

# Canyon View Elementary

2023-24

## STUDENT HANDBOOK



### **Vision Statement**

The school vision is to provide a safe, nurturing, and positive atmosphere where students are empowered to achieve high academic and behavioral success. We use research-based, data-driven instructional practices to promote continual growth for all.

### **Mission**

Canyon View will send our youth into the future ready to reach their potential as adults through a lifetime of learning.

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Dear Parents/Guardians:

On behalf of the entire Canyon View Staff, I would like to welcome our incredible students and families to the 2023-24 school year!

I'm looking forward to meeting our new students and families and welcoming back our current ones. Building a safe and positive culture where students, staff and parents feel a sense of belonging is my top priority. We are eager to build relationships with all our stakeholders and create an environment conducive to learning at high levels.

We will be continuing Positive Behavior Interventions and Supports (PBIS). The focus of this plan is to create and uphold a positive learning environment for all students. Students learn schoolwide behavioral expectations from the first day of school. All teachers will explicitly teach the expectations to students as well as their individual classroom behavior plans. The purpose of PBIS is to focus on the positive, and redirect and reteach behaviors when needed. The classroom teachers handle most of the behavior issues. If behavior hasn't improved after a process of interventions, then the student will be referred to the Counselor and/or Behavior Interventionist. When dangerous, immoral or unethical behaviors occur, the administration will intervene. Fighting, bullying and dangerous behaviors are taken seriously. Students should always seek adult help for those issues. Our goal is to create a safe and friendly environment where all students can thrive.

Daily attendance is essential to the educational process. Understanding that situations including illness and doctor's appointments arise, please do everything you can to see that your child/children are at school on time every day, and as much as possible try to schedule appointments outside of school hours. It is also important that students stay until the end of the school day.

You are encouraged to discuss classroom concerns with your child's teachers prior to contacting administration. They appreciate the chance to clear up misunderstandings and to reveal important details that influence decisions made in the classrooms.

I am excited to welcome your child to school on August 30th and am confident that this is going to be a fabulous year!

Regards,

Cathy Guajardo, Principal

## Our Vision

All KSD Students are Known Well, Safe and Destined to Reach their Highest Potential



# STRATEGIC GOALS



## Our Mission

To provide a safe environment in which all students reach their highest potential and graduate well prepared for success in post-secondary education, work and life.

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# Learner Profile

## DIGITAL CITIZENSHIP, SOCIAL, LIFE AND EMPLOYMENT SKILLS

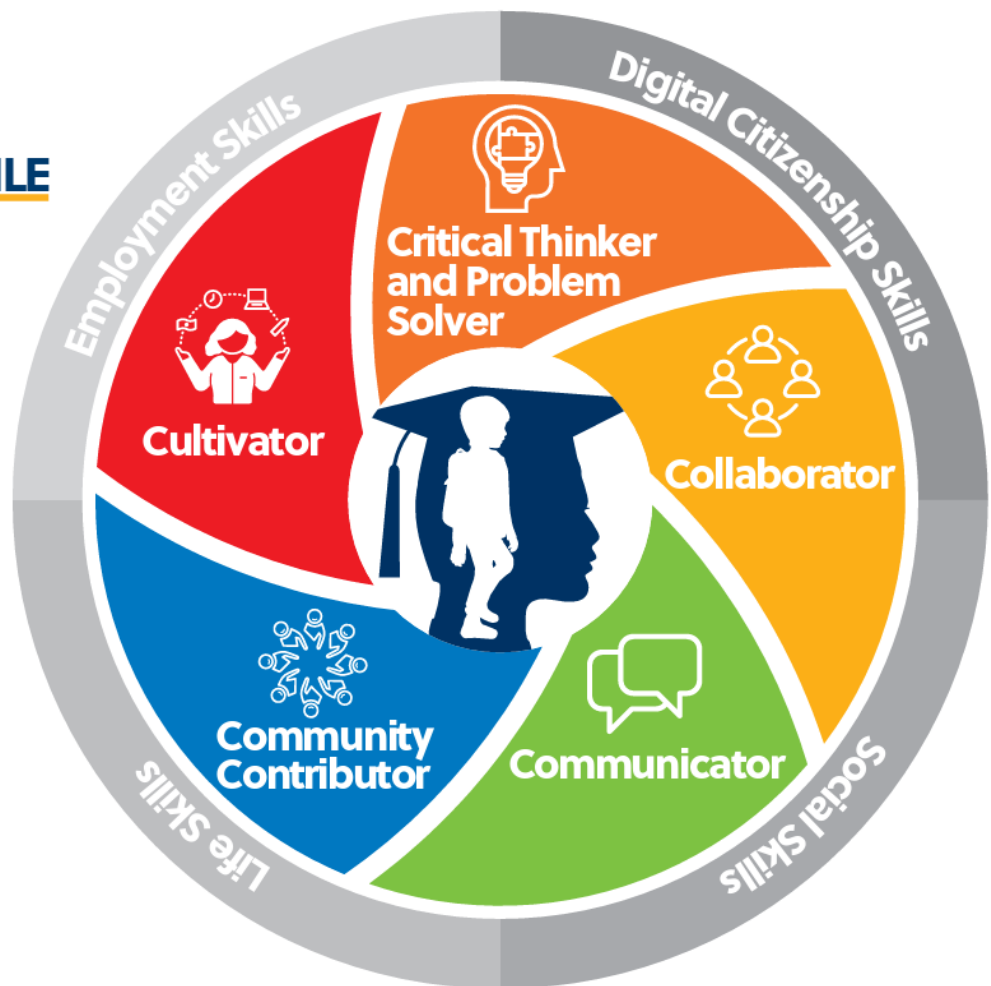
The Kennewick School District Learner Profile defines key digital citizenship, social, life and employment skills that our district wants students to have. District officials will use the profile in strategic planning and designing education experiences for students.



### LEARNER PROFILE

#### Our Mission:

*To provide a safe environment in which all students reach their highest potential and graduate well prepared for success in post-secondary education, work and life.*



# LEARNER PROFILE



## CRITICAL THINKER AND PROBLEM SOLVER

*Investigates and considers information, and uses curiosity and imagination to identify and solve problems by creating new ideas or building upon existing ideas. Demonstrates resilience and perseverance when faced with challenges, adversity, and setbacks; seeing more than one way to solve a problem*

- I don't give up when learning is difficult and I embrace a growth mindset.
- I connect ideas from the past to recognize and solve existing and potential problems.
- I evaluate the accuracy, perspective, credibility and relevance of information through digital and other resources.
- I explore different methods, tools and resources and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.
- I use my knowledge from multiple subject areas and apply it to situations.
- I can be imaginative and take risks while problem solving.



## COLLABORATOR

*Uses talents, abilities and knowledge to learn from and inspire the learning of others. Can engage in discussion of opposing ideas to determine a solution and a course of action while working toward a common goal.*

- I can recognize my role in building trust and working with others to complete tasks and projects.
- I learn from others and share my ideas to contribute to the learning of others.
- I can work as part of a diverse team and value my teammates' diverse perspectives and contributions discussing and debating ideas respectfully.
- I collaborate efficiently and responsibly through the use of digital tools.
- I follow through with my responsibilities and support the work of others to meet the goals of the team.



## COMMUNICATOR

*Actively listens and shares ideas clearly and effectively, to diverse audiences and for a variety of purposes.*

- I listen to and am respectful of differing viewpoints to inform my own, speaking up for myself and advocating for others.
- I clearly present my ideas both verbally and in writing.
- I adapt my communication to the needs of the audience.
- I choose and control what I leave online for others to find.
- I evaluate the effectiveness of my communication via feedback.



## COMMUNITY CONTRIBUTOR

*Recognizes their role as a citizen of our community and country. Realizes the opportunities and responsibilities necessary to contribute to the community and world.*

- I make safe, legal and ethical choices when working with others.
- I use digital tools responsibly.
- I understand my rights and obligations as a community member and respect the rights and obligations of others.
- I view my community and world with compassion, respect, and empathy for myself and others, locally and globally.
- I give back to my community through volunteering and charitable giving.
- I learn from other cultures and languages to enhance my knowledge and appreciation of my culture and the culture of others.



