

FALCON STUDENT HANDBOOK



Kentlake High School
2017-2018

Inside cover

KENTLAKE HIGH SCHOOL

Student Handbook 2017-2018

21401 SE Falcon Way
Kent, WA 98042
253-373-4900



ADMINISTRATION

Ms. Heidi Maurer Principal
Ms. Cate Boyce Assistant Principal
Mr. Bruce Rick Assistant Principal
Mr. Greg Kaas Academic Dean
Mr. Ron Webb Dean of Students

ASB OFFICERS

ASB President:	Jordan Fong
ASB Vice President:	Alex Markovich
ASB Secretary:	Sydney Ray
ASB Treasurer:	Ashlyn Greget

KENTLAKE HIGH SCHOOL

TELEPHONE NUMBERS

Main Office hours are 7:05 a.m. – 2:55 p.m.

Athletics/Activities.....	253-373-4924
Attendance.....	253-373-4921
Career Center.....	253-373-4934
Cashier.....	253-373-4925
Counseling	253-373-4910
Library.....	253-373-4937
Main Office.....	253-373-4900
Registrar.....	253-373-4930
Security	253-373-4917/4920

KENTLAKE HIGH SCHOOL

Bell Schedules 2017-2018

REGULAR BELL SCHEDULE

<u>Period</u>	<u>Time</u>
0	6:40-7:35
1	7:40-8:35
2	8:40-9:35
3	9:40-10:40
4	10:45-12:20
*1st Lunch	10:40-11:10
Class	11:15-12:20
*2nd Lunch	11:15-11:45
Class	10:45-11:15
Class	11:50-12:20
*3rd Lunch	11:50-12:20
Class	10:45-11:50
5	12:25-1:20
6	1:25-2:20

TENTATIVE WEDNESDAY EARLY DISMISSAL SCHEDULE (No Advisory)

<u>Period</u>	<u>Time</u>
0	7:00-7:35
1	7:40-8:15
2	8:20-8:55
3	9:00-9:40
4	9:45-10:20
5	10:25-11:00
6	11:05-11:40
Lunch	11:45-12:20

TENTATIVE

HOMEROOM SCHEDULE (Wednesday)

<u>Period</u>	<u>Time</u>
0	6:55-7:25
1	7:40-8:10
2	8:15-8:45
Homeroom	8:50-9:25
3	9:30-10:00
4	10:05-10:35
5	10:40-11:10
6	11:15-11:45
Lunch	11:50-12:20

DRESS CODE

Students are expected to dress comfortably in a manner that is considered professional in preparation for real world career/vocational expectations.

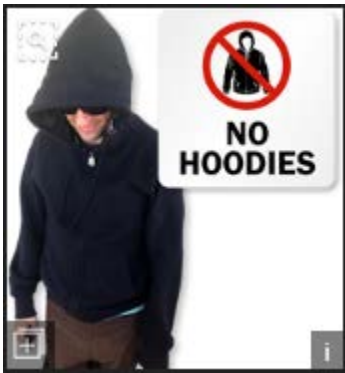
- Clothing that is suggestive or portrays an inappropriate picture or message (i.e., picture of an individual that doesn't adhere to dress code below, sexual innuendo, racial slurs, confederate flag, etc.) is unacceptable at school or at school sponsored events.
- Clothing that suggests or portrays illegal acts (i.e., tobacco, drugs, alcohol, or gang affiliation) is unacceptable at school or at school sponsored events.
- **Undergarments** shall not be visible at any time.
 - **Undergarments** are defined as any article of clothing worn underneath the student's outer pants, shorts, skirt, dress, or shirt.
 - This includes undergarments under see-through clothing
- Hoods and sunglasses shall not be worn during the regular school day (arrival into the school building until 2:20pm). This is a safety concern. School personnel must be able to readily identify students in the building, both as a deterrent to intruders and as a way to monitor student movement throughout the campus.

The only exception to dress code expectations would be for religious affiliation as described in the Kent School District Board Policy.

Failing to comply with the Hood/sunglasses policy will result in the following consequences:

- First offense: documented warning in skyward
- Second offense: Student will receive an after school detention.
- Third offense. Item will be confiscated for the remainder of the school day and progressive discipline enforced.

Failure to surrender items when asked to do so will result in discipline as described in the KSD Policies 3200 and 3241. See "Defiance of School Authority" above.





Compulsory Attendance Law

Did You Know?

- **Maintaining good attendance is one of the most important things a student can do to be successful.**
- Attendance is important in all grade levels, from Pre-K through 12th grade. Students who attend regularly are much more likely to be at or above grade level standards. Poor attendance at any grade increases the likelihood of falling behind academically.
- All absences (excused and unexcused) have the potential of harming students academically. Students who miss 10% (18 days) of the school year are defined as being chronically absent. Students who are chronically absent have greater risk of falling behind one or more grade levels.
- A student can be chronically absent by missing 2 or more days a month. New state laws regarding attendance now require schools to address both excused and unexcused absences.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.

- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

Plan for Good Attendance

- Staying healthy is one of the most important things you can do to have good attendance. Get plenty of sleep, eat a balanced diet, wash your hands regularly, and make sure you are up to date on your immunizations. Don't stay home unless you are truly sick. Stomach aches and headaches can be a sign of anxiety not sickness.
- Make a plan for good attendance. Keep a copy of your school calendar accessible. Ask your parents to make appointments outside of the school day or on non-school days. Please schedule vacations and other trips on non-school days.
- Know when you need to be at the bus stop. Make a plan for if you miss the bus in the morning. Discuss with your parents what options you have (city bus, ride from a relative, Uber).
- Keep up on your school work. Students will often be anxious and be tempted to miss school if they haven't done their homework or studied for a test. Approach each day with confidence.
- If you are not attending because someone is harassing, intimidating or bullying you it has become a serious issue and it is time to enlist the assistance of an adult. Find an adult at your school (teacher, counselor, safety officer) you trust and report the suspected bullying. Please review the section on Harassment, Intimidation and Bullying for more information on how to report suspected bullying.
- Students who have parents who emphasize the importance of attending every day will take their own attendance more seriously.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your child's school. Call, email, send a note or contact the school through Skyward Family Access.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. Please contact the attendance office, school nurse, counselor, or your child's teacher if you need support. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has **two unexcused absences in one month**, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after **five excused absences in any month**, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has **seven unexcused absences in any month or ten unexcused absences** within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Workshop, or you and your student may need to appear in Juvenile Court If your student continues to be truant you may need to go to court.

