

Hawthorne Bears



Parent and Student Handbook 2023-2024

*Hawthorne Elementary School
3520 West John Day Avenue
Kennewick, Washington 99336
(509) 222-5600*

List of Contents

List of Contents	(page 2)
Welcome Letter	(page 3)
Parents Right to ask for Teacher's Professional Qualifications	(page 3)
KSD Non-Discrimination Policy	(page 3)
The Four Dens of Hawthorne	(page 4)
Custody Concerns	(page 5)
School-Wide Expectations	(page 5)
Student Attendance at Hawthorne Elementary	(page 6)
Arrival and Departure Information	(page 7-8)
Taking Students Out of Class	(page 8)
Bus Information	(page 8)
Bicycles/Scooters/Rollerblades/Skateboards	(page 9)
Lost and Found	(page 9)
Personal Items	(page 9)
Breakfast/Lunch Information	(page 9)
New Address/Phone Number/Daycare	(page 10)
Computer Use	(page 10)
Student Library Check Out and Lost/Damaged Book Policies	(page 10-11)
Evacuation and Lockdown Drills	(page 11)
Homework Policy	(page 11)
Reporting Student Progress	(page 11)
Hawthorne Academic Goals	(page 11-12)
School Pictures	(page 12)
Medications/Health Information	(page 12)
Immunizations	(page 12)
School Closure	(page 13)
School Insurance	(page 13)
Volunteers and Visiting	(page 13)
School Deliveries/Treats	(page 13)
Playground	(pages 14)
Student Dress	(page 14)
Telephone Use	(page 15)
Voter Registration	(page 15)
YMCA Before/After School Daycare	(page 15)
Student Discipline at Hawthorne Elementary	(pages 16-21)
Citizen Complaint Procedure Letter	(pages 22-23)

Dear Parents,

Welcome to Hawthorne! Thank you for working with us to make this the best school year ever!

The information in this handbook is very important to the safety and wellbeing of our students. Please review the information from time to time throughout the year and share with your child. If you have any questions, feel free to contact me.

Sincerely,



Angela González
Principal

Highly Qualified Teachers and Paraeducators

The Kennewick School District continues to be committed to hiring and retaining “Highly Qualified” teachers. The average teacher in Kennewick has over twelve years of experience and possesses a Master’s Degree, in addition, all KSD teachers are encouraged to pursue National Board Teacher Certification. Under the new Elementary and Secondary Education Act, part of NCLB, parents have the right to request information on the professional qualifications of their child’s teachers. Under certain circumstances paraprofessionals who may work with your child must possess an AA degree. For more information, contact the KSD Human resources department at (509) 222-5010.

Kennewick School District's Non-Discrimination Policy

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

Civil Rights & Equity:

Douglas Christensen

(509) 222-5010

doug.christensen@ksd.org

Section 504, Title IX:

BJ Wilson

(509) 222-5004

bj.wilson@ksd.org

Kennewick School District
1000 West 4th Ave.
Kennewick, WA 99336

The Four Dens of Hawthorne



Dens are small learning and leadership communities our students spin into when they arrive at Hawthorne. Students are sorted into one of four Dens in a Sorting Wheel Ceremony. The Dens will compete throughout the school year by earning points for positive behavior in correlation with what our dens represent. All staff members are in a den as well, which creates one supportive and engaged community.

What are the names of the Dens at Hawthorne and what do they represent?



Guardians – Being Safe! : Derived from the Hawthorne expectation of being safe, you are a defender, a protector, a keeper. While others look the other way, you step in and help. While others might make fun, you will be a true friend. When others choose to bring someone down, you choose to lift them up. Safety is always our highest priority and is the basis for most of our rules. A Guardian will stand by your side.



Allegiant – Exceptionally Responsible! : Derived from the Hawthorne expectation of being responsible, you are a force for justice, loyalty, and leadership. Your strength and courage lights the way as you lead others in the best and wisest pathway. We depend on you and trust you to keep your word and follow through with all responsibilities. Allegiant lights the way.



Revere –Always Respectful! : Derived from the Hawthorne expectation of respecting yourself and others, you are held to the highest standards in hard work and honoring all. The stars of your crest stand for your deep respect for family, community, hard work combined with your biggest dreams and heartfelt beliefs. You know that in order to receive respect, you must show it. And the center, largest star, signifies this knowledge. Revere reaches for the stars!



Resolute – Ready to Learn! : Derived from the Hawthorne expectation of being ready to learn, you work hard to do your best in your pursuit of knowledge. You shine brighter and more brilliant than all others. You are always willing to take on challenges and find solutions in order to learn and understand. With your determination and hard work, your future is so bright you're going to start a revolution!

How are Dens determined for students?

The first day of school, Kindergarteners will spin the Sorting Wheel which places them in a Den. In all other grades, any new Hawthorne student will spin in at various times throughout the year. The qualities of each Den member are the qualities they value or those they already exhibit.

What activities will take place this year?

Students and teachers will meet in Dens periodically during the school year. We will host Den Celebrations for the den with the most points at each trimester. The Den with the most points at the end of the year will go on a very special field trip!

How can students earn points for their dens?