## CULTIVATOR

*Has the capacity to prepare for skills, aptitudes and future growth that are required for success after graduation. Promotes or improves their growth through labor and attention.*

- I can apply financial and digital literacy and time management skills.
- I seek to explore interests and activities to develop balance in work and life.
- I strive to be physically and emotionally well and know how to help myself achieve both.
- I can weigh the consequences of my choices and actions.
- I am able to prioritize tasks, set personal goals, and take initiative to accomplish them.



# Canyon View Elementary School

## Student/Parent/School Compact

### Primary Goal

To create and uphold a positive school climate where teachers can teach, and students can learn. To accomplish this, we ask that students and parents assist us in the following ways:

### Teacher Pledge

I promise to...

- Provide a safe and caring learning environment for all students.
- Meet the diversified needs of our students.
- Teach positive behaviors and attitudes.
- Foster academic excellence for our students' future success.
- Keep families informed about students' progress on a frequent basis.
- Encourage families to volunteer and/or participate in their child's classroom.

### Student Pledge

I promise to...

- Attend school daily and be on time.
- Follow BARK BIG 3 expectations.
- Adhere to school and district policies outlined in the student handbook.
- Come to class prepared and demonstrate a willingness to learn.
- Do my best, complete schoolwork and hand in assignments on time.
- Ask for help when needed.
- Read no less than 20 minutes at home daily.

### Parent Pledge

I promise to...

- Send my child to school every day well rested and only keep him/her home when necessary.
- Support the school in its effort to maintain appropriate behavior and follow BARK BIG 3.
- Review the Student Handbook with my child.
- Attend parent-teacher conferences and school-related activities.
- Encourage, support, and praise my child each day.
- Read with my child and/or let him/her read to me at least 20 minutes per day
- Schedule time for my child to complete homework each night and assist if needed.

Teacher Signature\_\_\_\_\_Date\_\_\_\_\_

Student Signature\_\_\_\_\_Date\_\_\_\_\_

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

Principal Signature\_\_\_\_\_Date\_\_\_\_\_



## DROP-OFF & PICK-UP PROCEDURES

Our front parking lot has two sections. One section is for buses the other is for Parent/Visitor parking and student Drop-off and Pick-up. The first entrance is for cars, the second is for buses.

All drop-offs and pick-ups will be restricted to the **Curbside Loop**, and the **KA Baseball Parking lot**. *(Refrain from parking in the parking lot in front of the school or the street as they are “No Parking” areas during Drop-off and Pick-up hours).*

### NO PARKING Signs

The City of Kennewick installed NO PARKING signs along the residential area across from Canyon View. There is also no parking along the street in front of Canyon View during Drop-off and Pick-up times. KPD will randomly visit our school. Cars parking in NO PARKING zones may be cited.

**Do not park or leave your vehicle unattended in the Red Zones.** If you need to park during drop-off/pick-up times, please park at the KA Baseball parking lot.

**Curbside Drop-Off** (8:25-8:40) **Do Not Drop-off your child before 8:25 as there is no supervision.**

Please pull through the lane, remain in your car, pull forward, and Drop-off your child in the **Green Cone Zone** curbside. Students should exit from the right-side door. (See map below).

**Curbside Pick-Up** (3:17-3:30) **Do Not Pick-up your child before 3:17 unless for an appointment or illness.** Please pull through the lane and pick-up your child from the **Green Cone Zone** pick-up line curbside. They should enter from the right-side door. (See map below).





## KA Baseball Parking Lot for Parents Wanting to Park



If you would like to park to drop-off or pick-up your child, please park in the KA Baseball Parking Lot using the parking spaces as intended. You can walk to the front of the building to drop-off/pick-up your child or have your child meet you in the parking lot. If having your child meet you in the parking lot, it is a good idea to meet them on the walking pathway to safely escort them to your car. You are encouraged to take a Right Turn Only at the stop sign at **22nd and Olympia** during Drop-Off (8:25-8:40) and Pick-Up (3:17-3:30). If you need to turn left, you are encouraged to use the exit out of the **KA Baseball parking lot** during Drop-Off and Pick-Up times.

### Guidelines to follow when you pick up or drop off your child or children:

1. Be considerate as many parents may be dropping-off or picking-up children.
2. Park only in a designated parking spot (KA Baseball field during drop-off and pick-up)
3. Children should never cross any parking lot to get to a vehicle without an adult to assist them.
4. Pull all the way forward in the loop so the flow of traffic can continue without interruption.
5. IF YOU GET TO THE GREEN CONE ZONE AND YOUR CHILD ISN'T THERE, YOU WILL BE ASKED TO PARK IN THE "WAIT ZONE" SO TRAFFIC CAN CONTINUE FLOWING.
7. Be certain to drive slowly and carefully as you enter and exit the parking lots.
8. **Do not use the left lane of the drive through as a "passing lane."**
9. Canyon View staff will do their best to communicate and keep traffic in the Drop-off and Pick-up lane moving forward while keeping your children safe.
10. Be respectful of others (no loud music, smoking, vaping, horn honking, inappropriate language, or obscene hand gestures).

If you have any questions about bus routes, please contact Canyon View or the transportation department (222-5075).

## ATTENDANCE

School starts promptly at 8:40 a.m. and is dismissed at 3:17 p.m. (Mon., Tue., Thur., Fri.).

Wednesday school starts at 8:40 and is dismissed at 2:00 p.m.

Please encourage your student to be on time, ready to learn and in their class line when the bell rings. If your student does not live in our boundary and is late more than five times, you may be required to register at your home school. Three or more late arrivals will result in an unexcused absence.

Please make every attempt to schedule appointments after school. We will continue to encourage parents **not** to remove students from class during the last hour of school unless there is a family emergency. Students leaving early are a major disruption for the other students at the end of the day, so this will keep the classroom interruptions to a minimum. If you are picking up your child and want to avoid the congested parking lots, please arrange for your child to meet you after the final bell at a specific pick up location.

Students are not allowed at school prior to 8:25 a.m., and must be picked up by 3:27 p.m. (2:10 on Wednesdays). If you are dropping them off earlier than 8:25 a.m. or picking them up after 3:27 p.m., you must have your child enrolled in the YMCA before/after school program. Please call 509-947-5764 for more information. **Canyon View Elementary does not provide supervised care before 8:25 a.m. or after 3:27 p.m. (2:10 p.m. on Wednesdays.) This includes early release days when school is out at 11:27 a.m. Public schools are Mandatory Reporters, so children repeatedly left before or after these times will be reported to DSHS Child Protection Services for neglect.**

In the event you need to have your child released during the school day, it is necessary that you come into the school office and sign out the student. For the safety of our students, teachers are instructed not to release students unless the office notifies them the child has been signed out. Please do not call ahead for a child to be released by phone or written note. We will **NOT** call the student up until you arrive and your identity verified (must show identification and be on the student's emergency contact) and sign the child out listing the date and time. Parents will then need to wait in the lobby for their child. Parents may not go to the classroom to remove their student without a pass from the office.

Please leave messages or other important items for your child with the secretary by 3:00 p.m. (1:00 p.m. on Wednesdays) to ensure your child receives them. Any changes to bussing and pick-up needs must be shared with your child at home. If it is outside of your child's regular routine, please send a note with them to school for the teacher.

### Change of Address, Phone/Cell Number or Employment

In order to reach parents in case of an accident or emergency, it is important that the office is notified when you move or change your home or work phone number. The more contact numbers we have, the better. Please remember to contact us if you would like to add, change or delete an emergency contact person.

## STUDENTS

### Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

### Excused Absences

The reasons for which an absence may be excused are outlined in Policy 3122. A school principal or designee has the authority to determine if an absence meets the criteria outlined for an excused absence.

#### Parental Notification.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, email, or written or other electronic note to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, email, or written or other electronic note upon the student's return to school. Adult students (those over the age of 18) and emancipated students (those over the age of 16 who have been emancipated by court action) will notify the school office of their absences with a note of explanation.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parents, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

#### Absence of parental-approved activities.

This category of absence will be counted as excused for purposes agreed upon by the principal and the parent/guardian. An absence may not be approved as excused if it causes a serious adverse effect on the student's educational progress, as the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. Students, upon the request of their parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

#### Absence resulting from disciplinary actions or short-term suspension.

As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, long-term suspension, or expulsion, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom. The school district will provide an opportunity for



students to receive educational services during a suspension or expulsion defined in [WAC 392-400-610](#).