For more information, you can visit Policies [3121 regarding Compulsory Attendance](#) and [3122 Excused and Unexcused Absence](#)

Vacation/Extended Absence

Pre-planned absences of less than 20 days usually require only parental permission by way of a phone call, fax, email, or written note explaining the reason for the absence and the dates involved. The absence must meet the criteria listed in Policy 3122 in order for the absence to be considered excused. Additional documentation (such as a doctor's note) may be required by the principal. Students are responsible for completing all assigned coursework from their absence.

For pre-planned absences extending to or beyond 20 days, students and/or parent/guardians are required to make an appointment with an administrator at the school prior to the absences occurring. A student with 20 or more consecutive days of absences may be withdrawn from the school and may not be able to be placed back in the class or even school in which they were previously enrolled.

Please try to schedule extended trips during scheduled school vacation periods (summer, winter, mid-winter and spring breaks).

POLICIES

Every class at Kentlake High School will adhere to the following policy.

- All courses will have daily in-class assignments, which relate to the course goals and objectives. Many of these in-class activities and experiences are impossible to replicate. Therefore, it is imperative that a student attends class regularly in order to meet course objectives. Examples of in-class assignments may include: early work, graded discussions, laboratory activities, group presentations, etc.

- Students will be subject to tardy sweeps during the school day, which will result in assigned detentions. The expectation is that students be to class on time. Any student caught in a tardy sweep without a pre-assigned slip from attendance will be subject to a detention.
- The following timeline. One day absence = one day to turn in work, five day absence = five days to turn in work, etc. It is the student's responsibility to request make up work. In the case of pre-arranged absences, teachers will determine when missed work is due.
- Students must clear any absence within 48 hours. All absences which are not cleared will be considered unexcused.

PROCEDURES

1. Attendance will be taken by the teacher, each period of each class. An absence is defined as any time a student misses more than the first ten (10) minutes of class.
2. When a student is absent the "auto dialer" will call home on each absence.
3. School-related excused absences are defined as school-sponsored: e.g. field trips, athletic/music/school events in which the student is a participant, school counselor appointments, administrator appointments and suspensions.
4. Absences need to be excused within 48 hours. After that time all absences will be considered unexcused and disciplinary action may be taken.
 - Students will not be excused if they do not check out in the attendance office before leaving campus.

STUDENTS WILL BE CONSIDERED TRUANT UNLESS THEY PROPERLY CLEAR WITH THE ATTENDANCE OFFICE BEFORE LEAVING THE CAMPUS or MISSING A CLASS (after arriving on campus). STUDENTS MUST ALSO CLEAR AN ABSENCE WITH THE ATTENDANCE OFFICE UPON RETURNING FROM AN ABSENCE.

- The attendance office will gladly accept parent notes or phone calls to excuse student absences. The attendance office will only accept doctor notes that are computer generated.
- If your student has an appointment and needs to leave early, please send a note with them in the morning. Be sure to indicate time of release. Students can fill out an attendance slip upon arrival and be released from class at the time indicated on the slip.
- Parents or legal guardians may call to excuse a student from school but they must still check out in attendance before leaving.
- The alternative to the above is to come into the attendance office to check your student out. Please bring identification.
- If a student should become ill during the school day, please have him/her check out through the health room. Parent permission to leave is required. Students who become ill at school must obtain a pass from their teacher and may contact a parent or emergency contact **after they have reported to the Health Room**, which is located in Student Services

ATTENDANCE OFFICE TIPS

- The best way to excuse a late arrival is to send a note with your student. Voice mail is not usually retrieved before 8:00am. and students will be marked unexcused until voice mail is heard.
- Parent/guardian signatures are needed on all notes to excuse an absence.
- Check Skyward often to verify that your absences are correct.
- If a student gets a call from the auto dialer and they were not absent, please have them pick up a correction slip in the attendance office the next day to correct.

ATTENDANCE DEFINITIONS

APPOINTMENTS (student): Students must notify the attendance office in advance of any appointments.

ASSIGNMENTS DURING ILLNESS: Students who have been absent 3 days can contact their teachers via email (located on Skyward) to request work. Allow 24 hours for teachers to respond to any assignment request

BECCA: Per state attendance laws, parents will be notified of unexcused absences. After the fifth unexcused absence in one month or 10th unexcused during the year, the district must file a petition with the juvenile courts.

EARLY DISMISSAL/LATE ARRIVAL: Students with an ED in their daily schedule are to leave immediately after last class and LA students are not to arrive sooner than 5 minutes before their scheduled class. Failure to comply with these guidelines will result in disciplinary action and/or revocation of LA/ED privileges.

STUDENTS CANNOT BE ON CAMPUS IF THEY HAVE NO CLASS SCHEDULED.

EMANCIPATED STUDENTS: Students 18 years of age who no longer reside at home may fill out emancipation papers and be accountable for their own attendance. Emancipated students must prearrange absences whenever possible and follow all attendance procedures.

EXCUSED ABSENCE: The following are considered excused absences:

- Illness
- Health condition or medical appointment (including but not limited to medical, counseling, dental, optometry)
- Religious or cultural holidays
- Court or judicial proceeding
- Post-secondary visitation or scholarship interview
- Absence related to homeless status
- Suspension
- Principal or designee and parent, guardian, or emancipated youth mutually agreed upon activity

MAKE-UP WORK: Teachers are not required to provide and/or accept make-up work when a student is truant. While assignments may be completed at teacher discretion, credit for this work may not be allowed.

TARDINESS: Students who arrive after the bell are considered tardy. It is the responsibility of the student to be punctual to all classes. Whenever tardiness becomes chronic or disruptive, the school authorities will seek to correct the situation in a manner that is fair and reasonable. Students arriving 10 minutes after the bell are considered absent.

TRANSFER STUDENTS: Students who miss the bus and fail to report to the attendance office immediately will be considered truant. Students **cannot** drive private vehicles without completing a Vocational Education Student Private Transportation Form available from the vocational teacher. Failure to comply will result in disciplinary action.

