

PARENT-STUDENT HANDBOOK



“Home of the Lobos”
2024-2025

<https://fuerza.ksd.org/>

6011 W. 10th Place, Kennewick, WA 99338
Phone: (509) 222-7700

PARENT-STUDENT HANDBOOK

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Vision Statement

Fuerza Elementary strives to create a safe and caring environment where our students will achieve high academic success in English and Spanish and celebrate multiculturalism.

Mission Statement

Our Fuerza community will work collaboratively to foster our students' learning by making data driven decisions that challenge students to grow in English and Spanish and promote opportunities for students to engage in multicultural experiences.

Motto

Working together equals success! Fuerza Pride!

School Colors

Blue, Green and Gray



SCHOOL HOURS

Monday 8:40 – 3:17

Tuesday 8:40 – 3:17

Wednesday 8:40 – 2:00 EARLY RELEASE DAY

Thursday 8:40 – 3:17

Friday 8:40 – 3:17

Special Early Release 8:40 - 11:27

OFFICE HOURS: 8:00 a.m. - 3:30 p.m.

Main Office: 222-7700

School Nurse: 222-7703

Attendance Line: 222-7706 (call and leave a message 24 hours a day)

Principal: Dora Garcia- Johns

Vice Principal: Kent Nixon

Office Secretary: Isabel Prudenda

Attendance Secretary: Azucena Garcia

Counselor: Javier Alvarez

Migrant Counselor: Angelica Villegas

District website: www.ksd.org

(Choose Fuerza Elementary under the “Schools” tab and “Elementary Schools”)

KENNEWICK SCHOOL DISTRICT SCHOOL CALENDAR 2024 - 2025



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 2024						
M	T	W	T	F	S	S
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

▶ 22 Staff Professional Day
 ▶ 26 Staff Professional Day
 ▶ 27 Professional Day & Staff Welcome Back
 ▶ 28 First Day of School (ER K-8)

SEP 2024						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

▶ 2 No School (K-12) - Labor Day
 ▶ 11 Early Release (9-12)
 ▶ 20 No School (K-12) Staff Professional Day (Focus on Learning)

OCT 2024						
M	T	W	T	F	S	S
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

▶ 2 Early Release (9-12)
 ▶ 11 Mid Trimester (K-5)
 ▶ 11 No School for Kindergarten Students
 ▶ 18 No School (K-12) Staff Professional Day
 ▶ 30 Early Release (9-12)

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

▶ 1 End of First Quarter (8-12) (45 days)
 ▶ 8 Early Release (K-5) Report Card Prep
 End of 1st Trimester
 ▶ 11 No School (K-12) Veteran's Day
 ▶ 22 Early Release (K-8) Conferences
 ▶ 25 No School (K-12) Conferences
 ▶ 26 Early Release (K-8) Conferences (30 days)
 ▶ 27 Early Release (K-12)
 ▶ 28-29 No School (K-12) Thanksgiving

DEC 2024						
M	T	W	T	F	S	S
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)
 ▶ 23-31 No School (K-12) Winter Break

JAN 2025						
M	T	W	T	F	S	S
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

▶ 1-3 No School (K-12) Winter Break
 ▶ 15 Early Release (9-12)
 ▶ 20 No School (K-12) MLK Jr. Day
 ▶ 22-24 High School Finals
 ▶ 24 Mid-Trimester (K-5)
 ▶ 24 End of 1st Semester - Early Release (8-12)

FEB 2025						
M	T	W	T	F	S	S
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

▶ 5 Early Release (9-12)
 ▶ 14 Early Release (K-12)
 ▶ 17 No School (K-12) President's Day
 ▶ 28 No School (K-12) Professional Day

MAR 2025						
M	T	W	T	F	S	S
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						

▶ 5 Early Release (9-12)
 ▶ 7 Early Release (K-5), Report Card Prep
 End of 2nd Trimester
 ▶ 17 No School (K-12) (Snow Make-up)
 ▶ 19 Early Release (9-12)
 ▶ 20-21 Early Release (K-5) Conferences
 ▶ 28 End of 3rd Quarter (8-12)
 ▶ 31 No School (K-12) Spring Break

APR 2025						
M	T	W	T	F	S	S
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				

▶ 1-4 No School (K-12) Spring Break
 ▶ 25 Mid Trimester (K-5)

MAY 2025						
M	T	W	T	F	S	S
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

▶ 7 Early Release (9-12)
 ▶ 23 No School (K-12) (Snow Make-up)
 ▶ 26 No School (K-12) Memorial Day

JUN 2025						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

▶ 6 Early Release (K-5) Report Card Prep
 ▶ 7 Class of 2025 Graduation
 ▶ 10-12 High School Finals
 ▶ 12 Early Release (K-12) - Last Day of School
 ▶ 19 Juneteenth

JUL 2025						
M	T	W	T	F	S	S
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

March 17 and May 23 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.