Extended illness or health condition.

If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition.

Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. Students and their parents/guardians shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

Conference for Elementary School Students.

If an elementary school student has five (5) or more excused absences in a single month (30-day period of time) during the current school year or ten (10) or more excused absences in the current school year, the District will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher, or community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program (IEP) or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided to the District or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Tiered Response System for Students Who are Absent from Online Learning.

Students who are marked absent from online learning will receive interventions and

services consistent with the tiered response system for student absences implemented by the District pursuant to [WAC 392-401A-045](#). Under the tiered response system, the District will:

1. Monitor daily attendance data for all students who are absent from online learning, whether excused or unexcused;
2. Make multiple attempts to contact the families regarding student absences using multiple modalities and in the parent's home language;
3. Provide daily notification of absences to parents;
4. Provide outreach from the student's school to determine student needs, such as basic needs, connectivity and hardware, and connection with health and social services as necessary;
5. Provide differentiated supports to students that address the barriers to attendance and participation, including universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and
6. When feasible and appropriate, transition students to full-time in-person learning or other programs to accommodate the student's needs.

#### Unexcused Absences

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day, has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Unexcused absences fall into two categories:

1. The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, email, or in writing or other electronic note, for an absence.

Each unexcused absence within any month (30-day period) of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month (30-day period) of the current school

year, the school will hold a conference with the principal, student, and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the third unexcused absence, the school may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the conference may be conducted with the student and principal. However, the parent will be notified of the steps to be taken to eliminate or reduce the student's absences.

At some point, after the second and before the seventh (7) unexcused absences, the school will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include the application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other District approved risk assessments. The District will designate a staff member to apply the WARNS and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the District will also consider adjusting the student's course assignments;

- Providing the student more individualized instruction;
- Providing appropriate vocational courses or work experience;
- Requiring the student to attend an alternative school or program;
- Assisting the parent or student to obtain supplementary services; or
- Referring the student to a community engagement board.

For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student's IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student's absences. If necessary, and if the student's parent gives consent, the District will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or Section 504 Plan but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student's needs.



No, later than a student's seventh unexcused absence in a month (30-day period), the District will:

1. Enter into an agreement with the student and the parents/guardians that establishes school attendance requirements;
2. Refer the student to a community engagement board; or
3. File a petition to juvenile court (see below).

Community Engagement Board.

A "community engagement board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school. The District will enter into an MOU with the juvenile court in Benton County to establish a community engagement board.

The District will designate and identify to the juvenile court (and update as necessary) and to the Office of the Superintendent of Public Instruction a staff member to coordinate District efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The District will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community engagement board members.

After the student's seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year, if the District's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the District will file a petition and supporting affidavit for a civil action in juvenile court.

Petition to Juvenile Court.

The petition will contain the following:

1. A statement that the student has unexcused absences in the current school year (petitions must be filed if the student has seven (7) or more unexcused absences (equivalent to seven (7) school days) within any month during the current school year or fifteen (15) or more unexcused absences (equivalent to fifteen (15) school days) in the current school year, but a petition may be filed earlier; also unexcused absences accumulated in another school or School District may be counted for all purposes in this procedure)
2. An attestation that actions taken by the school have not been successful in

substantially reducing the student's absences from school; and

3. A statement that Court intervention and supervision are necessary to assist the school in reducing the student's absences from school.
4. A statement that [RCW 28A.225.010](#) has been violated by the parent, student, or parent and student;
5. The student's name, date of birth, school, address, gender, race, and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing Individualized Education Program (IEP) and the student's current academic status in school;
6. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current School District, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the District, and a copy of the most recent truancy information document provided to the parent.
7. Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the District's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the court assumes jurisdiction to intervene for a period of time, the District will periodically report to the court any additional unexcused absences by the student, actions taken by the District, and an update on the student's academic status in school at a schedule specified by the court.

#### Building Attendance System

Each building shall have a system to address individual students who experience attendance issues to identify needs and barriers and determine appropriate interventions to remove the barriers to non-attendance.

#### Tardies

Students are expected to be to class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the appropriate school staff to assess student needs and appropriate interventions.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment.

## Recess Before Lunch (RBL): What is it?

Did you know that it's best practice to shift the school schedule so students play at recess first, then eat lunch? Schools that have adapted this model report that students eat more fruits and vegetables, drink more milk, waste less food, and are better behaved on the playground and classroom. Put simply, students feel like they have more time to eat lunch, and have worked up an appetite to eat all the major food groups. Canyon View implemented Recess Before Lunch last year and experienced positive results.

Overall, many schools around the nation have found the effort in making the change to be beneficial to the students and staff while creating a better eating and academic environment. Many teachers, food service staff, parents and students from throughout the nation support the change to RBL for the following reasons:

- Children are settled down and ready to learn when they return to the classroom.
- Less fights on the playground and better classroom behavior.
- Students are not rushing through lunch to get out to recess.
- Students are hungrier when it's time for lunch, so they eat better.



## CANYON VIEW DAILY SCHEDULES

8:25 STUDENTS ARE NOT TO ARRIVE UNTIL THIS TIME

8:37 WARNING BELL

8:40 School Begins

8:45-9:00 Morning Meetings: Breakfast in the Classroom

8:55 Morning Announcements/Pledge



\*\*\*\*\*

Lunch Schedule		
Grade Level	Recess	Lunch
K	11:05-11:20	11:20-11:45
1	11:10-11:30	11:30-11:55
2	11:30-11:50	11:50-12:15
3	11:40-12:00	12:00-12:25
4	12:00-12:20	12:20-12:45
5	12:05-12:30	12:30-12:50

### Recess and Dismissal M T Th F

RECESS K-2      10:00-10:15 AM  
 RECESS 3-5      2:00-2:15 PM  
 DISMISSAL      3:17 PM

### Recess and Dismissal WED

RECESS K-5      10:00-10:15 AM  
 DISMISSAL      2:00 PM

### Music Groups

**Orchestra (5<sup>th</sup>):** M W Th F 7:50-8:35 am

**\*Other groups:** T Th 3:17-3:50 pm

**\*Choir (4<sup>th</sup>-5<sup>th</sup>)** September - December

**\*Marimba (5<sup>th</sup>)** January - March

**\*Choir (4<sup>th</sup>-5<sup>th</sup>)** April - May

## SCHOOL CLOSURES & DELAYS

As a reminder to our community, when there is no notification posted, schools are running as normal.

When the Kennewick School District is deciding whether to delay or cancel classes because of inclement weather, several factors are considered, including:

### TIMING OF DELAY OR CLOSURE ANNOUNCEMENTS

WE MAKE EVERY EFFORT TO NOTIFY OUR COMMUNITY OF A TWO-HOUR DELAY OR CLOSURE BY 6 A.M. AS SOON AS A DECISION IS MADE, INFORMATION IS POSTED ON THE DISTRICT WEBSITE AT [WWW.KSD.ORG](http://WWW.KSD.ORG). IN MOST CASES, IF THERE IS NO NOTIFICATION BY 6 A.M., CLASSES WILL FOLLOW A REGULAR SCHEDULE.

It is possible that a two-hour delay may change to a closure due to worsening road conditions. A final decision will be made by 7:30 a.m. If there is a change, an updated notification will be sent out.

Road conditions can vary throughout the district, depending on where you live. The district supports a parent's or guardian's decision to pick their child up early or not send their child to school. Absences due to winter weather will be considered excused with parent permission.

Notifications about school delays and closures are announced on the school district website, by email/text/phone to families, and local news and radio stations.

### TWO-HOUR DELAY

If a two-hour delay is announced all schools open two hours later than normal. This includes the online programs at Mid-Columbia Partnership and Endeavor High School.

If the decision is made for a two-hour delay, the following programs are canceled:

AM ECEAP, AM Keewaydin Discovery Center

AM Tri-Tech Skills Center

AM athletics, music and activities.

High school zero-hour classes

Morning breakfast

How does a two-hour delay affect Wednesday Early Release day?

If a two-hour delay occurs on a K-8 Early Release day, the day will still be an early release. If a two-hour delay occurs on a 9-12 Early Release day, the early release is canceled for high school students only and students will end school at the regular time.