TRUANCY

Absence from school or class without the knowledge and consent of the parent(s) or absence from the school or class after once arriving on the campus without the knowledge and consent of the school is defined as truancy. Truancy will be cause for disciplinary action as per Policy 5114. Truancy is considered a serious matter and requires the close attention of the parents. The consequences for truancy will be progressive in nature and may include such things as administrative conference, detention, Wednesday School, short-term suspension, or long-term suspension.

Discipline Policy

The Kent School District supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of students. The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need.

Students who are in violation of school rules deprive themselves of the opportunity to learn and interfere with the progress of others. All students shall submit to the rules of the district. Refusal to comply with written rules and regulations established for governing the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action for misconduct must reflect good faith effort on the part of the staff.

All certificated teachers, school administrators, school bus drivers, and any other school employees designated by the board shall have the authority to discipline students for any disruptive or disorderly conduct while under his/her supervision on or off the campus. The sanctions will be the same whether the violation was on or off campus.

No form of discipline shall be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements or adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences except to the extent that the student's attendance and/or participation is related to the instructional objective of the subject or course and such attendance and/or participation has been identified pursuant to school district policy as a basis for grading.

Corporal punishment is not authorized, but district staff may use reasonable force when deemed necessary to restrain a student or prevent harm to self or others.

The following information is a summary of the highlights of Policies and Procedures 3240, 3240P, 3241, and 3241P. For more detailed procedures, please reference the Kent School District Board Policies website.

The District will annually publish and make available to students, parents or guardians, staff, and the community the rules, policies, and procedures of the District that establish misconduct and the written procedures for administering corrective action. The publication will also define student rights and responsibilities relating to student behavior. The District will also, in consultation with

staff, students, student's families, and the community, periodically review and update the District's rules, policies, and procedures related to student discipline.

Definitions

Discipline: All forms of corrective action other than emergency removal, suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator.

Detention: Detention may be given for up to 75 minutes after regular student dismissal time, but will not extend beyond bus departure time, unless prior arrangements have been made with the student's parents or guardians.

Emergency Removal: Immediate removal of a student from class or activity because, in the opinion of the teacher or administrator, that student poses either an immediate and continuing danger to him/herself, other students, or school personnel, or poses a threat of substantial disruption to the educational process. Emergency removal shall continue only until the danger or threat ceases or the principal imposes discipline, suspension, or expulsion. The principal shall meet with the student as soon as reasonably possible following the student's removal in order to initiate corrective action and not later than the commencement of the next school day.

Suspension: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for a stated period of time.

In-School Suspension: A suspension which removes the student from the regular classroom environment but permits the student to maintain his/her educational progress in the school environment and under school staff supervision.

Short-Term Suspension: A suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

Long-Term Suspension: A suspension that exceeds ten (10) consecutive school days up to length of an academic term.

Expulsion: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for an unstated period of time, but in no case longer than one calendar year.

Emergency Expulsion: Emergency Expulsion is immediate removal of the student from school for posing an immediate and/or continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the education process. Emergency expulsion must be converted into some other form of discipline within 10 school days.

Exceptional misconduct: Is a violation of rules so serious in nature and /or so disruptive as to warrant an immediate short- or long-term suspension or expulsion. Behavior that constitutes exceptional misconduct in the Kent School District can be found in procedure 3240P.

Discipline

Short-term suspension: No student in grades kindergarten through four (4) shall receive a short-term suspension for more than a total of ten (10) school days in any semester or trimester, and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive short-term suspensions for more than a total of fifteen (15) school days in a single semester, or ten (10) days in any trimester. Any student so suspended may make up assignments and tests if they have a substantial effect upon his/her grades or if failure to make up the work would cause him/her to fail the course.

Prior to the suspension, a conference with the student shall be held in which an oral or written notice of the alleged misconduct and violations, the evidence in support of the charge, and the corrective action to be taken shall be provided. The student shall then be given the opportunity to present his/her explanation. If the suspension exceeds one (1) calendar day, the parent shall be notified of the reasons and the right to a conference to discuss the length of the suspension and to resolve any other grievance relative to the suspension.

Grievance Procedure for all disciplinary actions except long-term suspension, emergency expulsion and expulsion (see below). This procedure includes in-school and short-term suspensions: Any student, parent, or guardian who is aggrieved by the imposition of discipline and/or short-term suspension has the right to an informal conference with the principal and staff members involved for the purpose of resolving the grievance. If, after the conference, the student, parent, or guardian is still aggrieved, he/she may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board at its next regular meeting, or at a special meeting held within thirty (30) days, whichever is earlier. A closed meeting will be held for the purpose of considering the grievance. Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance process unless the principal, superintendent, or board elects to postpone such action.

Long-Term Suspension and Expulsion: No student in grades kindergarten through four (4) shall receive a long-term suspension and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive a long-term suspension that causes him/her to lose academic grades or credit for in excess of one semester, or equivalent, during the same school year. No long-term suspension shall be imposed until written notice has been delivered by certified mail or in person to the student and parent. The notice shall specify the violation; notify the student of his/her rights to a hearing and indicate that a request for a hearing must be received by the school authority by the end of the third day after the suspension letter was received. If a reply is not received within this three (3) day period, the right to a hearing shall have been considered waived and the suspension may be imposed. Please see hearing procedures below.

Expulsion: No student shall be expelled unless other forms of corrective action or punishment have failed unless there is a good reason to believe that other methods would fail if employed. Carrying a firearm onto school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools shall result in expulsion. Notice procedure for expulsion shall be the same as for long-term suspension. See above.

Emergency Expulsion: This sanction may be imposed if the expelling authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to other students or school staff or is a threat of substantial disruption to the educational process. The emergency expulsion may continue for up to ten (10) days unless (a) rescinded by the superintendent or his/her designee or (b) modified or reversed pursuant to a hearing or appeal. Within ten (10) days of the emergency removal from school, the emergency expulsion must either end or be converted to another form of discipline.

Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: The written notice must be delivered or post marked within 24 hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible; the student or parent shall have three (3) school business days in which to submit a written request for a hearing.

Hearing Procedure for Long-Term Suspension and Expulsion: Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by either a hearing panel of district administrators randomly selected from schools other than the student's schools at which he or she is currently enrolled or an officer appointed by the superintendent. Documentary and other physical evidence may be inspected by students, parents, and school authorities prior to the hearing. The students shall have the following rights at the hearing:

- The opportunity to be represented by counsel;
- The opportunity to express his or her explanation;
- The opportunity to present evidence and witnesses; *and*
- Examine evidence and the opportunity to question witnesses appearing for the district.