DATES ARE SUBJECT TO CHANGE

UPDATED DECEMBER 8, 2023

Fuerza Elementary Staff 2024-2025

Office Staff	Position	Email	Interventionists	Position
Dora Johns	Principal	dora.johns@ksd.org	Estella Bross	Biliteracy Specialist estella.bross@ksd.org
Kent Nixon	Assistant Principal	kent.nixon@ksd.org	Xiomara McEachen	MTSS/Math Biliteracy Specialist xiomara.mceachen@ksd.org
Isabel Pruneda	Lead Secretary	isabel.pruneda@ksd.org	Suhaill Núñez	Biliteracy Specialist suhaill.nunez@ksd.org
Azucena Garcia	Secretary	azucena.garcia@ksd.org	Gabby O'Neill	Learning Facilitator gabriella.oneill@ksd.org
Javier Alvarez	Counselor	javier.alvarez@ksd.org	Elena Reyes	Biliteracy Specialist elena.reyes@ksd.org
Angélica Villegas	Migrant Counselor	angelica.villegas@ksd.org	Support Specialists	
Jasmin Farias	CISBF Site Coordinator	jasmin.farias@ksd.org	Katrice Thabet Chapin	Psychologist katrice.thabet@ksd.org
Classroom Teachers				SLP
Carrie Enríquez	Kinder	carrie.enriquez@ksd.org	Christopher Whetton	OT/PT christopher.whetton@ksd.org
Nancy García	Kinder	nancy.garcia@ksd.org	Maira Ramon	Resource Room Teacher maira.ramon@ksd.org
Crystal López-Romero	Kinder	crystal.romero@ksd.org	Elvira Treviño	Resource Room Para
Jazmiri Sánchez	Kinder	jazmiri.sanchez@ksd.org	Lisa Edler	Nurse lisa.edler@ksd.org
Jasmin Ola	Kinder	jasmin.ola@ksd.org	Classified Support	
Diana Castro	First	diana.castro@ksd.org	Maria Osorio	Lead Cook maria.osorio@ksd.org
Ashley Luna	First	ashley.luna@ksd.org	Liliana Mendoza	Cashier/cook
Lluliana Lopez	First	lluliana.lopez@ksd.org	Jackie McCann	Cook
Alejandra Cancino	First	alejandra.cancino@ksd.org	Haydee Serrato	Cook
Chantal Mejia	First	chantal.mejia@ksd.org	Jeff Morrow	Lead Custodian AM jeff.morrow@ksd.org

Gabriela Castro	Second	Gabriela.castro@ksd.org	Killian Stickney	Custodian PM killian.stickney@ksd.org
María García	Second	maria.garcia@ksd.org	Brad Braendlein	Custodian PM brad.braendlein@ksd.org
Giovanna Lopez	Second	giovanna.lopez@ksd.org	Classified	
Maricarmen Kruger	Second	maricarmen.kruger@ksd.org	Lyzette Guzman	Paraeducator
Lizbeth Mendoza Chávez	Second	lizbeth.mendoza@ksd.org	Neida Rincon Lara	Paraeducator
Matt Yeager	Third	matthew.yeager@ksd.org	Daisy Perez	Paraeducator
Diana Torres	Third	diana.torres@ksd.org	Lorena Anaya-Pimental	Paraeducator
Fabiola Guizar	Third	fabiola.mendoza@ksd.org	Sofia Melish-Garcia	Paraeducator
Ignacio Torres	Third	ignacio.torres@ksd.org		Paraeducator
Vanessa Greene	Third	vanessa.greene@ksd.org	Saida Sickles	Paraeducator
Elida Álvarez	Fourth	elida.alvarez@ksd.org	Leonela Arceo	Paraeducator
Amanda Brown	Fourth	amanda.brown@ksd.org	María McAvoy	Paraeducator
Heather Henrikson	Fourth	heather.henrikson@ksd.org	Lorena Hernandez	Paraeducator
Jocelyn Gutierrez	Fourth	jocelyn.gutierrez@ksd.org	Cecilia Noemi Nerell	Paraeducator
José Aparicio	Fifth	jose.aparicio@ksd.org	Daniela Flores	Paraeducator
Yessenia Fox	Fifth	yessenia.fox@ksd.org	Gilma Lauderdale	Paraeducator
Yessica Cancino Valdovinos	Fifth	yessica.cancino@ksd.org	Evelyne Rebeles Magallon	Paraeducator
Yurema Mendoza	Fifth	yurema.mendoza@ksd.org		Paraeducator
Specialists				Paraeducator
Sharron Herring	Library	sharron.herring@ksd.org	Karina Yeager	Library Secretary karina.yeager@ksd.org
Ruby Pérez	Music	ruby.perez@ksd.org		
Kimberly Gómez	P.E.	kimberly.vazquez@ksd.org		
Samaria Munguia	Technology	samaria.munguia@ksd.org		