### SCHOOL CANCELTION - ATHLETICS AND AFTER-SCHOOL ACTIVITIES

If school is canceled, all classes, out-of-district transportation, meetings, field trips, and after-school activities will be canceled for the day unless otherwise announced. Athletic practices and games will be canceled for the day unless otherwise announced. The district will make a determination by 1 p.m. about whether varsity athletic practices will be held. All evening meetings and events scheduled to take place in district facilities will also be canceled. This includes the online programs at Mid-Columbia Partnership and Endeavor High School.

### DOES THE SCHOOL DISTRICT RELEASE STUDENTS EARLY IF THE WEATHER WORSENS?

We do not send children home early in the event of snow or ice. This would be difficult due to the challenge of notifying all parents/guardians and ensuring there is an adult at home or elsewhere to supervise children. A parent or guardian may pick their child up early if they choose and should provide a notification to the office. This will be considered an excused absence.

## CANYON VIEW Two Hour Delay Schedule

10:25 am STUDENTS ARE NOT TO ARRIVE UNTIL THIS TIME

10:37 am WARNING BELL

10:40 am School Begins

10:45-11:00 Morning Meetings: Breakfast in the Classroom

10:55 Morning Announcements/Pledge



Grade Level	Recess	Lunch
K	11:05-11:20	11:20-11:45
1	11:10-11:30	11:30-11:55
2	11:30-11:50	11:50-12:15
3	11:40-12:00	12:00-12:25
4	12:00-12:20	12:20-12:45
5	12:05-12:30	12:30-12:50

Dismissal M T Th F 3:17 PM

Dismissal W 2:00 PM



# KENNEWICK SCHOOL DISTRICT CALENDAR 2023-24



Every Wednesday is early release for K-8 students except for Highlands and Park middle schools

■ First / Last Day of School ■ Professional Day ■ Holiday ■ Early Release ■ Conferences ■ Snow Make-up

AUG 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 24 Staff Professional Day
- 28 Staff Professional Day
- 29 Professional Day & Staff Welcome Back
- 30 First Day of School (Early Release K-8)

SEP 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 4 No School (K-12) - Labor Day
- 13 Early Release (9-12)
- 22 No School (K-12) Staff Professional Day

OCT 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 4 Early Release (9-12)
- 13 Mid-Trimester (K-5)
- 13 No School for Kindergarten Students
- 20 No School (K-12) Staff Professional Day

NOV 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- 1 Early Release (9-12)
- 3 End of 1st Quarter (9-12)
- 9 Early Release (K-5) Report Card Prep
- 10 No School (K-12) Veterans Day
- 17 Early Release (K-8) Conferences
- 20 No School (K-12) Conferences
- 21 Early Release (K-8) Conferences
- 22 Early Release (K-12)
- 23-24 No School (K-12) Thanksgiving
- 30 End of 1st Trimester (K-5)

DEC 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 6 Early Release (9-12)
- 20 Early Release (K-12)
- 21 - Jan. 2 No School (K-12) Winter Break

JAN 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1-2 No School (K-12) Winter Break
- 3 First Day Back from Break (ER K-8)
- 10 Early Release (9-12)
- 15 No School (K-12) MLK Jr. Day
- 24-26 High School Finals
- 26 Mid-Trimester (K-5)
- 26 End of 1st Semester - Early Release (6-12)

FEB 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

- 7 Early Release (9-12)
- 16 Special Early Release (K-12)
- 19 No School (K-12) Presidents' Day
- 28 Early Release (9-12)

MAR 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 8 Early Release (K-5) End of 2nd Trimester, Report Card Prep
- 11 No School (K-12) (Snow Make-up)
- 14-15 Early Release (K-5) Conferences
- 22 No School (K-12) Professional Day
- 27 Early Release (9-12)
- 29 End of 3rd Quarter (6-12)

APR 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 1-5 No School (K-12) Spring Break
- 26 Mid-Trimester (K-5)

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 8 Early Release (9-12)
- 24 No School (K-12) (Snow Make-up)
- 27 No School (K-12) Memorial Day

JUN 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 7 Early Release (K-5) Report Card Prep
- 8 Class of 2024 Graduation
- 10-12 High School Finals
- 12 Special Early Release (K-12) Last Day of School

JUL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

March 11 and May 24 are scheduled snow make-up days.  
Any other days that need to be made up will be added to the end of the school year.

# CALENDARIO DEL DISTRITO ESCOLAR DE KENNEWICK 2023 - 2024



Todos los miércoles es salida temprano para los estudiantes entre kínder y 8° grado, excepto para las escuelas secundarias Highlands y Park.

■ Primer / Ultimo día de clases ■ Día Profesional ■ Días festivos ■ Salida temprano ■ Reuniones de padres ■ Recuperación debido a la nieve

AGOSTO 2023					
L	M	M	J	V	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

- ▶ 24 Día Profesional para el Personal
- ▶ 28 Día Profesional para el Personal
- ▶ 29 Día Profesional para el Personal y evento de bienvenida
- ▶ 30 Primer día de clases (ER K-8)

SEPTIEMBRE 2023					
L	M	M	J	V	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- ▶ 4 No habrá clases (K-12) Día del trabajo
- ▶ 13 Salida temprano (9-12)
- ▶ 22 No habrá clases (K-12) Día Profesional para el Personal (Enfoque en la enseñanza)

OCTUBRE 2023					
L	M	M	J	V	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

- ▶ 4 Salida temprano (9-12)
- ▶ 13 Mitad del trimestre (K-5)
- ▶ 13 No habrá clases para los estudiantes de kínder
- ▶ 20 No habrá clases (K-12) Día Profesional para el Personal

NOVIEMBRE 2023					
L	M	M	J	V	
	1	2	3		
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

- ▶ 1 Salida temprano (9-12)
- ▶ 3 Fin del 1er trimestre (6-12)
- ▶ 9 Salida temprano (K-5) Preparación de boletas
- ▶ 10 No habrá clases (K-12) Día de los veteranos
- ▶ 17 Fin del 1er trimestre, Salida temprano - (K-8) Reuniones de padres
- ▶ 20 No habrá clases (K-12) Reuniones de padres
- ▶ 21 Salida temprano (K-8) Reuniones de padres
- ▶ 22 Salida anticipada especial (K-12)
- ▶ 23-24 No habrá clases (K-12) Día de acción de gracias
- ▶ 30 Fin del 1er trimestre (K-5)

DICIEMBRE 2023					
L	M	M	J	V	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- ▶ 6 Salida temprano (9-12)
- ▶ 20 Salida anticipada especial (K-12)
- ▶ 21- enero 2 No habrá clases (K-12) Descanso de invierno

ENERO 2024					
L	M	M	J	V	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

- ▶ 1-2 No habrá clases (K-12) Descanso de invierno
- ▶ 3 Primer día de clases después del descanso de invierno (ER K-8)
- ▶ 10 Salida temprano (9-12)
- ▶ 15 No habrá clases (K-12) Día de MLK Jr.
- ▶ 24-26 Exámenes finales de preparatoria
- ▶ 26 Mitad del trimestre (K-5)
- ▶ 27 Fin del 1er trimestre, Salida temprano (6-12)

FEBRERO 2024					
L	M	M	J	V	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

- ▶ 7 Salida temprano (9-12)
- ▶ 16 Salida anticipada especial (K-12)
- ▶ 19 No habrá clases (K-12) Día del presidente
- ▶ 28 Salida temprano (9-12)

MARZO 2024					
L	M	M	J	V	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- ▶ 8 Salida temprano (K-5), Fin del 2do Trimestre Preparación de boletas
- ▶ 11 No habrá clases (K-12) (Día de recuperación debido a la nieve)
- ▶ 14-15 Salida temprano (K-5) Reuniones de padres para el Personal
- ▶ 22 No habrá clases (K-12) Día Profesional
- ▶ 27 Salida temprano (9-12)
- ▶ 29 Fin del 3er trimestre (6-12)

ABRIL 2024					
L	M	M	J	V	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

- ▶ 1-5 No habrá clases (K-12) Descanso de primavera
- ▶ 26 Mitad del trimestre (K-5)

MAYO 2024					
L	M	M	J	V	
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

- ▶ 8 Salida temprano (9-12)
- ▶ 24 No habrá clases (K-12) (Día de recuperación debido a la nieve)
- ▶ 27 No habrá clases (K-12) Día de conmemoración

JUNIO 2024					
L	M	M	J	V	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

- ▶ 7 Salida temprano (K-5) Preparación de boletas
- ▶ 8 Graduación - Generación 2024
- ▶ 10-12 Exámenes finales de preparatoria
- ▶ 12 Salida anticipada especial (K-12)-Último día de clases

JULIO 2024					
L	M	M	J	V	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

# Kennewick School District Highly Capable Program Descriptions

## ENCOURAGING EXCEPTIONAL ABILITY

Highly Capable/Gifted students demonstrate exceptional ability beyond their age and grade level peers, exceed grade level standards in literacy and/or math, demonstrate exceptional creativity and possess strong motivation to excel. We offer opportunities for highly capable students in grades K-12 through school-based programs. Grades K-1 have advanced achiever options and grades 2-12 offer Highly-Capable (HI-CAP) cluster rooms and advanced placement courses, a full-time program (KOG) for grades 3-5, and a Young Scholars after-school program for grades 2-5 at Title 1 schools.