(Please see more details on 3241P, section 14.2)

Appeal Procedures to Board of Directors: Notice that the student wishes to appeal the decision from the hearing shall be provided to the superintendent's office within three (3) days of receipt of the hearing decision. If a timely notice of appeal is not provided to the district, the expulsion may be imposed as of the calendar day following expiration of the three (3) school business day period. The board of directors shall schedule and hold an informal conference to review the matter within ten (10) school business days from the receipt of the appeal. The suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

A long-term suspension or non-emergency expulsion may be imposed during the appeal period of no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;

An emergency expulsion may be continued during the appeal period so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and

Any days that a student is temporarily suspended or expelled before the appeal is decided, shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

The board shall render a decision within ten (10) school business days or schedule a second meeting to hear further arguments and render its decision within fifteen (15) school business days, or schedule and hold a meeting within ten (10) school business days after the date of the informal conference to hear the case anew. Any further appeal shall be made to the Superior Court within thirty (30) days of the board's decision.

Readmission: Any student who has been suspended or expelled may apply for readmission at any time by written application to the superintendent. The letter shall include the reasons for readmission, evidence which supports the request, and a statement assuring that the problems will not reoccur. The superintendent shall reply in writing.

Reengagement: School and district administrators will make reasonable efforts to assist students and parents in returning to the educational setting prior to and no later than the end date of the corrective action or sanction. The school and/or district will convene a meeting to discuss a plan to reengage the student in a school program, with the student, and the student's parents or guardians, within twenty (20) days of the student's long-term suspension or expulsion and no later than five (5) days before the student's return to school. The school and/or district must create an individualized reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion. Additionally, the district will take reasonable steps to develop the plan with the participation and input of the student and their parent(s)/guardian(s) to ensure that it is culturally sensitive and culturally responsive. In developing the reengagement plan, the school should consider:

- shortening the length of time that the student is suspended or expelled;
- other forms of corrective action; and
- supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate.

Any reengagement meetings conducted by the school or district involving the suspended or expelled student and his or her parent/guardian are not intended to replace the student's right to petition for readmission at any time following long-term suspension or expulsion as stated in section 17.1 above.

For more information, you can visit Policy [3240 Student Conduct Expectations and 3241 Classroom Management, Corrective Actions or Sanctions](#)

Students With Disabilities

Decisions made regarding corrective action or sanctions upon students in the abovementioned groups will be made following special education programming and legal procedures.

Discipline procedures for students with disabilities are consistent with the Individual with Disabilities Education Act (IDEA). These procedures apply when:

- The student has an Individualized Education Program (IEP) or a 504 Plan.
- The student has been referred to special education (the referral is in process but eligibility has not yet been determined).
- The school has knowledge that the student has a disability before the behavior that precipitated the discipline action occurred.

Knowledge of the disability is defined as:

- Parent has expressed a concern in writing that the student is in need of special education and related services;
- The student's behavior or performance demonstrates a need for services;
- The parent has requested an evaluation of the student;
- The teacher, other school staff or an outside agency has expressed concern about the performance or behavior of the student to the director of special education or other school personnel.

For more specific details regarding discipline and student with disabilities, please reference Kent School District Board Policy 2162.

Kent School District Guidelines for School Sanctions

School administrators will sanction a student for the following offenses within each listed standard range, beginning at the standard sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. A full description of those factors are listed in the full text of Procedure 3240P. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

Please note that this is not a total list but instead is the most common seen state defined discipline categories. Additionally, each school has the authority to develop their own list of rules and regulations in which discipline can be administered.

ARSON

For purposes of school discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct.

ALLOWED RANGE OF SUSPENSION: 0-20 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: 0-1 Days

Secondary: 0-5 Days

ASSAULT

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. This includes non-consensual sexual assault on school grounds or at school activities. See also Verbal Threats of Violence.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: 0 Days

Secondary: 0-5 Days

REASONABLE SELF-DEFENSE:

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others.
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances.
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant’s hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

DEFACING OR DESTRUCTION OF PROPERTY

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Restitution will usually be required.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student, parents, or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages.

Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

REPEATED DEFIANCE OF SCHOOL AUTHORITY

Refusal to obey reasonable requests, instructions, and directives of any school personnel (including volunteers or contractors working for the school) pertaining to the orderly operation of the school. Directives regarding safety need to be followed immediately. Lower, non-safety issues, students will be given multiple opportunities to comply before discipline is administered. Student's failure to engage academically will be addressed in ways that do not include disciplinary actions. *(Defiance of school authority is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

DISRUPTIVE BEHAVIOR OF THE EDUCATIONAL SETTING

An intentional gesture, communication, act or statement at school or impacting the educational setting that a student should know will have the effect of:

- Insulting, mocking or demeaning a student, staff or group of students causing substantial disruption and/or interference with the orderly operation of the school; or educational setting
- Creating an intimidating, threatening, hostile or abusive educational environment for a student, staff or group of students through severe, persistent or pervasive behavior. *(District Note: Disruptive Behavior is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

DISRUPTIVE DRESS

Student dress and appearance may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance;
- Damage to school property will result from the student's dress and appearance;
- A hostile environment will be established or perpetuated; or,
- A material and substantial disruption of the educational process will result from the student's dress or appearance. *(Material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use or promotion of obscene, lewd, racist, violent, sexual, drug, alcohol or tobacco-related messages.)*

ALLOWED CORRECTIVE ACTION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

ALLOWED RANGE OF SUSPENSION (Grades K-4): 0-10 Day Suspension

ALLOWED RANGE (Grades 5-12): 0-20 Day Suspension

STANDARD CORRECTIVE ACTION FOR POSSESSION OR USE:

Elementary: Short-Term Suspension of 0-1 Day

Secondary: Short-Term Suspension of 0-10 Days

STANDARD CORRECTIVE ACTION FOR DISTRIBUTION:

Elementary: Short-Term Suspension of 0-5 Days

Secondary: Long-Term Suspension of 0-20 Days

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

FIGHTING OR FIGHTING INVOLVEMENT

Includes encouraging, promoting (including being a spectator and/or recording the fight/posting or sharing fight on social media), escalating a fight, as well as the failure to leave the scene of a fight. *(Where assault is not alleged and the school simply imposes discipline under fighting or fighting involvement, such offense is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

