature of cell phone use for communication and information gathering. Students in possession of personal electronic devices including but not limited to: smart devices (e.g., smartphones, smartwatches, tablets, MP3 players, gaming systems), communication devices, cameras, video cameras, digital media players, etc., while on school property or while attending a school-sponsored or school-related activities shall observe Kennewick School District policies regarding their use. This policy extends to devices which emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the student during the instructional day at school. The District does not permit the use of personal electronic devices (including cell phones) during class time for students in grades P-12 unless permission is expressly granted by the teacher as part of the lesson.

Prohibited Use.

- a. Sending an email, text message, or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual. Using such devices for any form of "cyberbullying", other unwanted or unsolicited electronic communications, or other communications that otherwise cause a disruption to the learning environment.
- b. Using a camera device at school in classrooms or hallways to take pictures or videos without the express permission of those being filmed. The use of personal electronic devices with photo or video capture capabilities is prohibited in locations where such operation may violate the safety or privacy rights of another person.
- c. Using such devices to engage in scholastic dishonesty. Students are also prohibited from using a device to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, or cheating. Likewise, students are prohibited from using devices to receive such information. Students may not take any picture, video, or text of any class assignment or presentation without staff permission.
- d. Using such devices to save personal or non-school-related files to a district-owned computer.
- e. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other inappropriate material depicting sexually explicit conduct, illegal activity, drug culture, violence, etc., as defined in RCW 9.68A.011, in electronic or any other form on a personal electronic device, while the student is on school grounds, at school-sponsored events, or on school buses or vehicles provided by the district.
- f. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs, and/or changes to hardware or software tools.
- g. Accessing unauthorized networks, attempting access, scanning, or packet capture.
- h. Using a device (personally owned or otherwise) on a school bus that may interfere with the supervision and safety of the bus and its passenger(s).

Students are responsible for the devices they bring to school. The district shall not be responsible for loss, theft, or destruction of personal electronic devices brought onto school property or to school-sponsored events. Students shall comply with any additional rules developed by the school concerning the appropriate use of personal electronic devices. When a school administrator has reasonable suspicion based on objective and articulable facts that a student is using a personal electronic device in a manner that violates the law or school/district procedures, the official may confiscate the device. The personal electronic device may only be returned to the student's parent or legal guardian or given to law enforcement. Any personal electronic device brought to school or school-sponsored events by a student is subject to being searched when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Results that contain content or images that violate state or federal laws will be referred to law enforcement. Students who violate this procedure will be subject to disciplinary action, including suspension or expulsion. Possession of a personal electronic device by a student is considered to be a privilege, which may be forfeited by any student who fails to abide by the terms of this procedure, or otherwise engages in misuse of the device so as to violate school rules, district procedure or law. Violations may result in disciplinary action. If multiple offenses occur, a student may lose his/her privilege to bring a personal device to school for a designated length of time or on a permanent basis. Parents/Guardians are advised that the best way to contact their child during the school day is by calling the school office.

Adopted May, 25, 2022

Board Policy 3314: Student Conduct Policy

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 judged by its effect upon the morale and operation of the school and whether it, in fact, is detrimental to the good order and to the welfare of the pupils.

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 practice, law enforcement may be called anytime a student commits any of the following acts:

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, nun-chu-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.

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. Copycat 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, E-Cigarettes (Vape paraphernalia) - A student shall not possess or use cigarettes, cigars, chewing tobacco, tobacco of any kind, or E-Cigarette devices 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:
 - a. Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students.
 - b. Send, receive, or display offensive, inappropriate, or sexually explicit material,
 - c. Use obscene language,
 - d. Use other people's passwords,
 - e. Harass, insult, or attack others,
 - f. Seek to receive or provide unauthorized access to resources,
 - g. Trespass in files and/or folders of others,
 - h. Violate copyright laws and/or plagiarize the material of others,
 - i. Steal equipment or software,
 - j. Intentionally waste resources, and
 - k. Use a network computer for commercial purposes, personal gain, and fraud.
18. Exceptional misconduct will not include absenteeism.

Board Policy 3418: Alcohol and Other Drug Use/Abuse (AODA)