## SCHOOL-BASED HIGHLY CAPABLE (HI-CAP) PROGRAMS

### GRADES K-5

Students currently in kindergarten through fifth grade may request consideration for the HI-CAP programs offered at their home school. Students can be referred after meeting the screening requirements of  $\geq 90$  percent on a variety of assessment options in either reading or math. The school-based HI-CAP program for K-5 is designed to meet the needs of students who have exceptional ability by offering challenging and enriching learning experiences through differentiated instruction. It is not a full-time gifted program. Challenge comes from an advanced content, interaction with intellectual peers and projects and activities that create a need for organization and study skills. Teaching strategies include an emphasis on problem-solving, critical thinking skills, creativity skills and the development of research skills. Students currently in 2-5 HI-CAP programs maintain their HI-CAP service options until no longer interested or successful in that setting. Schools with students who qualify for the Young Scholars Program meet after school for instruction in Science, Technology, Engineering and Math (STEM) activities.

## KENNEWICK OPPORTUNITIES FOR THE GIFTED (KOG)

### GRADES 3-5

The KOG program serves students in grades 3-5 and is based at Vista Elementary School. The protocol begins with the standard screening and referral process for the second to fifth grade HI-CAP programs. Students meeting the screening criteria in both reading and math will be eligible for further cognitive testing for the program in early spring for placement in the program for the following school year. All of these scores will determine the rank order of selection into the KOG program. The KOG program typically serves students in the top 2 percent of the district academically.

Canyon View is a Title 1 school so offers the Young Scholars Program

### Young Scholars Program Grades 2-5

Being a Title 1 school, we offer the **Young Scholars Program** to meet the needs of our Highly Capable students. Our school provides a universal screening of all second grade students on an assessment that measures critical reasoning and problem solving. Students who score at or above the 90<sup>th</sup> percentile on this assessment are further examined for academic abilities and behaviors of gifted learners. The Young Scholars Program is STEM related (Science, Technology, Engineering, Math) and is offered as an after school program.

All students identified as Highly Capable in the elementary school years continue to qualify until graduation. At any time, a parent, guardian or teacher may refer a student who demonstrates characteristics of highly capable learners by contacting a school counselor. The school counselor will work with the district's HI Cap director to facilitate the referral. Since students can self-select advanced courses and options in the high school, pursuing identification is not necessary. However, there may be a circumstance in which an underperforming student is assessed to help the student better understand.

[KSD Highly Capable Steps for Screening and Referral](#)

[Parent Referral and Permission to Test for High Cap](#)



## General Information- Canyon View Elementary

### Custodial Care of Students

In cases of divorce/separation, the parent(s) shall provide, in a timely manner, information regarding the custodial care of the student and visitation rights. The parent(s) should also furnish the principal with a copy of any relevant court order to insure the safety and welfare of the student. The parent/s shall have a continuing duty to apprise the school of any changes in the custodial care of the student and any court order restricting or prohibiting parental or third party access to the child.

### Elementary Lunches

Canyon View qualifies as a Community Eligibility Provision (CEP) school. This means that all Canyon View Elementary students will receive one free breakfast and one free lunch. The cost for milk without a meal is .60 cents. If you would like to eat lunch with your child, you may purchase an adult meal for \$5.25 or bring a lunch and sit at an assigned table in the cafeteria.

If your child has food allergies, you may complete an accommodation form on the KSD website. Special Dietary Accommodation [English](#) or Special Dietary Accommodation [Spanish](#)

### Birthday and Holiday Guidelines

**Deliveries of balloons, flowers, etc. are disruptive to the classroom. Please direct such deliveries to the student's home.** Any food items must be store bought with the nutrition label visible. **Due to severe food allergy concerns please *do not send homemade treats*.** Unless other arrangements have been made, please deliver treats to the office before lunch. Suggestions for snack alternatives include pencils, erasers, stickers or a book for the class.

### Reading 20 minutes per day has been shown to have many positive benefits.

Did you know...?

- Children who read 20 minutes a day/5 days a week are exposed to 1.8 million words in one school year. Compare this to students who read 5 minutes per day – they will be exposed to 282,000 words per school year.
- Reading helps foster empathy – a child experiences “walking in someone else’s shoes.”
- Children are exposed to different ideas and cultures.
- Reading also improves critical thinking.
- Reading increases knowledge of correct syntax and grammar, along with robust vocabulary knowledge, resulting in improved writing skills.
- Students who read 20 minutes per day score significantly higher on standardized tests of reading.
- Reading with your child, or having them read independently before bed, can help them to relax and wind down from their day.

### Ways to encourage your child to read...

- Let the child choose what they are reading – help them find books that are about an area of high interest to them (anything from sports to fashion to history – all is fair game!).
- If the book they are interested in is above their reading level, you can read to them (model the page) and then have them read it back to you.
- Allow them access to audio books, and they can follow along with the text.
- Encourage different types of reading material (comics, graphic novels, magazines, traditional books)

## VISITOR GUIDELINES

We welcome parents and visitors to Canyon View Elementary School. In the interest of keeping Canyon View Elementary a safe, healthy learning environment for everyone, the following district policies and procedures have been adopted by the school board. If you would like to visit the classroom, please arrange with the teacher. District policy requires a 24-hour notice.

R 4311

### COMMUNITY RELATIONS

#### School Visitors

The Kennewick School District encourages parents to visit their children at school and have developed the following guidelines are established to permit visitors to observe the educational program with minimal disruption:

1. All visitors must register at the office upon their arrival at a school.
2. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the District.
3. Non-students shall not loiter in a school building, on school grounds, or on the public premises thereto.
4. If the visitor wishes to observe a classroom, an appointment time will be arranged after the principal or designee(s) has conferred with the teacher. If, in the opinion of the principal and/or the teacher, a delay is warranted, the visitor's observations shall be scheduled no sooner than 24 hours.
5. If the concerns raised by the visitor are with instruction, course content or a student/teacher conflict, these issues may first be addressed with a conference involving the principal, teacher and visitor(s). Building administrators may choose to be present in the classroom anytime a visitor is observing.
6. The principal and/or supervisor may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or supervisor may withdraw approval. In either case, the principal or supervisor shall give reasons for the action.
7. If a dispute arises regarding limitations upon or withholding of approval for visits:
  - a. The visitor shall first discuss the matter with the building principal.
  - b. If it is not satisfactorily resolved, the visitor may request a meeting with the District Superintendent. The latter shall promptly meet with the visitor, investigate the dispute, and render a written decision, which shall be final, subject only to a citizen's right to raise an issue in open meeting at a regular session of the Board of Directors.

Visitors are requested to read and follow appropriate observation procedures that have been established to minimize disruption for the classrooms. Observers should:

- a. Enter into class at the pre-determined time.
- b. Never video or audio tape without permission of the principal or classroom teacher.
- c. Enter into class discussion only at the request of the teacher.
- d. Never intentionally observe other students' work
- e. Never interrupt teacher during class instruction

Administrative Regulation 4311  
School Visitors – Continued

- f. Resist interacting with the students unless invited to by the teacher
- g. Never bring food or beverages to the classroom without teacher permission.

Visitation procedures for community members other than parents, relatives, or guardians during school lunch periods.