CORRECTIVE ACTION: See Assault description above

GANG CONDUCT

For school discipline purposes includes:

- the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- the promotion of gang culture and/or gang violence, and/or
- the solicitation or recruitment of gang members

Gang imagery and symbols include, but are not limited to:

- apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

HARASSMENT, INTIMIDATION OR BULLYING

For school discipline purposes, "harassment, intimidation and bullying" includes:

- intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of Kent School District Policy 3207 and Procedure 3207P;
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability in violation of Kent School District Policy 3205 and Procedure 3205P and Kent School District Policy 3210 and Procedure 3210P

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: 0-3 Days Suspension

Prohibition of Harassment, Intimidation and/or Bullying

The district is committed to a safe and civil educational environment for all students, employees, parent/legal guardians, volunteers, and patrons that is free from harassment, intimidation or

bullying. “Harassment, intimidation or bullying” means any intentional written message or image--including those that are electronically transmitted--a 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, 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;
- Has the effect of substantially interfering with a student’s education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; and/or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

Many inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. The description above also describes students who are involved in a fight or a conflict. Both situations will be addressed by school staff, however problem solving steps may differ. The following table helps make this determination.

Other Conflict/Fighting	Bullying
Between friends/equals/peers	Not friends/imbalance of power
Spontaneous/occasional	Repeated over time
No serious or lasting harm	Physical or emotional harm
Accidental/not planned	Intentional
Equal emotional reaction by both students	Unequal emotional reaction
Not for domination or control	Seeking control/possession
Often a sense of remorse by aggressor	No remorse by aggressor, blames targeted student
Desire to solve the conflict	No effort to solve the problem

How to report Bullying

Suspected bullying can be reported to any adult at the school. Common individuals that student’s often report bullying to include: counselors, safety officers, and principals/assistant principals. They will often have you complete a [Report It form](#). You may download this form to fill out and turn it in to your school’s main office.

Your report will initiate an investigation which in most cases will be completed within a week. You and/or your parents will be informed of the outcome of the investigation. The school will work with you to decide next steps to help address the issue. If you and/or your parents disagree with the decision of the investigation you can appeal the decision.

The Kent School District HIB Compliance Officer is Mr. Randy Heath, Executive Director of Student and Family Support Services and can be reached by calling 253-373-7235.

Sexual Harassment

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

Definitions

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

Under federal and state law, the term “sexual harassment” may include:

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

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

A complaint of Sexual Harassment can be made to any adult at the school. Common individuals that student’s often report bullying to include: counselors, safety officers, and principals/assistant principals. After a complaint is made the administrator who is investigating the complaint will outline the different options for making a formal or an informal complaint.

If you have any questions and/or concerns regarding the investigation or the outcome of the investigation you can contact the Kent School District Title IX Compliance Officer, Ms. Moriah Martin, Chief Human Resources Officer at 253-373-7203.

LEWD AND/OR OBSCENE BEHAVIOR

Behavior of a sexual nature including but not limited to acts of a sexual nature and possession of or accessing pornographic material while on school grounds or at school activities are prohibited. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities. Note: Non-consensual sexual misconduct please see “Assault” category. Use of profanity or obscene gestures not directed at another student please see “Disruptive Behavior”. (*Lewd and/or obscene behaviors that do not constitute a “sex offense” is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

THEFT/STEALING

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required. *(Theft and stealing are discretionary discipline offenses under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

ALLOWED RANGE OF SUSPENSION: 0-10 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 0-2 Days

Restitution will usually be required if property is not recovered and returned.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

THREATS OF VIOLENCE

A threat to cause bodily injury, significant property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

ALLOWED RANGE OF SUSPENSION: (Grades K-4): 0-10 Day Suspension

ALLOWED RANGE OF SUSPENSION: (Grades 5-12): 0-20 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: 0-3 Days Suspension

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions. (*Use or possession of tobacco or nicotine products is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

Secondary Students:

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

TRUANCY

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

See Policy and Procedures 3122.

UNSAFE BEHAVIOR

Minor behaviors that create unsafe conditions (for example running in the hall, climbing on prohibited structures, engaging in mutual rough play, light pushing/shoving).

ALLOWED RANGE OF SUSPENSION: 0 Days of Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

WEAPONS

This section addresses the possession or use of actual weapons in violation of Kent School District Policy 3245, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3245 should be addressed under other sections, as appropriate.

ALLOWED RANGE OF SUSPENSION (Weapon other than firearm):

(Grade K-4) 0-10 Days Suspension

(Grade 5-12) 0-20 Day Suspension

STANDARD CORRECTIVE ACTION:

Elementary: Short-Term Suspension of 0-3 Days

Secondary: Short or Long-Term Suspension of 0-11 Days

CORRECTIVE ACTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

Any Kent School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420*, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

KENTLAKE STUDENT EXPECTATIONS

SCOPE OF DISTRICT AUTHORITY

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district, criminal acts, and/or violations of school rules and regulations are subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s);
- Off school grounds at a school activity, function, or event;
- On or off the school grounds at any time if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school vehicles, or
- Any other place while under the authority of school personnel.

Students are expected to know their responsibilities as well as their rights. These are explained in this handbook and the Student's Rights and Responsibilities pamphlet, which can be requested from the Main Office.

Disciplinary sanctions are progressive and may be cumulative (carry over) from year to year. It is the intent of the school to encourage students to correct undesirable/ unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive discipline means that students who violate a rule the first time face disciplinary action commensurate with the violation and a first occurrence. Second violations may result in more severe disciplinary action or suspension.

Each intervention step is intended to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions.

The following are other violations that may lead to disciplinary actions:

ALTERATION OF RECORDS

A student who falsifies, alters, or destroys school records or any communication between home and school shall be subjected to corrective action.

BALCONY BEHAVIOR

Appropriate balcony behavior enables students to walk on the first floor without worry for their own safety. Any student who throws/drops an item from the second floor balcony will receive an automatic three-day suspension. Regardless of what the item dropped or thrown is, the three-day suspension will be enforced. In addition, progressive discipline may be applied.