There are many reasons why students would earn points for their den. Students will receive points from any staff members beginning on the first day of school. We give points for model behavior. A TV monitor just inside the lobby door shows the Den point totals and lets everyone know who is in the lead! Ask your child to tell you which Den is in the lead. We are sure they will know!

Den Champions by School Year						
2016-17: Resolute	2017-18: Allegiant	2018-19: Guardian	2019-20: Revere	2020-21: Guardian	2021-22: Allegiant	2022-23: Guardian



CUSTODY CONCERNS

In order to protect your child from an unauthorized adult (parent/guardian) taking him/her from school, we **MUST** have a current copy of a restraining order or parenting agreement issued in the State of Washington on file at the school. Contact your lawyer or the courts for assistance.

HAWTHORNE SCHOOL-WIDE EXPECTATIONS

Students, parents, and staff must work together in providing a school environment where effective, positive learning can take place. To accomplish this, our parents and students should be familiar with the rules and expectations the teachers have set up in their individual room discipline plans as well as our school wide expectations. Hawthorne's staff wants a school climate that encourages good citizenship through mutual respect, inclusion and appreciation for diversity. Students should treat each other with respect in words and actions. Our staff will work hard to encourage students to come ready to learn and on time.

The following list is our school wide expectations:

1. Students will be prepared to learn each day.
2. Students will arrive at school at the appropriate time and be responsible for their actions both behaviorally and academically.
3. Students will be respectful of all other students and staff and cooperative at all times.
4. Students will conduct themselves in a manner that is safe for themselves and others.
5. Students will be respectful of all others during work and play.
6. Students will follow all classroom, playground and school rules.

School Day Begins at 8:40 AM Monday - Friday

School Day Ends on Monday, Tuesday, Thursday and Friday at 3:17 PM

WE HAVE AN EARLY RELEASE AT 2:00 PM EVERY WEDNESDAY

Please check the school calendar for other changes to the school week throughout the year.

STUDENT ATTENDANCE AT HAWTHORNE ELEMENTARY

Good attendance helps kids succeed in school and bolsters their self-esteem. It is recognized that, at times, students appropriately may be absent from class (see KSD Policy 3122). It is vital that notes are sent to school before your child's absence, upon her/his return and/or messages left on our attendance line by 11:00 AM with your name, student's name, their teacher's name and the reason for the absence. If your student is absent for any reason, you will automatically receive a call from the system whether you have called or sent a note. In order to avoid chronic absenteeism the following guidelines will be used.

1. Each absence is unexcused unless there is a health reason. A note from home may excuse an absence if absences are not excessive.
2. A conference with an administrator is required when absences become excessive and a note from health care workers are required. An administrator may make exceptions when a justifiable cause for the excessive absences can be demonstrated (i.e. long term illness).
3. If a student is absent for 20 consecutive days without notification of the cause for the absence given to the school, the student will be withdrawn.

Regular and prompt attendance is a key factor in success at school. According to the laws of the State of Washington the only legal reason for an absence is illness. If an emergency does come up which requires your child to miss school, please call and leave a message on our attendance line by 11 AM. Please send a note from you and/or a doctor with your child when he/she returns from missing a day of school. One or two absences for sickness each year is understandable and is excused. The Health Department requires additional days to quarantine if a student is exposed or contracts COVID-19. The number of days will be communicated and updated as requirements change. However, when absences become excessive, chronic or a pattern develops (i.e. only missing Fridays), the teacher, an administrator and parent may meet to develop an attendance plan. District policy states that an administrator may excuse absences when parent can show justifiable cause such as long-term illness. If a student leaves school early on a regular basis, he/she misses important information and creates a disruption to the classroom. If a pattern of leaving early persists, the parent(s)/guardian(s) will be referred to an administrator.

Attendance letters are automatically generated and sent at 5 and 10 days of absences. The letters are placed in the child's file even when a note has been sent or a call has been made to the office and the absences have been excused.

Unexcused absences

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

Unexcused absences fall into three categories:

1. Submitting a signed excuse or message that is determined to be inappropriate by an administrator.
2. Failing to contact the school or submitting any type of note explaining the excuse signed by the parent(s)/guardian(s). The student is truant when absent from school without parent/guardian and school permission.
3. Excessive absences in one school year. (Does not include required COVID-19 absences.)

STUDENT SAFETY WHEN ARRIVING AND DEPARTING: PARENTS ARE THE KEY!

Before and after school there is often a lot of traffic. To help keep our students safe, please read and follow the important safety guidelines. Thank you!

Arrival

Please have your child arrive at school as close as possible to the 8:40 AM start time. Our supervision is limited before school and we want your child to be safe! Your child needs to arrive no earlier than 8:30 AM, to allow for adequate supervision while lined up outside. Please make sure your child knows where to wait outside in his/her classroom's designated line.

Late Arrival or Pick-Up

A student will be considered tardy if he/she arrives after the start bell. If a student's tardiness becomes chronic, he/she may need to call home to ensure the parent is aware of the issue. Next, a conference may be required with the teacher, school counselor and/or assistant principal. Please come into the building and sign your child in if dropping them off after the start of the school day.