The purpose of allowing community members to visit schools at lunch is to help students and adults make positive connections as well as provide additional supervision of student.

1. All community members who wish to make periodic visits with students at lunch must complete the Kennewick School District volunteer approval process.
2. Community members must check in at the office and follow office procedures for visitors.
3. Proselytizing of students is not permitted.
4. Wearing of clothing that aggressively promotes a business, religious viewpoint, or other non-school activity is not permitted.
5. Passing out free food or other items as a recruitment tool is not permitted.
6. Advertising of community events is not permitted unless materials are approved in advance by the superintendent or designee as outlined in school district policy.
7. Community members may come individually or in pairs but not in larger groups.

Revised: February 2008



## **Volunteer Guidelines**

Each year ALL volunteers (including school employees) must fill out a volunteer application online. This is required even if only volunteering one time during the year.

A volunteer is anyone who helps at school events, field trips, field day and/or in classrooms, etc. on one or more occasions.

Volunteer applications are available on the district website. Go to KSD.org, Under the COMMUNITY tab click on Volunteer, Click on hyperlink to online [volunteer application](#).

You may also print out the application and return to the Canyon View office.

FORMS NEED TO BE COMPLETED AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.

When volunteering, please sign in at the office and wear a volunteer lanyard.

## COMMUNITY RELATIONS

### Contacts With Students: Volunteers

Kennewick School District recognizes and appreciates the essential work that volunteers perform for the school district. In order to complete an adequate background check on all volunteers, each volunteer will be required to provide their name, any aliases, social security number, driver's license number or Washington State Identification number, and complete a volunteer request sheet.

Volunteers must be able to satisfy the following basic requirements. Individuals will not be allowed to volunteer with the school district if they have been found to be in violation of one or more of the following offences:

1. Crimes Against Children as defined by RCW 9A.32, 9A.36, 9A.42, 9A.44, 9A.64.300, 9A.69, 9A.88, 43.43.830(5), Title 26 or to be found guilty under any of the aforementioned section of sexual abuse, exploitation, physical abuse, neglect, or sale of a child;
2. Any crime involving the use, sale, possession, or transportation of any controlled substance or prescription within the last seven years. *Provided*, That in the case of felony convictions, the applicable time limit shall be ten years; and
3. Criminal and/or immoral behavior may be grounds for ineligibility as a volunteer.

Individuals who volunteer as drivers must not have committed the following offenses, as verified through driver's abstracts:

1. Any crime involving driving when a driver's license is suspended or revoked, hit and run driving, driving while intoxicated, being in physical control of motor vehicle while intoxicated, reckless driving, negligent driving of a serious nature, vehicular assault or vehicular homicide, within the last three years;
2. Reckless Driving or other criminal traffic offenses within the last five (5) years; and
3. No more than (3) three moving violations within the last (3) three years.

Offenses will include findings of guilt, Order of continuance, deferment, guilty pleas, a stipulation of guilt, and a plea of nolo contendere.

Expectations for Volunteers:

1. All volunteers should check-in at the office upon their arrival at school.
2. Volunteers must follow the reasonable directions of the certificated staff in order that the educational purpose(s) are achieved in an efficient manner.
3. Confidentiality regarding all interactions observed or participated in must be maintained at all times.
4. Wear identification so other school staff recognize their purpose for being in the

school.

5. Treat students, staff and parents with respect and courtesy at all times.
6. Report promptly to their duty station and not loiter about the school.
7. Bring concerns they cannot resolve with the certificated staff to the attention of the principal.
8. Follow all school board policies, rules and regulations and state laws pertaining to public schools.

Expectations for Volunteers who Drive Students:

1. The driver must possess a valid Washington State Driver's License
2. The driver must have on file with the Kennewick School District a current abstract from the Washington State Department of Motor Vehicles.
3. The driver must abide by all State of Washington laws; including following the authorized speed limit and requiring each passenger to be seat belted when the vehicle is moving.
4. "Student Travel Permission" forms must be obtained from parent(s)/guardian(s) of all students riding in the vehicle and driven by an adult supervisor. (F-1 2320)
5. The driver must accept responsibility for passengers to and from the activity. The driver is also responsible for the passengers at the activity, except when under the supervision of the advisor, teacher, or coach.
6. Upon returning from any trip, the driver is responsible to ensure that the passengers are taken home or released to a parent(s), guardian(s) or school supervisor.

Appeal Process:

The principal or school authority shall meet with the volunteer as soon as reasonably possible following the prospective volunteer's denial of participation. This meeting shall be informal. If after this meeting the principal concludes that the prospective volunteer is not eligible to volunteer, the prospective volunteer may appeal this to the next level.

The superintendent or his designee shall review the matter. If there is good and sufficient reason to believe that the volunteer's criminal history does not meet the district's standards, then the superintendent or designee may continue the ineligibility of the prospective volunteer.

The final step in this process is to be before the Kennewick School District School Board. The School Board will decide, based on the evidence before it, whether or not the prospective volunteer meets the minimum qualifications for a volunteer. The decision of the school board shall be final.

## Parent-Teacher Organization (PTO)



**Canyon View Elementary PTO**

@CanyonViewPTO · Nonprofit Organization

Why should involvement in Canyon View Elementary PTO (Parent-Teacher Organization) be important to your family? It is the most vital way to show support for your student and the teachers who spend their day striving for the best academic opportunities for each child. Canyon View's PTO is a great support group and works to provide field trips, educational materials, assemblies, reward programs, family fun nights and equipment needed to create a fun learning environment that the school district funds do not cover.

**Our PTO mission is to:**

- Support our teachers and administrators.
- Support our children academically and socially.
- Encourage parent involvement in school (volunteer time and/or ideas).
- Develop better communication between the home and school for the benefit Of our children, teachers and families.

We will be having monthly PTO meetings to organize events and to share details of new and existing programs of special interest to parents. It is our hope that you will feel free to attend these meetings and support Canyon View by being actively involved in our PTO. These meetings will be held on the 1st Tuesday of the month at 6:00 pm in the Library and via Zoom. The first meeting of the year will be held on September 5th at 6:00 pm.

Stay in touch with Canyon View PTO by sending your email address to [CV.PTO@KSD.org](mailto:CV.PTO@KSD.org). If you use Facebook, become a friend to Canyon View PTO.

**Important Note:** Canyon View PTO would love your involvement in all meetings, programs and/or family activities but will also be grateful with any amount of time or donations you give to support your child and his/her school. Canyon View PTO recognizes that families have very busy lives and time is precious. Remember, if you volunteer at school, a volunteer form must be completed at least 10 days prior to the event.



# **ACTION TEAM FOR PARTNERSHIP (ATP)**

## **INCREASING STUDENT ACHIEVEMENT THROUGH AUTHENTIC FAMILY AND COMMUNITY PARTNERSHIPS**

The mission of our Action Team for Partnerships (ATP's) is to increase student achievement through authentic family and community partnerships. Action Team for Partnerships (ATP) is a committee of educators, parents and community members who meet monthly to develop plans for school, family and community partnerships.

This model for engagement comes from the National Network of Partnership Schools from Johns Hopkins University. For more information, go to [www.partnershipschools.org](http://www.partnershipschools.org).

If you are interested in becoming a member of your school's ATP, contact your child's principal and check out the ATP page on the school's website. You may contact the chairperson directly or call (509) 222-5200 for more information.



## School Nurse News



### Welcome Back!

A new year has begun and it seems appropriate to review some health issues.

- Should your child become ill or injured, we need to be able to reach you. Please remember to update your emergency information form whenever any changes occur in your address or home or work phone numbers.
- Have you alerted the school nurse of any health concerns your child may have? We can act more appropriately if we are aware of such concerns.
- During the fall, the school nurses will begin vision and hearing screenings for K-3 and 5th grade students. These screenings are required by Washington State's administrative codes. A notice will go out prior to testing dates and, following screenings, parents will be notified of any concerns.
- Fourth-grade students will have hearing and vision screening upon request of the teacher or parent.

### DO NOT SEND YOUR CHILD TO SCHOOL WITH:

- **Fever - 100° or greater** - child must be fever free for 24 hours (without aid of fever-reducing medication) prior to sending him/her to school
- **Rash**
- **Deep, hacking cough**
- **Sore throat with white spots and/or fever**
- **Vomiting** - child must not vomit for 24 hours prior to sending him/her to school

Head lice is a common problem in schools. Please check your child's hair periodically during the year and do not send him/her to school with lice or nits (lice eggs). Call the school nurse for any questions about head lice.