◦ General Information ◦

Registration & Enrollment

All required documents must be completed prior to attending school. If for any reason your address, phone numbers and/or emergency contacts change, please let the office know ***immediately***. Kindergarten students and students new to the Kennewick School District are required to present a birth certificate and up-to-date immunization documentation to register. Our school nurse will be in contact with you if there are questions about your child's immunization record.

Immunization

The state of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of the law is to protect every child from disease. Students in grades K-5 must present immunization information, and will not be able to attend school until this information is provided.

Insurance

Insurance coverage may be purchased in the fall through the school system at a minimal cost. If you are interested, please return the provided envelope to the school office.

Attendance

At Fuerza, our goal is for students to be here all day, ***every day!*** Regular and prompt attendance is a key factor to success.

- According to the laws of the State of Washington, the only legal reason for absence is illness. If an emergency does come up which requires the whole family, please let the school know.
- Whenever your child is absent. **A WRITTEN EXCUSE MUST BE SENT** with the child upon returning to school.
- Students are allowed fifteen (15) excused absences in a school year. Each absence thereafter is considered unexcused. The principal may make exceptions when parents can demonstrate justifiable cause for the excessive absences (i.e., long-term illness, etc.)
- If a student is absent for twenty (20) consecutive days without notification of the cause for the absence given to the school the student will be withdrawn from school.

- Current state law requires school districts to record, report and notify parents of unexcused absences. Parents/guardians will be notified by phone calls or letters for unexcused absences. After three (3) unexcused absences, a conference will be required between the parent/guardian and the teacher, home visitor, principal or principal designee. If a student reaches (5) unexcused absences, another contact with home will be made and the juvenile court system (BECCA) may be notified. (Policy 3122)
- Excessive tardiness will result in a school contact and may be considered as an excused absence. It is important to note that the first bell rings at 8:35 AM. Once the second bell, or tardy bell, rings at 8:40, your student is considered tardy for that day.

Visitors

Parents are always welcome and are encouraged to visit your child's classroom. Please call the office so that we may help arrange a visit. All visitors to the school must sign in at the office and pick up a visitor badge. Please help ensure your child's safety. All visitors entering the school must pass a background check which can be accessed at <https://forms.ksd.org/Forms/VolunteerApplication>.

School Pictures

Individual student photographs are taken in the fall and group class photographs in the spring. Our first picture day will be September 24th with picture retakes on October 25th and our class pictures will be April 24th. Further information will be sent home prior to "Picture Day."

Student Records

The school maintains student records (as required by law) necessary for educational guidance and/or welfare of students, as well as for the orderly and efficient operation of schools. All information related to individual students shall be treated as confidential.

Homework

Homework is a fundamental key component to reinforce and practice skills that have been taught by your child's teacher. Homework will vary and look different across grade levels. Please remember your child is learning two languages, and supporting him/her in their learning will build confidence in their success. You may request a copy of the classroom homework policy from your child's teacher.

Field Trips

Students must turn in a permission slip signed by a parent/guardian prior to attending any field trips.

Lost & Found

Protect your clothing by placing name tags in the coats, sweaters, etc. We have a

central location for all items lost and found.