Thank you, Parents, for making sure your child arrives promptly and safely at 8:40 AM each day and is picked up on time. Parents should come into the building and sign their child in at the office after the start of the school day. Students arriving after 8:40 AM need to enter through the office doors; all other doors are to remain locked. Teachers will not open their outer doors for late arrivals.

Students who attend Hawthorne but reside out of the school's attendance boundary may be asked to return to their home school if tardiness or late pick-ups become chronic.

Departure

Please require your child to go to your home or pre-arranged childcare after school. Students must leave the playground after school without stopping to play on the equipment. Also, please help keep our neighbors happy by reminding your child to stay out of yards, mailboxes, and flower beds on their way home. Be sure your child is using the safest route to and from school. Our school has crosswalks and crossing guards at busy intersections. Please ask about recommended walking routes if you would like help in determining the safest routes to and from school.

When Picking up or dropping off your child:

1. *PLEASE WAIT UNTIL YOU CAN PULL SAFELY TO THE CURB TO PICK UP YOUR CHILD.* Pull completely to the curb and out of traffic and make sure your child knows that he/she must use a crosswalk. *NEVER CALL FOR YOUR CHILD TO COME TO YOUR CAR WHILE YOU ARE IN EITHER LANE OF TRAFFIC!*
2. *PLEASE DO NOT USE THE BUS LANE DURING SCHOOL HOURS OR WHEN OUR SAFETY CONES ARE PLACED AT THE ENTRANCE.* The bus lane is for buses and delivery vehicles only. The cones are placed to remind everyone that school is in session.
3. *AT THE START OF THE SCHOOL DAY AND DISMISSAL, PLEASE DO NOT MAKE U-TURNS OR PULL/BACK INTO DRIVEWAYS LOCATED ACROSS THE STREET.* You can help us keep students in the crosswalks and sidewalks safe by pulling to one side of the road to drop off your child and then driving straight through.
4. *PLEASE DO NOT PARK WITHIN 20 FEET OF ANY CROSSWALK.* This is for the visibility of those using and supervising the crosswalks – RCW 46.61.570 (b) (iii).

5. If you pick your child up on the north or east side of school, please walk your child across the street or require him/her to use the crosswalk on the corner of Keller or Metaline Ave.
6. If you choose to cross the street without using a crosswalk or without the help of our safety patrol, please make sure your child knows that this is only allowed when he/she is with you. All students must cross at designated crossings when they do not have a parent with them. And as always, please remember to take the hand of your child as you cross.
7. Please remind your child to use crosswalks (with crossing guards if provided) on the way to and from school. Neel Street, Metaline Avenue, John Day Avenue, and the four way stop at Hood and Neel have safety patrols to assist crossing.
8. Please inform the office in writing if you would like your child to take a route to and from school that does not utilize our designated crossings. Please understand that no other students should accompany your child without similar written permission on file in the office.
9. Please alert the office and/or your child's teacher if someone other than you will be picking up your child. If you would like an older sibling from a different school to walk your Hawthorne student home, please send only one onto campus. The sibling should wait at the outside door until release. (Having a group of siblings and/or friends on campus to pick up one student can add to the congestion and potential confusion at the end of the school day.)
10. Please have your child keep his/her backpack on his/her back on the way to and from school.
11. After school snacks should remain in your child's backpack until he/she is home.
12. If your child is tardy or returning to school from an appointment, please accompany them into the school to sign them in and ensure they have arrived safely.

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, such as a doctor appointment, it is necessary that you come into the school office and sign your child out. Please do not ask for your child to be released over the phone. We will not call the student to the office until you arrive. An advance note is welcome if it is understood that the parent must still come into the office and sign their child out. Please make every attempt to schedule appointments for after school. We encourage parents to not pick up their child during the last hour of school unless there is a family emergency. This will keep classroom interruptions to a minimum. If a student leaves school early on a regular basis, he/she misses important information and creates a disruption to the classroom. If a pattern of leaving early persists, the parent(s)/guardian(s) will be referred to the administrator. Please arrange for your child to meet you in a designated pick up area after the bell rings. We cannot have parents waiting in the office as students are released through their outside doors.

BUS INFORMATION AND RULES FOR STUDENTS RIDING ON SCHOOL BUSES

Only eligible students living in areas designated as bussing zones will be allowed to ride the school bus. Students who ride the bus must follow the safety rules as established by the Kennewick School District Transportation Department. The driver is in complete charge while students are on the bus. If your child is experiencing any problems that should be addressed immediately on the bus, please remind him/her to let the bus driver know as soon as it is safe to do so. Please help your child by speaking to the bus driver or calling to ensure that the Transportation Department has been alerted to the issue. For all safety concerns, please inform the Transportation Department and school immediately.

1. Observe 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 buses clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver's seat.
7. Don't be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Bus driver is authorized to assign seats.

BICYCLES/SCOOTERS/ROLLERBLADES/SKATEBOARDS

Students riding any equipment to school must observe the following safety rules:

1. Parents should decide if their child is able to safely ride equipment to school.
2. Students that are unable to follow school rules regarding equipment may lose the privilege.
3. Bicycles, scooters, rollerblades, and skateboards must be walked or carried on school grounds. No motorized scooters may be ridden to school.
4. Bicycles must be ridden alone to and from school.
5. Riding equipment is to be locked to the bicycle rack during school.
6. Please refer to and follow the current laws regarding the safe use of helmets, bikes, scooters, rollerblades, and skateboards.