CHEATING/PLAGIARISM

Plagiarism is defined as using someone else's words or ideas without telling everyone where the words came from. Examples of plagiarism include:

- Cutting/pasting text from electronic sources without citing
- Putting your name on other people's work...includes having someone write your paper, buying a paper, downloading a paper from online services
- Not giving proper credit or citing someone else's unique words and original ideas, research, works, pictures, music, video and other forms of communication
- Using anyone's old project/paper
- Changing only a few words, sentences, or phrases, and saying they are your own
- Not using quotation marks when copying exactly someone's words, sentences, phrases, etc.
- Paraphrasing carelessly, documenting poorly, quoting excessively or failing to use your own voice

Consequences for plagiarism includes:

1st Offense: 0 or "F" on the assignment or test. The teacher will make a telephone call to the student's parent/guardian and a letter from an administrator will follow. The letter will notify the parent/guardian of the cheating and/or plagiarism and the consequences if a 2nd offense were to occur.

2nd Offense (in any class): A meeting will take place between the student, parent, teacher, and administrator, to determine further consequences which may include removal from the class with a loss of credit.

CAMPUS REGULATIONS

During the academic day all parking lots, wooded areas, shrubby areas, golf course, tennis courts, playing fields, and the adjacent Kentlake Highlands housing neighborhood are **OFF LIMITS**. Students may **not** be in these areas during the school day. The academic day starts once a student arrives on campus whether it be via a school bus, personal vehicle, being dropped off, or walking. Violators are subject to school discipline.

Students leaving campus for doctor's appointments, etc. must check out through the attendance office. From time to time, students may forget to bring a note from home letting the school know about the

need for them to leave during the day. Therefore, it is important for students and families to provide reliable daytime Emergency Contact numbers which the school may call to grant permission for the student to leave campus.

See off-campus lunch privileges for seniors and juniors under "Lunch Time Expectations"

DANCE POLICIES

1. All rules and standards of behavior that are in effect during the regular school day are also in effect at all school activities.
2. At least one administrator and one security officer will be present at all dances. Any student found possessing, trafficking, using, or being under the influence of alcohol, chemical substances, or those purported to be, shall be subject to suspension, expulsion, and/or arrest.
3. Guests must be 9th grade or older. * Guests older than 20 years must be approved by school administration.
4. Glow sticks are not allowed at dances.
5. No one will be allowed to re-enter the dance after leaving.
6. No one will be admitted to the dance after 10:00 p.m.
7. All fines must be paid by any Kentlake student, prior to purchasing a ticket and attending the dance.
8. Tickets are sold per individual. Students with a Kentlake ASB will get the discount on their ticket. If their date is either a Kentlake student without ASB or a non-Kentlake student, their ticket price will be the without ASB price.
9. Sexually explicit dancing is not allowed. Sexually explicit dancing includes: freaking, grinding or any other type of dancing which could be construed as vulgar or provocative. (ie: dancing styles that involve intimate touching of body parts, or that simulate sexual activity. All dancers must remain upright.
 - No sexual squatting or sexual bending is allowed.
 - No hands on or below knees with your buttocks facing or touching your partner.

All students attending must present a Kentlake ASB/ID card to purchase tickets. Kentlake ASB/ID must also be shown at the door of the dance by ALL students attending. All guests must have photo ID with birth date or a current high school ASB/ID card in order to be admitted.

10. No substitution of persons named on the dance list. Only the person whose name is written on the dance list will be admitted.
11. Other restrictions for purchase of tickets for special events may be added at the discretion of the administration.

ELECTRONIC DEVICES

Portable electronic devices and accessories such as, cell phones, iPods, ear buds, headphones, etc., are not to be used in the classroom unless teacher approval has been given in advance.

Cell Phones: Cell phone use is only allowed outside the classroom environment unless teacher approval has been given in class. Student use of cell phones can only take place before/after school, during passing period, and at lunch time.

Use of these devices will be allowed outside the classroom as long as:

- The safety of the campus is not compromised and/or;
- The privilege is not being abused. Individual use of electronic items will be at the discretion of school administration and staff.

Failing to comply with the Electronic Device policy will result in the following consequences:

- First offense: The item(s) will be confiscated and held in the main office for student pick up at the conclusion of the school day.
- Second offense: The item(s) will be confiscated and held for pick-up at the end of the school day. The student will receive a school detention.
- Any further violations will result in progressive discipline.

Failure to surrender items when asked to do so will result in discipline as described in the KSD Policies 3200 and 3241. See “Defiance of School Authority” above.

Students are responsible for the safety and security of their personal belongings. School personnel are not responsible for investigating thefts of such items.

FAILURE TO PROPERLY IDENTIFY SELF

Failure to identify self when asked to do so will result in discipline as described in the KSD Policies 3200 and 3241. See “Defiance of School Authority” above.

FALSIFICATION/FORGERY

The fraudulent use of the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited. Progressive discipline will apply.

FINES

Students are expected to be clear of all fines at all times. There is a responsibility to pay and/or clear fines before paying for optional items, such as dances, spirit wear, yearbooks and trips. All athletes and ASB members are expected to be clear of all fines or they will not be allowed to participate. For those unable to pay fines due to financial hardship, a payment plan must be in place in order for future purchases and/or participation in school activities be allowed. Having fines on file may prevent students from:

- Participating in Athletics or other ASB club activities
- Purchasing dance tickets
- Purchasing yearbooks at the end of the year
- Picking up pre-purchased yearbooks on the early release date
- Purchasing optional spirit wear
- Receive any transcript copies

GAMBLING

Gambling is prohibited on school property and is subject to progressive discipline.

HALLWAY ACTIVITY/STAIRWAYS

Students shall not block entrances, hallways, stairways, or otherwise disrupt the campus by interfering with the safe movement of students in the school building. Congregation of groups of students in these areas is prohibited at all times for safety reasons. Students must remain to the right when traveling throughout the building, particularly when walking down stairways. **It is against the law, due to fire-code regulations, to block stairs by sitting or standing on them.**

Students shall not carry or use sports equipment (e.g. football, basketball, soccer ball, volleyball, baseball, skateboards, etc.) in the halls, or on campus, during the school day.

Hallway Passes

Students must display the teacher-issued license plate pass when in the halls during class time. Teaching assistants (TAs) or Peer Tutors must wear the appropriately issued identification badge when in the halls.

LD CARDS

All students are required to carry their ASB/ID card with them at all times (during school and for all school functions). Cards must be presented upon request. This card is needed to check out library materials and to access any computer/technology. Replacement cards may be purchased from the Cashier.