Use of alcohol, tobacco and other drugs can destroy the health and well-being of any individual. Use of drugs or controlled substances, except under medical supervision and prescription is dangerous. Drug abuse jeopardizes the well-being of the individual in the community. Decreased productivity and learning, serious health problems, breakdown of family and social relationships and strain on personal and societal resources follow abuse. The policy of the Kennewick School District is to provide a safe, healthy, and nurturing learning environment where students can develop internal strengths, values, and self-esteem. Such development will enable students to contribute to a society where external highs are unnecessary and abstinence is the norm. The goal of the Kennewick School District is to enhance the partnership involving home, school, and community to support the development of our students in a drug-free educational environment. Communication with, and involvement of, parents is inherent. Our partnership, then, defines alcohol and other drug use as a serious health problem and is committed to eliminating it from our environment. The use, possession, delivery, manufacture, exhibiting the effects of illegal/illicit drugs, inhalants, alcohol or tobacco (including electronic delivery devices), mind or mood altering substances, imitation drugs or the possession of drug paraphernalia in or on school property or at school-sponsored events is prohibited. In an effort to restrict tobacco usage and in compliance RCW 28A.210.310 the Kennewick School District shall notify both students and school personnel of the prohibition of tobacco use, including electronic delivery devices. Sanctions for both students and school personnel who violate the policy shall be enforced. Furthermore, signs prohibiting the use of tobacco products, including electronic delivery devices, shall be posted at all Kennewick School District sites. The Kennewick School District recognizes chemical dependency as a disease as well as the inherent danger connected with any use of alcohol and other drugs. Because of the magnitude of this problem in today's society, we believe that our efforts must be comprehensive and multifaceted. The district is committed to develop and maintain a comprehensive student assistance program for kindergarten through 12th grade, which includes awareness, prevention education, disciplinary consequences, intervention, assessment and referral, after-care, and support. The purpose of this policy is to recognize our obligation to lead in the establishment of a positive, drug-free educational environment in which problems can be addressed in a healthful and supportive atmosphere.

Board Policy 3418: Alcohol and Other Drug Use/Abuse (AODA) Procedure

In all cases parent(s) will be contacted. For students in grades Kindergarten through 4th grade administrative action and discretion will be taken in compliance with WAC 180-40-250 (with input and recommendations of the building Student Assistance Team or discipline team). Additional consequences may include:

- A. Suspension from school for a specified time of not more than 10 days in any trimester.
- B. Participation in an alcohol and other drug education program.
- C. Recommendation of a drug and alcohol assessment.

In a manner consistent with RCW 69.50 (Uniform Controlled Substances Act) the following terms shall be defined as:

- A. Controlled Substance – a drug, substance or immediate precursor included in schedules I through V as set forth in federal or state laws, or federal or board rules. Likewise schedules I through IV (RCW 69.50 Art.II), list common “drugs” including opiates, hallucinogens, stimulants, narcotics as well as derivative analogs.
- B. Controlled Substance Analog – any substance that has a chemical structure similar to that of controlled substances.
- C. Imitation Drugs – a substance that is not a controlled substance but which by appearance and representation would lead a reasonable person to believe that the substance is a controlled substance.
- D. Manufacture – the production, preparation, propagation, compounding, conversion or processing of a controlled substance, either directly or indirectly or by extraction from substances of natural origin
- E. Under the Influence – an abnormal mental or physical condition due to the influence, a visible impairment of the judgment or a derangement, or impairment of mental or physical function or energies arising there from
- F. Delivery – the actual or constructive transfer from one person to another of a substance, whether or not there is an agency relationship
- G. Legend Drugs – “prescription” medication including, but not limited to, steroids and other performance enhancing medications. Possession of prescription drugs without a prescription is unlawful.

H. Drug Paraphernalia – all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

STUDENTS IN POSSESSION, CONSUMPTION, POSSESSION OF PARAPHERNALIA, DELIVERY AND/OR EXHIBITING THE EFFECTS OF ALCOHOL OR OTHER DRUGS, INHALANTS, MIND OR MOOD ALTERING SUBSTANCES, OR IMITATION DRUGS ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY ARE IN VIOLATION OF THIS POLICY.

I. First Offense

A. Possession, Consumption, Exhibiting the Effects* or Possession of Paraphernalia

1. Five (5) day (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.
2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
4. The student is to participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.

* A building administrator and a minimum of one (1) additional staff member will determine if reasonable suspicion exists.

B. Delivery This violation is considered to be inherently harmful and students who engage in this activity are deemed to be a danger not only to themselves but also to all other students and staff in the Kennewick Schools.

1. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
2. Following an investigation by the principal, if it is determined that there has been a violation of the delivery section of the AODA policy, the student will be deemed an immediate danger and placed on emergency expulsion status. A written notice will then be issued to the student and parent(s) indicating the manner in which a hearing may be requested. In the event the expulsion is upheld, the following considerations shall apply to the guidelines for readmission. The minimum length of the expulsion will be until there is documented achievement of guidelines for readmission as developed by a behavioral agreement. These guidelines will include the following criteria in addition to those identified by the building administrator:
 - λ Recommendation of an assessment by a qualified substance abuse counselor.
 - λ Evidence shown of completion of community service as established in guidelines for readmission.
 - λ Improved student behavior since the expulsion.
 - λ Willingness of the student and parent to agree, as appropriate, to a reasonable behavioral agreement.

II. Second Offense

A. Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia

1. Ten (10) days (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.
2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
4. Participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.

B. Delivery

1. Recommendation of expulsion.
2. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

III. Third Offense

A. Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia

1. Recommendation of expulsion.
2. The possession, consumption, exhibiting the effects or possession of drug paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

STUDENTS IN POSSESSION, CONSUMPTION AND/OR DELIVERY OF TOBACCO ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY.