LOST AND FOUND

The "Lost and Found" bin/rack is located near the gym. If clothing and other misc. items are found, they are placed here. If the items are not claimed by the end of month, they are given to charity organizations. Please mark all of your child's personal items such as coats, hats, and gloves with their first and last name to ensure they are returned. Also, please check the "Lost and Found" a few times each year to make sure your child has recovered all missing items.

PERSONAL ITEMS

Please leave all personal items that are not school related at home. The school is not responsible for lost, stolen, or damaged personal items. Personal items at school such as cell phones/electronic devices/smart watches should be turned off and stored in the students backpack during the school day. If they are being used at school and/or for recording or internet access, they may be confiscated and returned to parent.

BREAKFAST/LUNCH INFORMATION FOR 2023-2024

All students at Hawthorne Elementary will receive free breakfasts and lunches under the Community Eligibility Provision (CEP). The provision allows all students at a school to receive free meals with the aid of federal funds. A district may serve free meals to every student at a school under the CEP as long as a certain percentage of the school's enrollment already meets qualifying conditions for state/federal services. In order for this program to continue to be available, Hawthorne needs to qualify annually. ***YOU WILL RECEIVE AN INCOME SURVEY WHICH IS OPTIONAL, HOWEVER, IF WE DO NOT RECEIVE ENOUGH COMPLETE SURVEYS THAT SHOW THAT HAWTHORNE CONTINUES TO QUALIFY, THE PROGRAM MAY BE DISCONTINUED FOR FUTURE SCHOOL YEARS.***

<i>Second Student Breakfast</i>	<i>\$3.25</i>
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<i>Second Student Lunch</i>	<i>\$5.25</i>
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Milk (students and adults)

\$0.60

Adult Prices

Breakfast and Lunch:

\$3.25

\$5.25

You may want to have money in your students meal account to:

- Purchase milk to go with a lunch brought from home.
- Purchase a 2nd milk to go with their free school provided meal.

You are still responsible for any prior outstanding balances. Report cards are held at the end of the year until the balance is paid.

NEW ADDRESS/PHONE NUMBER/DAYCARE

If any of these change during the school year, please notify the secretaries in our office immediately. Current, accurate information is important for urgent communication. Also, please be sure we have a local number to call. Communication between school and home is vital and we depend on having a local phone number where you can be reached at all times.

COMPUTER USE

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

STUDENT LIBRARY CHECK OUT AND LOST/DAMAGED BOOK POLICIES

Student Library Check Out Policy

- Students in Kindergarten and 1st grade may only have one book checked out in their name at a time. Students in 2nd through 5th grades may have two books checked out in their name at any given time.
- Students may check out books in their name only. They may not check out books for others.
- The timeline for book checkout varies by grade level:
 - Kindergarten will begin checking out books 5 weeks after library instruction on book care and checkout procedure.
 - First graders will begin checking out books after 4 weeks of reviewing book care and check out procedures.

- Second through fifth graders will begin checking out books the second week of school.
- Books are checked-out for two weeks. Students will be notified as to the past due date of their books if they are not returned. If a student does not finish reading a book, it must be brought to the library to be renewed. A book may only be renewed if it is not on hold for another student.
- All materials checked out to a patron are the responsibility of the patron.
- Any items lost or damaged will be charged to the patron who last checked-out the item(s). Please let the library know if a book is damaged as soon as possible - don't wait until your library day.
- A reminder of over-due books will be given to students on their library visit when books are over-due.
- A written reminder of over-due books will be given to students and sent home on their library visit when books are 14 days overdue. The student will not be allowed to check out books until missing book(s) are returned, or fines settled.
- If the student's book is over-due after three weeks, a written reminder will go home to parents each week asking the parent/guardian to contact the library staff about making some type of restitution for the missing book(s). Restitution may include the following:
 - Monetary payment for lost/damaged items
 - Replacing the missing book with a gently used copy of book being replaced purchased from Amazon.com or a used book store
 - Students working out the issue by helping the library media specialist in the library with parents' permission at the rate of \$2.00 per work day credit towards book cost
- Fines can be paid at school with cash or check, or online at <https://payments.ksd.org/>
- Fines for lost or damaged books not taken care of before the end of school will carry over to the next school year/school. Students who do not return the next year will have the fine(s) saved in the district wide Kennewick Library Media Collection Records system.

EVACUATION, SHELTER IN PLACE, POWER OUTAGE, AND LOCKDOWN DRILLS

On a regular basis, we will practice emergency drills at the school so all students are aware of the procedures and expectations. Evacuation drills are practiced on our school buses as well. If the school is in an emergency/practice situation, no one is allowed to enter or exit until it has been concluded. Hawthorne is very serious about the safety of our students and staff. By practicing, we hope our staff and students will respond by being alert to any potential problems.