LOITERING

A student shall be expected to leave the school campus at the official close of the school day unless participating in a school-related activity supervised by a school staff member. Failure to exit the building in a timely manner will be cause for discipline.

Loitering in the presence of misconduct: A student shall be expected to leave any activity immediately at which misconduct is occurring.

LUNCH TIME EXPECTATIONS

The cafeteria is meant to be a clean and friendly place. Lunchroom behavior and expectations include:

- Cleaning up after yourself **and** your lunch table by disposing trash into garbage cans.
- Maintaining appropriate places in lunch lines—no cutting.
- Paying for all cafeteria food purchases before leaving the lunch/cashier line.
 - Keeping food visible to the food servers/cashier at all times. Do NOT place food items in pockets while waiting in line.
- Eating in the hallways or on stairways is NOT allowed.

Students may not access vehicles during lunch periods unless school permission is given by a school authority.

- School authorities reserve the right to restrict eating to only the commons area.
 - ***The upper balcony, classrooms, stairways, hallways, the main entrance foyer and outside amphitheater, are all off limit areas during lunch time.***

Senior and Junior LUNCH PRIVILEGES

Seniors and juniors will be eligible to leave campus during their regular lunch period (with parent permission) under these conditions:

1. Seniors- 16 or more credits; Juniors- 10 or more credits;
2. 2.0 cumulative GPA or 2.0 GPA from previous grading term;
3. Current ASB/ID card (must be able to present immediately upon request);
4. No pattern of disciplinary infractions, including tardies and/or truanancies;
5. Off-campus contract signed by parent and student on file in Attendance Office.

PUBLIC DISPLAY OF AFFECTION

Students must refrain from public display of affection that is considered inappropriate (i.e. prolonged kissing, embracing, or other intimate behavior) in a school environment. Expectations towards inappropriate displays of affection also apply at school dances and offenders will be required to leave immediately. Refusal to comply constitutes defiance of school authority and will be subject to disciplinary action.

RECKLESS DRIVING

Unsafe driving on school property is prohibited. The speed limit is 10 mph on school grounds. Consequences for speeding and any other driving deemed unsafe will be cause for loss of driving and/or parking privileges on campus and/or any other appropriate discipline.

SPECTATOR CONDUCT AT ASSEMBLIES AND EXTRA CURRICULAR ACTIVITIES

Behaviors or chants/cheers that are disrespectful to opposing players, coaches or fans, will not be tolerated. Violators of such behaviors will be removed from the event and disciplinary action will be considered. Appropriate attire is expected at all school-sponsored events. All Kentlake students and/or spectators are required to abide by the NPSL sportsmanship expectations. A spectator who is ejected will be required to complete the following:

- A. The individual will not be allowed to attend a minimum two contests in that sport at the same level of competition from which the spectator was ejected. The individual may not attend contests or be at a home or away facility as a spectator during the suspension period. This includes attendance at events held at any level (varsity/sub-varsity) during the 2016-2017 North Puget suspension period.
- B. For student spectators, the student must meet with the school athletic director and/or building principal and/or district athletic director prior to returning to events. Parent/Guardian contact is expected.
- C. An adult spectator must meet with the school athletic director and/or building principal and/or district athletic director prior to attending future events.

D. The individual may apply in writing through his/her school district process to seek reinstatement/reduction.

E. In addition to the required meeting noted above, a student spectator must complete the NFHS Sportsmanship course before returning to events. This course can be accessed at www.nfhslearn.com. A copy of the NFHS Sportsmanship Course certificate must be submitted with the written request for reinstatement/reduction.

F. An adult spectator, if the parent of a student athlete, must complete the NFHS "The Role of the Parent in Sports" online course before a return to events is allowed. An adult spectator who is not the parent of a student athlete must complete the NFHS Sportsmanship course. These courses can be accessed at www.nfhslearn.com. The appropriate NFHS certificate signifying course completion must be submitted with the written request for reinstatement/reduction.

G. The league president will forward materials to North Puget Sound League discipline committee who will vote on reinstatement/reduction. All application materials and any additional documentation submitted by the applicant must be submitted in one packet to the athletic directors.

H. A student spectator, ejected for the second time, will sit out a minimum one calendar year with the right to appeal.

I. An adult spectator, ejected for the second time, will receive a no trespass order from his/her school district that applies to all WIAA-sanctioned activities for one calendar year with the right to appeal.

STUDENT/SPECTATOR CONDUCT:

a. Bands shall not perform at games away from home except by special invitation of the host school. Good sportsmanship by all is our goal. Bands can contribute to that goal by adhering to the following:

(1) Bands are to play only during the time-outs, dead ball situations and between periods.

(2) Bands are to promote good sportsmanship for players, spectators and officials and avoid inciting overt attitudes toward officials. Actions by band members to try and distract players while shooting a free throw is considered poor sportsmanship, as are instruments, including drums used as distracting noise makers.

(3) Noisemakers are not allowed. Band instruments, including drums, are to be used for playing music and in conjunction with approved and organized cheers led by the cheer staff, not as noisemakers.

(4) If amplifiers are used, they must be turned down to a level that announcers and cheerleaders can perform their responsibilities. Game management is authorized to control the volume.
b. Any correspondence among schools which pertains to student activities should be co-signed by the principal or designee.

c. The schools of the North Puget Sound League prohibit noisemakers, including but not limited to items such as: drums, horns, megaphones, radios, thunder sticks and the discharge of confetti or powder substance during all athletic contests.

(1) Cheerleaders are allowed to use megaphones in an organized cheer.

(2) Hanging signs, other than the official school banner, is up to each school's administration. If signs are allowed the following guidelines must be adhered to:

- ☑ Must be positive in nature,
- ☑ Do not mention the opponent,
- ☑ Cannot be hand held
- ☑ Not brought in by the opposing school

(3) Appropriate crash through banners are allowed for home teams only. (Non-offensive messages only).

(4) Band instruments may be used only as part of a total band.

d. Half time presentations must be discreet, non-offensive to the opposing school and approved by the principal of the host school. **Game starting time (prior to each half) may not be affected by home school presentation. See specific sport.**

e. Student tunnels will be allowed only by students in school uniforms (bands, cheerleaders, drill teams).

f. Any team or student guilty of misconduct or unbecoming behavior may subject themselves and their school to possible League sanctions.

g. NPSL contests should be preceded by a "good sportsmanship" statement.

h. Introductions are to be respectful for both teams involved.

i. It is recommended that student spectators not be seated in the first row bleachers.

j. No full face paint or body paint is allowable (face decals are acceptable). Shirts are required to be worn at all times.

k. There will be no immediate rush onto the court or field following the end of competition by spectators.