### IMPORTANT!!!

Does your child need to take medications at school?

**Medication forms are available in the school office and need to be completed by both the parent and health care provider.** This form is also available on the [ksd.org](http://ksd.org) website. We CANNOT give medication without a completed form. This includes over-the-counter medications, such as Tylenol, allergy medications, cough syrups/drops, etc., as well as prescription drugs.

Secretaries and health room aides will be able to give medication after the school nurse has checked the orders and medication. **THE PARENT/GUARDIAN OR A DESIGNATED ADULT MUST BRING ALL MEDICATION TO SCHOOL.**

If your child has a severe allergy to bees or nuts, please notify the school nurse as soon as possible. Parents should provide the school with medication (Epi-Pen) and completed forms for self-administration in the event of a severe reaction.

Please feel free to call if you have questions or concerns. I will be happy to answer questions regarding screenings, contagious diseases, community resources, medications or other health-related issues. All Health [forms](#) are available on the KSD website [www.ksd.org](http://www.ksd.org).



## Parent Responsibilities for Students with Life-Threatening Food Allergies or other Life Threatening Conditions

- Notify the school of the student's life-threatening food allergy before school starts as required by law.
  - If possible, provide safe meals from home. This is the safest option for students with life-threatening food allergies.
  - Provide safe snacks for the student, if needed
  - Provide additional allergy safe food for disaster planning if requested.
  - Notify supervisors/coaches or after-school programs that the student has a life-threatening health condition and an IHP/Accommodation Plan on file.
- Individual Health plan must be made and reviewed by nurse *before attending school.*
- Review school district policies and procedures.
- Keep emergency contact information current including phone numbers and addresses.
- Provide a photograph of the student if requested.
- Provide treatment, medication, and diet orders from the student's Licensed Health Care Provider (LHCP)
- Provide adequate medications including epinephrine and backup medication for students that are self-carrying epinephrine.
- Sign request forms provided by the school in order for school staff to obtain pertinent medical information, as needed.
- Contact the district nutrition services department regarding the need to review and plan for the student's school meals.
- Work with the school team to develop a plan that accommodates the student's needs throughout the school day including the classroom, cafeteria, after-care programs, school-sponsored activities, and on the school bus.
- Replace medications after use or upon expiration.
- Notify the school nurse if changes in the IHP or Accommodation Plan is needed.
- Review policies/procedures with the school staff, the student's LHCP, and the student after a reaction has occurred.
- Participate in the planning for the student's re-entry to school after an anaphylactic reaction.
- Inform the school if bullying or teasing occurs.

Educate the student in the self-management of his/her food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods such as peer pressure to trade foods, personal hygiene, symptoms of allergic reactions and how to describe them, how and when to tell an adult he/she may be having an allergy related problem, how to read food labels (age appropriate), responsibilities in self-carrying medication, practice drills and role playing.

## MEDICATION AT SCHOOL PROCEDURE


1. There must be a valid health reason, which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Oral medications, inhalers, eye or ear drops and topical applications all need a Medication Permission Form signed by the parent and physician or dentist and must identify:
  - A. the child
  - B. the medication, dosage, the time to be administered and the purpose of the medication
  - C. any possible side effects
  - D. the termination date for administering the medication
2. Medications include prescription drugs *as well as over-the-counter medications*, i.e. Tylenol, Ibuprofen, cough drops, etc. Medication form is required for *any* medications given at school.
3. The person administering the medication shall:
  - A. inform appropriate school personnel of the medication
  - B. keep a record of the administration of medication
  - C. keep medication in a locked cabinet
  - D. return unused medication to the parent, if possible
4. The parent of the child shall assume responsibility to:
  - A. bring medication to school
  - B. inform the school office of any change in the child's health
  - C. inform the school of a change in medication.
5. The district retains the right to refuse the administration of medication.
6. The parent shall sign the Medication Permission Form. If the parent refuses to provide a signed form, the district shall reject the request.
7. No request will exceed one (1) school year.

Any person, including students, parents, and school personnel, may possess topical sunscreen products to help prevent sunburn while on school property, at a school-related event or activity, or at summer camp. As stated in RCW 28A.210.260, a sunscreen product may be possessed and applied under this section without the prescription or note of a licensed healthcare professional if the product is regulated by the United States food and drug administration for over-the-counter use. For student use, a sunscreen product must be supplied by a parent or guardian.”

# General School Rules

## BARK BIG 3

### BARK Big 3 - Schoolwide Expectations

	 <b>Classroom</b> Voice 0-3	<b>Hallway</b> Voice 0-1	<b>Bathroom</b> Voice 0-1	<b>Cafeteria</b> Voice 0-2	<b>Playground</b> Voice 0-4	<b>Assembly</b> Voice 0-1	<b>Bus</b> Voice 0-2	<b>Emergency</b> Voice 0	<b>Arrival &amp; Dismissal</b> Voice 0-3
<b>Be Safe</b>	Keep your hands, feet, and objects to self Stay in your learning area Four on the floor, push in your chair Walking feet	Keep your hands, feet, and objects to self Eyes forward in line Use walking feet One step at a time on stairs	Keep your hands and feet to self Walking feet Lock door while using stall	Keep your hands, feet, and objects to self Sit facing forward, feet under table Eat only your own food Stay in assigned area	Keep your hands, feet, and objects to self Be aware of your surroundings Use equipment properly Walking feet on the big toy	Walking feet Sit on pockets Keep your hands and feet to self Eyes forward	Stay seated facing forward Keep your hands and feet to self Watch for traffic when entering or exiting	Keep your hands, feet, and objects to self Follow all directions quickly and quietly Be aware of surroundings	Keep your hands, feet, and objects to self Walking feet Only go with approved person Walk scooters and bikes on campus
<b>Be Responsible</b>	Use supplies correctly Keep your area clean Stay on task Listen and follow directions	Go directly to your destination Be aware of your surroundings Use bathroom or hallway pass Walk on right-hand side	Leave objects in the classroom Always have a pass 3 at a time, wait your turn Flush, wash, back to class Use appropriate amount of soap and towels	Clean up after yourself Food stays in the cafeteria Raise your hand if you need help Stack trays neatly	When the bell rings, line up Stay in assigned areas Follow playground rules Solve problems and make good decisions	Leave belongings in classroom Use bathroom before assembly Enter and exit quickly and quietly Pay attention to speaker or presenter	Keep personal belongings in your bag Report problems to an adult Food and drinks stay in backpacks	Find nearest safe area/person Follow adult directions Stay with your class	Arrive after 8:25 Unload/load in Green Zone only Line up behind cones Go directly to dropoff or pickup area Follow adult directions
<b>Be Kind</b>	Show empathy Help others Use positive words and tone	Use finger waves or smiles Use level 0 or 1 voice Respect hallway artwork	Stay in your own space Clean up after yourself Respect others' privacy	Use positive words and tone Stay in your own space Use your manners	Use good sportsmanship Include others Use positive words and tone Help others	Eyes and ears on speaker Applaud when appropriate Raise hand to participate	Use positive words and tone Stay in your own space Use manners with driver	Stay in your own space Use positive words and tone Respect other's personal reactions	Use positive words and tone Use manners Stay in your own space

#### General Rules

- Lock bikes and scooters at the bike rack during the day. Walk bikes and scooters on sidewalks by the school and out to Olympia Street as well as at all crosswalks.
- No motorized bikes, scooters, mopeds allowed on sidewalks (must follow age requirements to ride to school)
- Be prepared and on time daily.
- Leaving school grounds without school and parental permission is unacceptable. After arriving at school, students leaving early are to be signed out by a parent or designee.
- After the second consecutive day of a child's absence, a parent may request homework. To have work ready the same day, please make this request by 8:30 a.m.
- Please make after-school transportation plans before leaving home.
- Visitors from other schools are discouraged.
- All school visitors are required to sign in and visibly wear a visitor's pass provided in the office.