HOMEWORK POLICY

At Hawthorne, homework has many important purposes. It is always an excellent opportunity for students to show what they have learned at school to their parents. It can also be a time to explore and research topics, read for enjoyment as well as to prepare for upcoming lessons. Homework requirements vary from grade level to grade level. Homework is an excellent way for parents to be actively involved in what their child is learning in the classroom. You may request a copy of the classroom homework policy from your child's teacher. If you have questions about homework, please be sure to ask.

REPORTING STUDENT PROGRESS

Report cards are issued three times during the school year. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences. Also, please let your child's teacher know if a parental situation requires copies of reports to be sent to more than one address.

HAWTHORNE ACADEMIC GOALS

The Kennewick School District has proficiency and/or growth targets for every grade level K-12.

- **Growth Targets**

- By the end of Kinder and 1st grade, ≥50% of all students are progressing 1 level on the fall to spring DIBELS assessment and ≥50% of EL students are growing 2 levels on the Speaking Domain from fall screener to spring summative ELPA.
- By the end of 2nd grade, ≥50% of all 2nd graders are progressing 1 level on the fall to spring DIBELS assessment and ≥50% of EL students are growing 1 level on the Writing Domain spring to spring summative ELPA.
- By the end of 3rd, 4th, and 5th grade, ≥90% of all students are making expected spring to spring growth on the MAP Reading and Math Assessments and ≥50% of EL students are growing one level on the Writing Domain spring to spring- summative ELPA.
- By the end of 5th grade, ≥50% of all 5th graders are progressing from their 3rd grade SBA L1 to L2 or from L2 to L3 on Reading and Math SBA.

- **Proficiency Targets**

- By the end of 2nd grade, ≥65% of all students are at/above the 60th percentile on the MAP reading assessment, ≥65% of all students are at/above the 70th percentile on the MAP math assessment, and ≥50% of third year EL students score at the proficient level on the ELPA
- By the end of 3rd and 4th grade, ≥65% of all students are at/above the 60th percentile on the MAP reading assessment, ≥65% of all students are at/above the 70th percentile on the MAP math assessment, and ≥50% of third year EL students score at the proficient level on the ELPA.
- By the end of 5th grade, ≥65% of students are meeting state standards in ELA, Math and Science (Level 3 SBA and WCAS), ≥50% of 3rd year EL students score at the proficient level on the ELPA, ≥75% of fifth- year EL students score at the Proficient level on ELPA.

SCHOOL PICTURES

Individual student photographs are taken in the fall and group class photographs in the spring. Information will be sent to you prior to “picture day”. For the 23-24 school year, individual picture day will be September 29th and class picture day will be February 9th.

STUDENT HEALTH INFORMATION

Information in student health records may be shared with school staff on a need to know basis to protect the student’s health, safety, and educational interests. This will be done at the discretion of the district’s certificated nursing staff. Parents wishing this information not be shared should notify the school nurse in writing.

MEDICATIONS/HEALTH INFORMATION

If a child needs to take medication during school hours, the following guidelines will be in effect:

1. The ‘Parent Request for Giving Medication at School’ form must be completed and signed by the parent and doctor.
2. All medication must be in the original prescription bottle, clearly labeled with all pertinent information and be brought to school for inventory by the responsible parent or guardian.
3. All medications will be kept in a locked cabinet and be dispensed only in the school office.
4. Students are responsible for coming to the office for their medication at the designated time.
5. Medication not claimed by the parent at the end of the school year will be counted and thrown away.

Immunizations

The state of Washington has laws governing minimum inoculation standards for children in grades K – 12. The purpose of this law is to protect every child from disease. Our school nurse will be in contact with you if there are questions regarding your child's immunization records.

When to keep your child at home

What are important signs of illness?

- A temperature of more than 100 degrees orally
- Nausea or vomiting
- Diarrhea
- Rash or infection of the skin
- Red or pink eyes especially if they have drainage or crusting around the eye
- Sore throat/strep throat

What should I do if my child has any of these signs?

- Stay home for 24 hrs after the last episode of vomiting
- Stay home for 24 hrs after the last elevated temperature, without medicine. (Normal temp = 98.6)
- Stay home for 24 hrs after antibiotics have begun for strep or other bacterial infections
- Stay home for diarrhea

When may my child return to school after an illness?

- Your child may return to school when he/she is free of signs of illness after 24 hrs- see above
- A doctor should always be consulted when there is a chronic medical concern
- If medication is needed (i.e. an antibiotic), a parent will need to come and administer the medicine and/or provide a written order from your physician with directions on giving the medication
- If your child has had a major surgery, major injury or significant communicable disease, please provide physician's orders for precautions and activity orders upon returning to school

What will happen if my child becomes ill at school?

- During the school day, if your child becomes too ill to remain in school or is injured, the office will contact you.
- Parents must keep the school informed of any new home, work, cell or emergency phone numbers in case we need to call because your child is ill.
- If a sudden, possibly life-threatening condition should occur, ambulance transportation to a hospital will be arranged and you will be contacted as soon as possible.

SCHOOL CLOSURE

Poor weather or unusual situations may necessitate the closing of schools. **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION.** The Kennewick School District website, www.ksd.org, as well as Social Media such as Facebook or Twitter will give the latest information on school closures. You may also listen to live radio broadcasts such as KONA – 610 AM or other stations for announcements.