Medicine

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

- 1) All medication must be kept in the original labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage and the time of day to be given.
- 2) All medications are to be kept in the nurse's cabinet.
- 3) All medications must be brought to the school for inventory by the responsible parent or guardian to be checked in with the school nurse.

Illness/Keep Student Home

- Fever greater than 100 degrees in the last 24 hours
- Rash associated with a fever
- Vomiting or diarrhea in the last 24 hours
- Draining rash or sore
- A consistent thick, goopy runny nose
- Ear discharge or other evidence of infection
- Any contagious infection or illness, until doctor release presented to nurse/office personnel

Meals

Breakfast and lunch will be served during school hours this year. All students at Fuerza are eligible for hot lunch, and families do not need to fund lunches. Students may bring their own lunch as well.



Technology & Online Resources

CHROMEBOOKS

Grades 3-12: Students who currently do not have a Chromebook checked out will have the opportunity to have one checked out to them.

Grades K-2: Students in grades K-2 will have access to iPads.

PLATFORMS AND TECHNOLOGY TOOLS

Platforms where students will launch all learning activities:

- Schoology (3-12)
- Seesaw (K-2)
- PowerSchool for parents and students



INTERNET ACCESS

If a student does not have internet access at home, the district may be able to help by providing a hot spot or other solution.

◦ School Schedules ◦

We are entrusted and obligated to ensure your child's physical, academic, social and emotional safety. Safety is a priority at this great school. Fuerza Elementary plays a unique role as it is the only full dual language community in the Kennewick School District and our region.

*Our goal is to create and maintain partnerships with the parents, families, and community members of Fuerza Elementary School, where we **work together for the safety of all children.***

Arrival and Departure Information

Please make sure that your child arrives at Fuerza between 8:30 a.m. and 8:40 a.m. **There will be no adult supervision available until 8:30 a.m.** If you arrive early, please keep your children in the car with you until 8:30 when the attendant arrives to supervise students as they are dropped off.

Breakfast will be served once the school day begins.

Student Arrival (prior to first bell ringing in the morning)

Acceptable Activities before School: Between 8:30-8:40 a.m., students will line-up on the playground. Students are NOT to be walking in the hallways or going into classrooms.

Doors to be used:

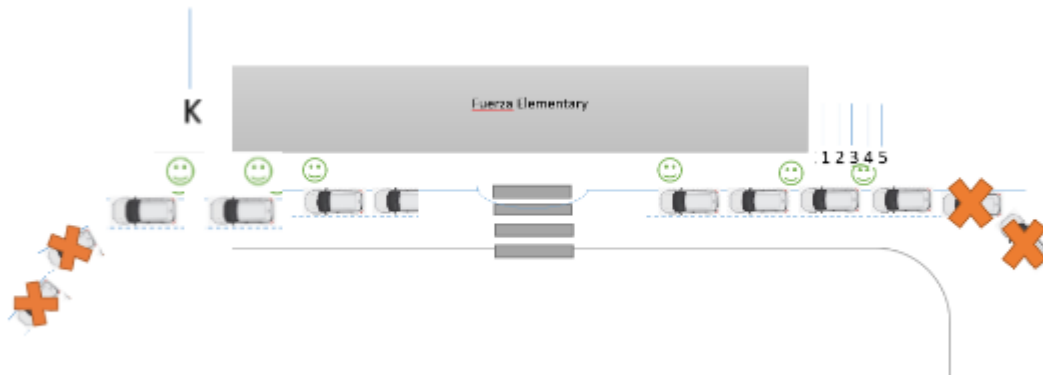
- All students who ride the bus will use the designated back double door entrance. This will be the only door through which these students will be permitted to enter and exit during this time.
- All students who walk or are dropped off will enter the school grounds by walking around the east side (kindergarten side) of the building. If you are planning on visiting our main office with your child, you will need to park your vehicle in a designated area.
- Once students are in school or on the playground, they will use the double doors for all travel between the playground and the cafeteria.

Student Pick-Up and Drop-Off

Our ultimate goal is to keep your child safe. Drop-off and pick-up is in front of the main entrance. Buses use the driveway on the west side of the building. Please do not approach the bus loading zones. Fuerza staff will assist parents and students in the drop-off and pick-up zone, so please do not honk or encourage your child to run to your vehicle.