## ELECTRONIC DEVICES, TOYS AND OTHER DISRUPTIVE EQUIPMENT

- Students are asked to leave cell phones and all electronic devices at home, as they pose a disruption to the educational process.
- iPods, headphones (unless for educational use) and electronic games or other personal electronic devices are not allowed at school. If a student must bring a cell phone to school, it must be turned off, left in a backpack and may not be used during school hours (including recess time).
- Consequences: If an electronic device is seen or heard during school hours (8:40-3:17)
  - First Offense: Teacher takes the electronic device and gives it back at the end of the day.
  - Second Offense: Teacher takes the electronic device and gives it to the principal. Parents will be contacted and must come to school to pick it up at their convenience. Further action could be considered.
- If a student's electronic device is brought to school and is damaged, lost or stolen, Canyon View staff is not responsible to repair or replace it.

## CANYON VIEW INTERNET USE

Our goal at Canyon View is to allow students to have access to a wide range of information for completing classroom assignments and to research information. The Internet is a valuable tool in this respect. The Kennewick School District has an Internet filter on the web server, which helps block inappropriate sites. Students are not allowed unsupervised access to the Internet. However, access to the Internet requires responsibility on the part of the user. Teachers need to be able to work independently with students and trust that others are only accessing appropriate information. Students are expected to comply with the following guidelines.

### They will not be permitted to:

- Damage any part of the computer system or modify hardware, software or data of fellow students
- Send, receive or display offensive, inappropriate or sexually explicit material · Harass, insult or attack others
- Seek to receive or provide unauthorized access to resources
- Trespass in files or folders of others
- Violate copyright laws and/or plagiarize (copy) the material of others. · Intentionally waste resources
- Use a network for commercial purposes, personal gain or fraud
- Enter a chat room without teacher supervision.
- Use hate mail, discriminatory remarks or other antisocial behaviors

### Consequences for improper usage include, but are not limited to:

- Warning
- Parent notification
- Suspension of Internet access
- Loss of Internet access
- Suspension from school
- Legal action
- Prosecution





# STUDENT CHROMEBOOKS AND IPADS

As we assign iPads to kindergarten through second-grade students and Chromebooks to third-grade through 12th-grade students, we require that parents log in at [ps.ksd.org](https://ps.ksd.org) and follow instructions on how to log in, create an account and electronically sign a permission form.

As part of the permission form, parents have the option of allowing their child to take their assigned Chromebook home or keep it at school and have it checked in/out each school day. Additional information about student use expectations, safety, and care are included in the [One-To-One Responsibilities Manual](#) that parents will review before signing the permission form.

Where can new students check out a Chromebook or iPad?

New students should check out a Chromebook or iPad from the school where they are enrolled. The Information Technology department, located in the KSD Administration Center, does not check out student devices.

Where can a student leaving the district turn in their computer device?

Chromebooks and iPads may be returned to the student's school or the KSD Administration Center.

Can a student check out a loaner computer device while their Chromebook or iPad is being repaired?

If a current student's Chromebook or iPad is being repaired, loaner computer devices are available at each school. Schools also have extra power chargers available, but fees may apply for a replacement.

## **Citizen Complaint against a School District or Other School Service Provider**

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

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

**The Title I Citizen Complaint Procedures are available upon request in the offices of:**

- Canyon View Elementary at 1229 W. 22<sup>nd</sup> Pl. Kennewick, WA 99337
- Kennewick School District office at 1000 W. 4<sup>th</sup> Ave. Kennewick, WA 99336

### **Report Safety Concern**

Have a safety concern? Report it.

Emergency Call 9-1-1

### **Non-Emergency**

To report a non-emergency safety concern or harassment, intimidation or bullying submit using the online form, phone, email, or text. Provide as many details as possible, including names, location and your contact information, so that we can follow-up on your request.

Tips may be reported anonymously.

Online: (KSD.org)

Email: 1025@alert1.us

Phone: (509) 792-3027

Text: (509) 792-3027

Print: (KSD.org) Harassment, Intimidation or Bullying Incident Reporting Form

## **Kennewick School District's Non-Discrimination Policy R 3210**

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

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

Section 504, Title IX Brian Leavitt- (509) 222-5004 (brian.leavitt@ksd.org)

Kennewick School District

1000 West 4<sup>th</sup> Ave. Kennewick, WA 99336

### (R 3200) STUDENT RIGHTS AND RESPONSIBILITIES

- All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of the schools, subject to such corrective action or punishment as the school officials determine.
- The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards.
- Any student who willfully performs or fails to perform any act which materially interferes with, or is detrimental to, the orderly operation of a school, school-sponsored activity, or any other aspect of the educational process within the school district, shall be subject to discipline, short or long-term suspension, or expulsion by authorized school district authorities.
- The following acts or omissions by a pupil on school premises, or off school premises at any school-sponsored activity, shall constitute sufficient cause for such discipline, suspension or expulsion: disruptive conduct; disobeying the rules and regulations in the student code or the reasonable instructions of school authorities; immoral conduct; vulgarity or profanity; unauthorized or habitual absence or tardiness; destruction or defacing of school property.
- Student actions contrary to the laws of the state, county or municipality may be dealt with through law enforcement or school sanctions. These acts include, but are not limited to, the use or possession of tobacco and alcoholic beverages; use, possession, or sale of narcotics; destruction or defacing of school property; extortion or intimidation; assault of another student or staff member; stealing; possession and/or use of any dangerous weapon or object; or the commission of any other criminal act.

## STUDENTS

### 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 judgement 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.

#### Legal References

[RCW 28A.320.140 Schools with Special standards – Dress codes](#)  
[WAC 392-400 Student Discipline](#)

#### Cross References

[3220 - Freedom of Expression](#)

Revised: August 25, 2004

Revised: July 16, 2014

Revised: March 30, 2022

## **(R 3314) STUDENT EXCEPTIONAL MISCONDUCT**

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

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

Students shall refrain from exceptional misconduct while on school property during or immediately before or after school hours, at any time the school or grounds are being used for a school activity or event, or while attending a school activity or event off the school grounds. School events include, but are not limited to, athletic events and athletic team camps, co curricular events and co-curricular camps, Kennewick School District bus stops, and incidents that occur within the proximity of the campus or have 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.

Administrators investigating incidents of exceptional misconduct shall conduct thorough investigations and carefully review the circumstances of the incident. Administrators have the discretion to take appropriate disciplinary actions and to differentiate consequences based on the involvement of various students in the exceptional misconduct. If action is taken to long-term (suspend or expel), the exclusion from school must have an end date of not more than the length of an academic term as defined by the school board (90 days) unless the offense involves a firearm.

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 gunpowder's, 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.

- a. A student who brings a handgun or explosive to school or school sponsored events will be expelled for one calendar year.
- b. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.
- c. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm.
- d. The superintendent or designee may modify the one-year expulsion on a case-by-case basis. Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocket knives 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 RCW 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

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 - A student shall not possess or use cigarettes (including electronic delivery devices), cigars, chewing tobacco, or tobacco of any kind on school property. Kennewick School District bus stop, Kennewick School District transportation vehicle or at any school sponsored event.
17. Computer Misuse - Students will NOT be permitted to:
  - 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.

## **(R 3420.2) BUS TRANSPORTATION**

### **RULES FOR STUDENTS RIDING SCHOOL BUSES**

"Don't lose your riding privilege!"

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. No eating or drinking on the bus.
4. No littering; keep the bus clean.
5. Cooperate with the driver at all times.
6. Stay out of the driver's seat.
7. Stay in your seat and face forward.
8. Keep head, hands and feet inside the bus.
9. Bus drivers are authorized to assign seats.
10. Don't be destructive. Parents will be responsible to reimburse the district for damage.
11. Discipline procedures for repeat bus problems eventually result in loss of riding privileges.

## **(R 3421) CHILD ABUSE AND NEGLECT**

- Because child abuse and neglect are both a violation of children's human rights and an obstacle to their educational development, all district personnel shall be alert for any evidence of such abuse or neglect.
- Staff members are legally responsible for reporting all suspected cases of child abuse and neglect within 48 hours. For that reason, under state law, school personnel are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so.
- Personnel need not verify that a child has, in fact, been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.
- Staff members receiving information regarding the outcome of reports of suspected cases of child abuse shall not disseminate or release it except as authorized by state and federal statute.
- Sexual harassment by others is a growing concern and will be reported.