SCHOOL INSURANCE

Schools do not provide medical insurance coverage for school accidents. Parents are responsible for the medical bills if their child gets hurt during school activities. School insurance is available for those who wish to participate. Information will be sent home at the beginning of the school year and is available in the school office.

VOLUNTEERS AND VISITING

Hawthorne welcomes parent volunteers! If you would like to help, visit the classroom, or have lunch with your student, please notify your student's teacher 24 hours in advance. As stated in the KSD Board Policies, each

teacher has the right to receive a twenty-four hour notice prior to receiving a visitor. Volunteers are needed in the classroom, library, and other areas. All parent visitors must complete an online volunteer application every year, which includes a background check through the Washington State Patrol. We ask all volunteers to sign in each time they visit the building and wear an identification badge. Volunteer applications are only online at www.ksd.org.

SCHOOL DELIVERIES/TREATS

Please refrain from having flowers, balloons, or individual gifts delivered to children at school. It is difficult to maintain quality teaching time with the interruption and we would like to prevent hurt feelings of others. Birthday invitations handed out at school can also cause a disruption, so please contact your child's teacher well in advance regarding his/her policy. Purchased birthday and party treats for the entire class is permitted, however, please be sure to contact your child's teacher to plan ahead for an appropriate time to bring them. We do not allow treats into classrooms if there has been no prior contact with teachers. Treats should be packaged together (i.e., cupcakes, cookies) or individually wrapped with ingredients listed. Due to severe food allergy concerns, please do not send homemade treats. We appreciate your cooperation in honoring these requests. Classroom visitors must have a cleared volunteer application/background check on file with the school district.

PLEASE CONSIDER THAT A BOOK DONATED TO THE CLASSROOM IN HONOR OF YOUR CHILD IS A WONDERFUL ALTERNATIVE TO FOOD TREATS.

PLAYGROUND

Only school equipment is to be used for play during recess. Please do not bring toys from home. Also, the playground is a large area and requires students to be safe, respectful, and responsible. Adult supervisors expect students to follow Hawthorne School Rules as they apply to the playground. Hawthorne's playground rules have been developed to provide optimum safety for our students. Some rules must be adjusted to the developmental level of the students and so they may vary slightly when applied at different grade levels.

Be Safe!

- Be safe by keeping your hands and feet to yourself.
- Be safe by running only on grass.
- Be safe by playing on all equipment in a way that will keep you and others from getting hurt. Be safe by keeping rocks, sticks, sycamore balls, snow, dirt and ice on the ground.
- Be safe by using equipment in a manner that allows everyone to have fun.

Be Respectful!

- Be respectful by only saying things that will make others feel good about themselves.
- Be respectful by treating others the way you would like to be treated.

Be Responsible!

- Be responsible by following playground equipment rules at all times.
- Be responsible by taking care of the equipment so that you and others may use it for a long time.

STUDENT DRESS

Students must wear clothing that meets safety, health, and decency standards and is appropriate for participation in school activities such as recess and PE. Any clothing that allows too much exposure is not safe or appropriate.

Examples of inappropriate clothing for boys and girls at school:

- Pajamas, bandanas, clothing that advertises, represents or encourages the following: gang affiliation, the use of tobacco, alcohol, or drugs.

- Crop tops, tank tops, tube tops, spaghetti straps, backless tops, tops with bare midriffs, muscle shirts, any exposing of undergarments.
- Short shorts, baggy pants worn below the hips.
- Hats may not be worn indoors.
- Shoes with wheels built in, cleats, untied shoelaces. (Please remember students must wear safe footwear for P.E., and bare toes run the risk of being stubbed on doors or bark in them at recess.)
- Please save costumes/temporary hair coloring sprays/gels for designated “spirit” and theme days.

TELEPHONE USE

Our office phones are very busy. Under normal circumstances, students should not need to use the phones at school. Parents can help by having consistent after school transportation arrangements. If those arrangements must change, please write a note for your child to give to his/her teacher. Students are not allowed to use the phone to make or change after school transportation arrangements. Please do not call to leave a message for students except in an emergency. Messages will not be able to be delivered after 2:00 Monday, Tuesday, Thursday & Friday and after 1:00 Wednesday.

VOTER REGISTRATION

Voter registration forms are available in the school office.

YMCA BEFORE/AFTER SCHOOL DAYCARE

Our school day begins at 8:40 AM. Our paraeducator schedule does not allow us to supervise children who arrive early or stay late. The YMCA offers a daycare program in the Hawthorne Gym before and after school each day. To arrange for this service please contact the YMCA at 509-374-1908.

STUDENT DISCIPLINE AT HAWTHORNE ELEMENTARY

HAWTHORNE SCHOOL-WIDE EXPECTATIONS

Students, parents, and staff must cooperate in providing a school environment where effective, positive learning can take place. To accomplish this, our students are asked to follow the expectations and guidelines the teachers have set up in their individual room discipline plans and school wide expectations. We know parents play a crucial role in accomplishing this school environment and therefore ask them to reinforce these expectations through casual conversation.

Our school wide expectations were designed to align with each of the DENS that every Hawthorne staff member and student belongs to. These expectations are referred to as the B E A R expectations. Our behavior matrix describes the expected behaviors in every area of our school.