Student Dismissal

At dismissal, students will walk out of the building with a designated staff member. They will leave the grounds immediately upon dismissal except those children who are waiting for transportation or are participating in a pre-approved after school activity such as music, math club or 21st Century. Kindergarten students will be picked up on the east side of the building on the grassy area (the kindergarten side). All other students grades 1-5 will wait to be picked up on the west side of the building (the gym side). Pupils must have permission to re-enter the school building after school dismissal. Students with bicycles are to walk away from the building before riding them away.



Custody Concerns

In order to protect your child from an unauthorized adult taking him/her from school, we must have on file at the school the parenting plan or a certified copy of a restraining order issued in the State of Washington. Contact your lawyer for assistance.

Student Messages/Pick-up or Call Arrangements

Calls must be made no later than 10:00 a.m. This will allow sufficient time for office personnel to deliver the message to your child. Please note that there are times when students are outside of their classroom, such as lunch and recess. If you are picking up your child during these times, there will be a wait. **(Lunch and recess times are difficult times for pickup.)**

School Closure

Poor weather or unusual situations may necessitate the closing of schools. PLEASE DO NOT CALL THE SCHOOL. Announcements regarding school closures will be available on the Kennewick School District website, on local radio stations such as KONA 610 AM, and on the Fuerza and KSD Facebook pages.

Parties

Please notify office staff and your child's teacher at the beginning of the school year if your family does not participate in celebrations such as holidays or birthdays. An alternate activity can then be provided for your child when those events occur.

◦ Fuerza Expectations◦

Fuerza Discipline/Classroom Management

Fuerza is an MTSS school. The Fuerza MTSS program includes teaching expectations and procedures through positive reinforcement practices. All Fuerza staff and students will demonstrate positive behaviors through modeling consistent reinforcement of expectations throughout the school year.

See the following links for more information about MTSS:

<https://www.k12.wa.us/student-success/support-programs/multi-tiered-system-supports-mtss>