In all cases parents will be contacted.

Recognizing the serious physical effects of all tobacco products and the fact that tobacco use is a very strong indicator of Alcohol and Other Drug use, the District maintains the following procedures for students possessing, consuming, or delivering tobacco in any form (including electronic delivery devices).

I. First Offense

- A. One (1) day in-school suspension, with interview by designated Alcohol and Other Drug Awareness specialist and completion of a tobacco educational packet.
- B. A copy of the letter of violation shall be permanently placed in the student's cumulative file.

II. Second Offense

- A. Three (3) day out of school suspension.
- B. Participate in the Prescribed Student Support Group, a minimum of three (3) consecutive weeks, to the satisfaction of the facilitator.
- C. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

III. Third Offense

- A. Five (5) day out of school suspension.
- B. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

IV. Fourth Offense

- A. Long term suspension.
- B. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

CONFIDENTIALITY No record of a student's participating in professional treatment services will become a part of the permanent record or transcript. Any and all related information will be treated as health related only and kept in confidentiality maintained health files. CUMULATIVE NATURE OF CONSEQUENCES Multiple offenses are those that occur during grades K-5, 6-8 or 9-12.

Board Policy 5013: Sexual Harassment

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall 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 timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. The policy shall be reproduced in each student, staff, volunteer, and parent handbook.

The superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Complaints Against OSPI

Anyone Can File a Complaint

A written complaint must be filed with OSPI and must include:

1. A statement that OSPI has violated a federal or state law or regulation that applies to a federal program.
2. A description of what happened and why it violates a federal program requirement in state or federal law or regulation.
3. Name and address of the complainant.
4. Expected resolution.

OSPI Investigation and Response

After OSPI receives the complaint, OSPI will designate an employee to investigate the complaint. The investigation must start within **10 calendar days** after OSPI receives the complaint. The designated employee will provide the State Superintendent with a written report of the results of the investigation within **60 calendar days** after receiving the complaint.

The State Superintendent must respond in writing to the complainant within **10 calendar days** after receiving this report. The response will state that the allegations are denied and the basis for the denial, OR the reasonable corrective measures deemed necessary to correct any violation. Any corrective measures must be instituted within **30 calendar days** from the date of this response.

Note: The State Superintendent and the complainant may mutually agree to extend the time limits in these rules. If exceptional circumstances exist with respect to a particular complaint, the State Superintendent may unilaterally extend the timelines for cause upon written notice to the parties.

Appeals

If the complainant is not satisfied with OSPI's response to a complaint, the complainant may file an appeal directly with the Secretary of the U.S. Department of Education at www.ed.gov.

Federal Programs Citizen Complaint Procedures
Chapter 392-168 WAC

Complaints Against School Districts, Educational Service Districts (ESDs), or Subgrantees

These complaint procedures apply to federal programs authorized under the Elementary and Secondary Education Act (ESEA), including **Title I, Part A: Improving Academic Achievement of the Disadvantaged**.

Anyone Can File a Complaint

A written complaint must be filed with the Office of Superintendent of Public Instruction (OSPI) and must include:

1. A statement that a school district, an ESD, or a subgrantee has violated a federal or state law or regulation that applies to a federal program authorized under the ESEA.
2. A description of what happened and why it violates a federal program requirement in state or federal law or regulation.
3. Name and address of the complainant.
4. Expected resolution.
5. Name and address of the school district, ESD, or subgrantee that is alleged to have violated the law or regulation.

Investigation and Response by the District, ESD, or Subgrantee

After receiving the complaint, OSPI will refer it to the educational entity for investigation. The school district, ESD, or subgrantee must designate an employee to investigate the complaint. The designated employee must respond in writing to OSPI with documentation of the investigation within **20 calendar days** after receipt of the complaint. The response to OSPI should either deny the allegations in the complaint and the basis for the denial, or propose the reasonable corrective actions to correct the violation.

OSPI Investigation and Response

OSPI will provide the complainant a copy of the school district, ESD, or subgrantee's response to the complaint. The complainant will then have an opportunity to submit additional information about the allegations in the complaint. OSPI will review all relevant information, and may conduct an on-site investigation.

OSPI will make an independent determination as to whether the district, ESD, or subgrantee is in violation of any federal program requirement. OSPI will issue a written decision to the complainant, which will include findings of fact, conclusions, and reasonable corrective measures necessary to correct any violation. OSPI will issue this decision within **60 calendar days** after receiving the complaint, unless exceptional circumstances of a particular complaint require additional time. All corrective actions must be instituted within **30 calendar days** after OSPI's decision.

Note: The complainant and the educational entity involved (i.e., district, ESD, subgrantee) may agree, in writing, to waive the timelines provided in these rules. Waiver of the timelines must be communicated to OSPI within **10 calendar days**.