Being Safe-Students will conduct themselves in a manner that is safe for themselves and others. Students will follow all classroom, playground, school discipline and safety rules.



Exceptionally Responsible-Students will arrive at school at the appropriate time and be responsible for their actions both behaviorally and academically.



Always Respectful-Students will be respectful of all other students and staff and cooperative at all times.



Ready to Learn-Students will be prepared to learn each day and have the necessary supplies and materials. Students will be considerate of all others during academically engaging activities. Hawthorne's staff believes that expectations must be taught in a positive manner to be effective.

While we believe all students are given an opportunity to make choices, those choices must not interfere with the safety, educational process, and well being of others.

At Hawthorne, every student is a recipient of Tier 1 behavior strategies. These strategies include:

- Teaching clear behavior expectations through our behavior matrix
- Reinforcing positive behavior through specific feedback
- Communicating with families when students do not meet these expectations through a phone call home, an informal conversation, and/or a discipline referral.
- We intend to teach students to take responsibility for their learning and behavior by consistently teaching expected behaviors, offering choices and teaching students to solve their own problems.

For students who need more intentional support, Hawthorne offers behavior and social-emotional intervention (think small group intervention for reading). This takes form in many different ways including, but not limited to:

- Support from the counselor to develop skills such as problem solving, emotional regulation, anger management, etc.
- Support from the behavior interventionist

- A change of location within the classroom or outside of the classroom.

When students choose a change of location, they are given the opportunity to de-escalate or recover in a designated location in the classroom or in another classroom until they can bring themselves under control. The message given throughout this process is that we want the student back just as soon as he/she can be a part of the classroom without interfering with the learning of others. Removing the students from the area where a disruption or problem is occurring supports the well-being of the student and the learning of others. If there is still a disruption or problem being created after this change in location, the student can be offered a quiet area in a location outside of the classroom.

Students may also be supported by the behavior interventionist. One of these supports includes taking a break in the behavior intervention room. There is a process outlined that helps them cool down, reflect, and return to the classroom with the support of a caring adult within 10 minutes.

Students are always encouraged to return just as soon as they are back in control of themselves. They are welcome to be in the classroom for every moment they are appropriate and in control.

We strive to provide students with opportunities to practice solving their own problems without creating a problem for anyone else. Hawthorne students are getting the unspoken message, "You are a capable person who can solve your own problems." We also intend to fully communicate with families through the documentation of behaviors. Hawthorne staff approaches every day as a "fresh start" and provides a new opportunity for the student to show they are learning to be in control.

HAWTHORNE DISCIPLINE PROCEDURES

All teachers have unique teaching styles and methods of addressing student behavior. Though classroom discipline plans are designed individually by each teacher, you will find that each plan follows the discipline philosophy described above. Hawthorne's problem behaviors are aligned with KSD's behavior definitions for minor/major behaviors. Parents are encouraged to learn the expectations of their child's classroom and to actively work with the teacher in enforcing these expectations. We believe addressing the problem at the earliest level is most effective. Students who do not follow the behavior expectations and procedures may experience the following:

A discussion of the problem with the student and teacher will occur. The student will be expected to solve the problem in a way that does not cause a problem for themselves or others. Problems will be solved using appropriate and logical solutions.

The behavior may be communicated through a discipline referral. Parents may also be contacted to discuss the problem, reinforce the learning, and provide the student with assistance in solving the problem at home. The behavior interventionist may be called in to work with the teacher, student, and parents to develop a plan for improvement. Logical consequences are administered whenever appropriate and possible.

Students who engage in exceptional misconduct such as chronic or serious misbehavior, are subject to consequences and corrective action including, but not limited to, short-term suspension, long-term suspension, or emergency expulsion.

In the case of disruptive students, the Kennewick School District policy #3240R will be followed and an out of school placement may become necessary.

Student rights and responsibilities according to Kennewick School District Policy 3200

Students who attend Kennewick Schools:

- Shall obey the written policies, rules, and regulations;
- Shall take the required subjects;
- Shall obey teachers and other school personnel and;
- Shall receive corrective action or punishment as school officials shall determine.

Students who willfully interfere with the orderly operation of the school shall be subject to discipline, short or long term suspension, or expulsion.

Student responsibilities and limitations according to Kennewick School District Policy 3240

It is the intention of the Kennewick School District to provide a safe, productive, positive, and disruptive-free classroom and learning environment. General rules of conduct are as follows:

1. A student shall be on time and attend school regularly
2. A student must:
 - a. attend all classes assigned unless excused
 - b. follows school bus rules of conduct
 - c. identify him/herself when asked
3. A student shall not substantially disrupt any operation of the school or classroom
4. Students are expected to be honest. Lying or cheating will not be accepted
5. Students are expected to:
 - a. respect self and the rights of others
 - b. treats others as they would like to be treated
 - c. respects other people in relation to their race, gender, religion, ethnic origin, disability, and individual difference
6. Dress and appearance must not present health or safety problems or cause disruptions
7. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation, are prohibited
8. Any student, individually or with others, shall not intimidate by threat of force or violence any school employee or student
9. The use, sale, distribution or possession of the following is not allowed:
 - a. drugs and narcotics
 - b. alcoholic beverages and tobacco products
 - c. fireworks
 - d. weapons
 - e. pornography
 - f. stolen property
10. Students are to respect the property of others. Entry, theft or possession of another's property is not allowed
11. Activities defined by federal, state or local law as criminal are not allowed
12. The forging of any signature or alteration of any document is not allowed
13. Disregard of legal requests or orders given by school or civil officials is not allowed

Corrective actions or punishment according to Kennewick School District Policy 3300

All students shall obey the reasonable rules of the school district. Refusal to obey written rules and regulations shall be sufficient cause for discipline, suspension or expulsion.