<https://mtss4success.org/>

Fuerza Expectations

1) Positive 2) Responsible 3) Integrity 4) Dedicated 5) bE Safe

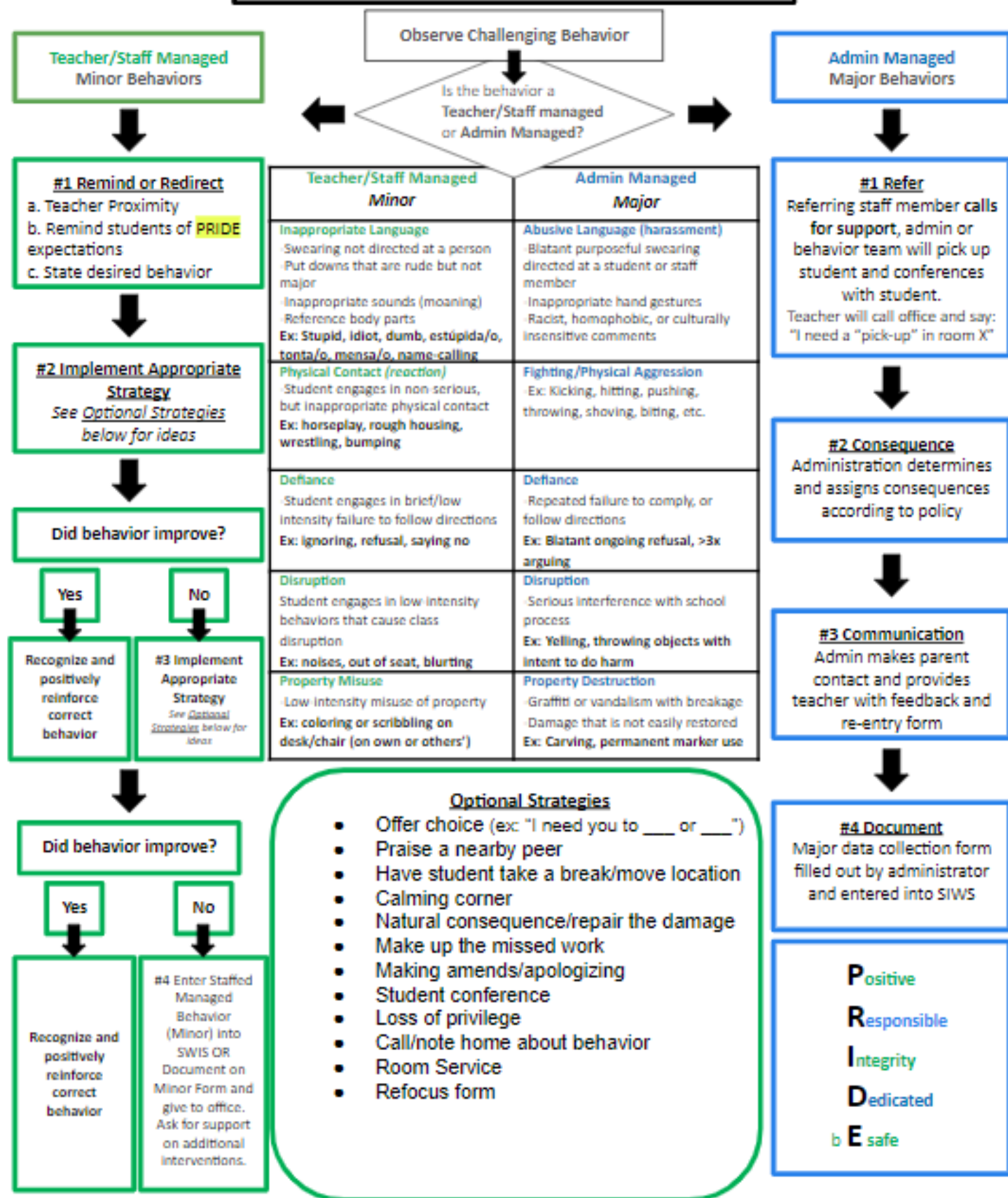
Fuerza PRIDE Matrix

	School-Wide Expectations
P Positive	<ul style="list-style-type: none">*Be kind*Be Positive*Include others
R Responsible	<ul style="list-style-type: none">*Be present*Be a problem solver*Clean up after yourself
I Integrity	<ul style="list-style-type: none">*Be a good sport*Set a good example*Respect others and property
D Dedicated	<ul style="list-style-type: none">*Do YOUR best!*Persevere/Keep Trying*Be ready to learn
bE Safe	<ul style="list-style-type: none">*Follow school expectations*Keep objects, hands and feet to self*Report safety concerns

	School-Wide	Hallway	Cafeteria	Recess	Restroom
P Positive	<ul style="list-style-type: none"> *Be kind *Positive Attitude *Include others 	<ul style="list-style-type: none"> *Voice level 0-1 *Talk positively *Offer to help others 	<ul style="list-style-type: none"> *Use indoor voice levels 0-2 *Use school appropriate language *Wait patiently in a single-file line 	<ul style="list-style-type: none"> *Include others *Use kind words *Be nice 	<ul style="list-style-type: none"> *Voice level 0-1 *Wait your turn
R Responsible	<ul style="list-style-type: none"> *Be present *Walk quietly *Clean up after yourself 	<ul style="list-style-type: none"> *Follow directions *Respect personal space *Go directly to your destination 	<ul style="list-style-type: none"> *Listen and follow directions of staff *Use your manners *Clean up after yourself, tables and floor 	<ul style="list-style-type: none"> *Listen and follow directions of all staff 	<ul style="list-style-type: none"> *Flush the toilet after use *Only use the amount of paper you need *Only toilet paper in the toilet *Only paper towels in the trash can
I Integrity	<ul style="list-style-type: none"> *Be a good sport *Set a good example *Respect others and property *Do the right thing even when no one is looking 	<ul style="list-style-type: none"> *Keep all areas clean *Be patient in crowded situations *Keep hallway and walls clean 	<ul style="list-style-type: none"> *Be kind to others *Ask to be excused with hand/signal *Report any concerns/spills 	<ul style="list-style-type: none"> *Take turns *Return borrowed equipment *Report problems to adults *Only leave recess if you have permission 	<ul style="list-style-type: none"> *Practice good hygiene, wash your hands *Clean up after self *Get back to class in a timely manner
D Dedicated	<ul style="list-style-type: none"> *Do YOUR best! *Persevere/Keep Trying *Be ready to learn 	<ul style="list-style-type: none"> *Walk at all times *Maintain flow of traffic *One person through the door at a time 	<ul style="list-style-type: none"> *Stay seated until dismissed *Be respectful of personal space *Eat at your designated table 	<ul style="list-style-type: none"> *Play fairly and follow rules *Bring your coat to lunch 	<ul style="list-style-type: none"> *Walk to and from the bathroom *Report any concerns to an adult
bE Safe	<ul style="list-style-type: none"> *Follow school expectations *Keep objects, hands and feet to self *Report safety concerns 	<ul style="list-style-type: none"> *Stay on the right side *Face forward while walking *Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Follow seating directions from staff *Only eat your own food 	<ul style="list-style-type: none"> *Stay in designated play area *Use equipment appropriately *Walk to and from recess and on all cement areas *Keep hands, body, etc. to yourself 	<ul style="list-style-type: none"> *Respect the privacy of others *Keep hands, feet, and objects to self