- "Expulsion" is the removal from school or individual classes for an indefinite period.
- "Emergency expulsion" is the immediate removal of a student from school for actions which endanger students, staff or the educational process.
- "Suspension" is the removal from school, individual classes or other school activities for a specific period of time, after which the student has the right to return.
 - A suspension is "short term" if it is for a period of ten (10) consecutive school days or less.
 - A suspension is "long term" if it exceeds ten (10) consecutive school days.
- "Discipline" means all other forms of corrective action or punishment.

Student conduct according to Kennewick School District Policy 3314

Students who engage in the following will be subject to corrective action or punishment:

1. Substantial disruption of school
2. Damage or theft of property
3. Extortion, assault or causing physical injury
4. Weapons or dangerous instruments (See Regulation 3300.1 Student Weapons Violation)
5. Narcotics, alcoholic beverages and stimulant drugs
6. Cigarettes, cigars, tobacco (See Policy 3418 - Alcohol and Other Drug Use/Abuse (ADO))
7. Truancy
8. Lewd conduct
9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations
15. Harassment and intimidation (See Policy 5013 – Sexual Harassment)

Alcohol and other drug use/abuse (AODA) according to Kennewick School District Policy 3418

Alcohol and other drug use is a serious health problem and the Kennewick School District is committed to eliminating it from the school environment. The use, possession, transfer, or being under the influence of illegal/illicit drugs, chemicals, alcohol or tobacco in or on school property or at school-sponsored events is prohibited.

Required discipline information:

*For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used as a weapon to school. Kennewick School District Policy 3314 Exceptional Misconduct explicitly defines the district policy regarding Weapons. The policy states in part:

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-chuck sticks, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon. Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities. Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocket knives not used or displayed as a weapon.

Range of Corrective Actions

The following guidelines are in effect to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. Parents will be contacted for all violations. Police will be contacted on all violations that warrant an expulsion.

An Ad Hoc Committee has met to define the areas of misconduct and the range of action to be taken.

EXCEPTIONAL MISCONDUCT	RANGE OF CORRECTIVE ACTION	ACTION THAT MAY BE TAKEN
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Weapons-Firearms and Explosives	Minimum	Expulsion for one calendar year
	Maximum	Indefinite expulsion
Weapons-General	Minimum	Emergency expulsion/Short-term suspension
Intimidation by Threat of Force or Violence	Minimum	Short-term suspension
	Maximum	Expulsion
Harassment	Minimum	Short-term suspension
	Maximum	Expulsion
Extortion, Assault or Causing Physical Injury	Minimum	Short-term suspension
	Maximum	Expulsion
Substantial Disruption of School Day	Minimum	Short-term suspension
	Maximum	Expulsion
Damage or Theft of Property	Minimum	Short-term suspension
	Maximum	Expulsion
Alcohol/Narcotics	Minimum	Short-term suspension
	Maximum	Expulsion
Repeated Misconduct	Minimum	Short-term suspension
	Maximum	Expulsion
Forgery	Minimum	Short-term suspension
	Maximum	Expulsion
Criminal Acts	Minimum	Short-term suspension
	Maximum	Expulsion
Lewd Conduct	Minimum	Short-term suspension
	Maximum	Long-term suspension
Gambling	Minimum	Short-term suspension
	Maximum	Expulsion
Cheating	Minimum	Short-term suspension
	Maximum	Long-term suspension
False Accusation	Minimum	Short-term suspension

	Maximum	Expulsion
Cigarettes	Minimum	Short-term suspension
	Maximum	Long-term suspension
Computer Misuse	Minimum	Short-term suspension
	Maximum	Expulsion

Prohibition of harassment/intimidation/bullying according to Kennewick School District Policy 3207

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means an intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristics in RCW-9A.36.080(3), (race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

CITIZEN COMPLAINT AGAINST A SCHOOL DISTRICT OR OTHER SCHOOL SERVICE PROVIDER

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

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.
- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

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

STEP 1 **Use Your Local Process First**

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

STEP 2 **File a Citizen Complaint through OSPI**

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

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

STEP 3 **Mail or Fax Your Written Citizen Complaint to OSPI**

Office of Superintendent of Public Instruction Attn:
Citizen Complaint-Title I, Part A P.O. Box 47200
Olympia, WA 98504 Fax: (360) 586-3305

STEP 4 **OSPI Staff Process Your Complaint**

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

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).

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

Their response must clearly state one of two results:

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

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

STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within **60 calendar days** of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time. Here are the steps OSPI staff will follow to reach a final decision:

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

Extend or Waive Timelines

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

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