	Bus	Assemblies	Emergency/Drills
P Positive	<ul style="list-style-type: none"> *Be kind *Indoor voice level 	<ul style="list-style-type: none"> *Listen to all speakers and performers *Be courteous to all speakers and performers *Sit with your class in their designated area *Voice level 0 *Single-file line coming in and out 	<ul style="list-style-type: none"> *Get silent and attentive immediately when signaled
R Responsible	<ul style="list-style-type: none"> *Follow the bus driver's instructions *Clean up after yourself *Get seated right away and stay seated 	<ul style="list-style-type: none"> *Arrive on time *Get silent immediately and attentive immediately when signaled *Stay seated during the assembly 	<ul style="list-style-type: none"> *Follow adult directions immediately *Voice level 0 *Single-file line when exiting the building
I Integrity	<ul style="list-style-type: none"> *Be a good sport *Set a good example *Respect others and property 	<ul style="list-style-type: none"> *Strive to learn something new *Think of something positive about the assembly 	<ul style="list-style-type: none"> *Remind your classmates what to do *Help others, when needed
D Dedicated	<ul style="list-style-type: none"> *Watch for your bus stop *Remind others of the expectations 	<ul style="list-style-type: none"> *Appreciate new ideas *Applaud and/or cheer at appropriate times 	<ul style="list-style-type: none"> *Stay with your teacher or find a trusted adult if you get separated
bE Safe	<ul style="list-style-type: none"> *Follow expectations for lining up *Keep objects, hands and feet to self *Report safety concerns 	<ul style="list-style-type: none"> *Follow adult directions *Stay with your class *Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> *Walk at all times *Keep hands, feet, and objects to self *Listen for new directions

FUERZA PRIDE Behavior Flow Chart



- Optional Strategies**
- Offer choice (ex: "I need you to ____ or ____")
 - Praise a nearby peer
 - Have student take a break/move location
 - Calming corner
 - Natural consequence/repair the damage
 - Make up the missed work
 - Making amends/apologizing
 - Student conference
 - Loss of privilege
 - Call/note home about behavior
 - Room Service
 - Refocus form

Discipline Procedures

The goal for Fuerza staff is to provide a safe, positive and healthy learning environment for staff and students. Fuerza staff members will strive to know their students and to make all students feel safe and valued. Rules will be discussed on the first day of school. Rules/expectations will be posted in each classroom. Rules/expectations will be reviewed throughout the school year using teach-to's. The procedures and consequences of rule infractions will be processed using a tiered system of interventions and support.

Weapons Policy

For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used for harming self or others. We will follow the Kennewick School District Disruptive Student Policy 3240, which may include suspension or alternative school. Any item used with the intent or perceived intent to threaten, intimidate, or harm another person is considered a weapon.

Disruptive Student Policy

The Disruptive Student Policy is designed to deal with problems that go beyond the regular classroom and school disciplinary plan. The district defines disruptive student behavior as: a student whose behavior, either physical or verbal, inhibits the learning process for self and others. Should your child be a focus of concern in this area, the policy will be shared in more detail. We encourage you to work closely with your children to understand the importance of acceptable behavior while in school.

Music and PE Rules

1. All food and drinks, besides water, stays out of the gym and music room.
2. In PE, proper shoes and clothing for exercising and running should be worn.
3. Participation: If your child needs to be excused from PE or Music for medical reasons, please send a note, or doctor's note, on that day.
4. Cooperate with classmates and teachers.
5. Be considerate: Good sportsmanship will be emphasized.

Toys/Personal Items From Home

Students are asked to keep toys or personal items at home. The only exceptions are items for Show and Tell, as requested by teachers. All Show and Tell items need to be brought to school inside their backpack. (Personal Items not allowed: playing balls, cards, cell phones, smart watches, radios, iPods, MP3 players, electronic games, fidget spinners, skates, skateboards, etc. should not be brought to school.) We are not responsible for any damages or loss of personal

items.

Playground Rules

We follow the Fuerza PRIDE expectations while at recess.

Here are some examples of how we do that:

- 1. Positive**
 - *Include others
 - *Use kind words
 - *Be nice
- 2. Be Responsible**
 - *Listen and follow directions of all staff
- 3. Integrity**
 - *Take turns
 - *Return borrowed equipment
 - *Report problems to adults
 - *Only leave recess if you have permission
- 4. Dedicated**
 - *Play fairly and follow rules
 - *Bring your coat to lunch
- 5. bE Safe**
 - *Stay in designated play area
 - *Use equipment appropriately
 - *Walk to and from recess and on all cement areas
 - *Keep hands, body, etc. to yourself

Emergency Planning, Exit Drills and Lock Down

We practice evacuation drills on a regular basis so that all students are aware of the most efficient and safe exit path. Exit drills are also practiced on our school buses. If the school is in lockdown, no one will be allowed to enter or exit until the lockdown situation has concluded. Practicing evacuations and security situations helps our staff and students be ready to respond by being alert to any potential problem.

Bus Rules & Disciplinary Procedures

Please review the following bus rules with your child.

- Follow the driver's instructions.
- Stay seated until the bus stops and the door opens.
- Keep all parts of your body inside of the bus windows.
- Talk in a normal voice.
- Keep hands, feet, and objects to yourself.

- Treat each other with respect.
- Use polite language.
- Keep allowed objects in a bag or backpack.
- Keep all objects inside your backpacks and inside the bus.
- Enter and exit the bus in an orderly and safe way.
- Wait to eat, drink, or chew gum until you have left the bus.
- Keep the bus clean and free of damage.

Penalties: (Except in cases that require immediate expulsion)

- Warning
- Conference with parents, transportation supervisor and driver, either by telephone or in person
- Transportation suspended for one day
- Transportation suspended pending conference between parents and school authorities
- Transportation suspended for the school year for non-compliance

Washington state policy defines students' transportation as a privilege provided by school districts. Students are required to follow the same rules of conduct on the bus as in the classroom. Bus rules are posted at the front entrance of each bus. Any misconduct by a student may be reported to Fuerza administrators for proper disciplinary enforcement. Students who do not follow the bus rules and are referred to the office for sufficient cause may have their bus privileges revoked by the transportation supervisor and/or principal.

Dress Policy

Students should wear appropriate clothing to school that keeps them safe, healthy, and meets decency standards. It is imperative that students wear attire appropriate for participation in school activities including PE and various weather conditions. Examples of clothing not allowed are: tube tops, spaghetti straps, flip-flops, untied shoelaces, any clothing that exposes the midriff or back, items that are gang-affiliated or advertise or encourage use of tobacco, alcohol or other drugs. In addition, hats are not allowed to be worn inside the building. See school policy #3224.

Alcohol and Other Drug Use/Abuse (AODA) KSD Policy #3418

Use of alcohol, tobacco and other drugs can destroy the health and well-being of any individual. Use of drugs or controlled substances, except under medical supervision and prescription is dangerous. Drug abuse jeopardizes the well-being of the individual in the community.

Sexual Harassment KSD Policy #5013

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

Prohibition of Harassment, Intimidation, Bullying and Cyber Bullying KSD Policy# 3207

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

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

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What is HIB?

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- Has the effect of greatly interfering with another student’s education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district’s reporting form to share concerns about HIB <https://www.ksd.org/report> but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt

and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer BJ Wilson, bj.wilson@ksd.org, 509-222-6534 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's <https://www.ksd.org/about/policies-procedures> or the district's *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit <https://www.ksd.org/about/policies-procedures>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3207 and Procedure 3207P, visit <https://www.ksd.org/about/policies-procedures>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Tom Brillhart, Civil Rights Coordinator, thomas.brillhart@ksd.org, 509-222-5000

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about disability discrimination:

Section 504 Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to The School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3206P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
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- Phone: 360-725-6068

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- Website: www.oeo.wa.gov
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The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

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Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private

- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit <https://www.ksd.org/about/policies-procedures>.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

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For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

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For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.