The following are PERMISSABLE (Game management personnel will have the discretion to dictate appropriateness):

- Face Paint (1/2 face or less; identification of individual must not be compromised by amount of face paint)
- Continuous Standing
- Posters that are positive for the home team
- Making noise during free throws
- Yelling "air ball" and "you got swatted" but only immediately after the initial infraction (not continuous throughout the game)
- Continuous fan yelling on defense
- Continuous fan yelling on offense
- Any positive chant directed toward your own team/school
- Brief natural reaction to disappointment on the court (i.e. – Oh no!, No way! . . .)
- Jumping up and down during game

TECHNOLOGY

Kent School District students are fortunate to have a high level of access to technology. With this high level of access is the necessity to have clear expectation around the use of this technology. The following guidelines outline a student's use of technology in the Kent School District.

The following are the student requirements of the Acceptable Use Policy 2022. In order to view the entire document please visit:

<http://www.boarddocs.com/wa/ksdwa/Board.nsf/goto?open&id=896MAN5A540F>

- 1.0 The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources as an essential part of learning, working, and interacting with the community. The Kent School District strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. These procedures are written to implement Kent School District Policy 2022 Electronic Resources and to promote the appropriate and responsible use of technology in furtherance of the district's mission and board of directors' goals. Any employee, student, or other individual engaged in activity that involves the district's electronic resources must comply with the established policy and procedures contained in 2022 and 2022P.
- 2.0 Public Records
 - 2.1 Because the Kent School District is a public agency under the Washington Public Records Act, chapter 42.56 RCW, any information or record relating to the conduct of government or the performance of any governmental functions that is prepared, owned, used, or retained by the district is a public record subject to disclosure upon request by any person. Such information may include retained records related to communications by or through district resources or records of Internet activity accessed by or through district resources. Whether such records, or any portion of such records, fall within the narrow exemptions of the Public Records Act will be determined once a request is received.
- 3.0 User Responsibilities
 - 3.1 It is expected that staff and students will use electronic resources provided by the Kent School District in work and study. However, the failure of a staff member, student, or any other person to comply with these procedures while using the district's electronic resources may result in restricted access up to and including a complete denial of access.
 - 3.2 All use of the electronic resources must be consistent with the mission and objectives of the Kent School District, further district goals established by the board of directors, and in compliance with district policy and procedure.
 - 3.3 District staff must at all times maintain the confidentiality of confidential student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and corresponding state law.

4.0 Acceptable Use

Acceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

- 4.1 Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with district policy and procedure.
- 4.2 Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with District policy and procedure.
- 4.3 Participation in district-sponsored social media to inform and communicate with members of the school district community consistent with the educational mission of the District and in compliance with District policy and procedure.
- 4.4 With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
- 4.5 Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.

4.6 Connection of any personal electronic device consistent with all guidelines in this document.

4.7 Use of electronic resource accounts solely by the authorized owner of the account for the authorized purpose

5.0 Unacceptable Use

Unacceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

5.1 Unauthorized access or unauthorized disclosure of personal information of students, staff, or other individuals for whom the district retains records. "Personal information" includes education records, employment records, and personal addresses, phone numbers, or email addresses.

5.2 Contributing to cyberbullying, chain letters, harassment, intimidation, denigrating comments, discriminatory remarks, and other similar conduct.

5.3 Using or forwarding profanity, obscenity, vulgar language, racist terms, or other language that is offensive to a reasonable person.

5.4 Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use.

"Political action or political activities" includes support of or opposition to political campaigns, candidates, ballot measures, or lobbying for or in opposition to legislation;

5.5 Playing games, accessing non-district social networking sites without specific authorization, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.

5.6 Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.

5.7 Using an electronic account authorized for another person.

5.8 Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.

5.9 Destroying, modifying, or abusing hardware and/or software.

5.10 Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.

5.11 Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner other than use that falls within the scope of "reasonable fair use." The "Fair Use Doctrine" of the United States Copyright Law (Title 17, USC) permits the duplication and/or distribution of materials for educational purposes under most circumstances. Questions regarding whether the duplication or distribution of copyrighted materials violates federal law should be directed to the General Counsel's Office.

5.12 Using electronic resources to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the network.

5.13 Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

5.14 Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.

5.15 Using any electronic resources for unlawful purposes.

<http://www.kent.k12.wa.us/cms/lib/WA01001454/Centricity/Domain/534/Acceptable%20Use%20Policy.pdf>

TRANSPORTATION

The district's goal is to safely transport students to and from school in a timely manner. This transportation office is open 7:30 a.m. to 4:30 p.m. Monday through Friday and is here to serve our families. Please call 253-373-7442 or [email Transportation](mailto:email@transportation.kent.k12.wa.us) with any questions or concerns you may have.

<http://www.kent.k12.wa.us/KSD/TR>

School Bus Conduct

Kent School District's school-bus-conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus transportation privileges for the student involved.

1. The driver is in full charge of the bus and students and must be obeyed. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver may result in the student's suspension or expulsion from the bus.
2. When a certificated staff member or volunteer is assigned to accompany students on a bus, that person shall be primarily responsible for the behavior of the students. However, the bus driver shall have final authority and responsibility.
3. A student may be assigned a seat permanently or temporarily at the driver's discretion.
4. Students shall ride their regularly assigned bus:
 - Elementary principals may grant permission for a student to ride a different bus, use a different stop, or allow a temporary bus assignment for a non-rider as long as it will not cause standees on the bus. The permission slip must be signed or stamped by the school office.
 - Secondary students will not be allowed to ride a bus other than their assigned bus, nor get off at a different stop.
5. When requested by the driver, students must identify themselves. For safety and security reasons, grade 7-12 students may be refused service if they do not show their bus pass or ID card upon request.
6. Students must arrive at the bus stop five minutes prior to bus arrival time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a full stop and the door is opened.
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind the bus. The driver will indicate that it is safe to proceed.
8. Emergency regulations are mandated by the state and must be strictly adhered to:
 - In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills.
 - When the bus stops at a railroad crossing, there must be absolutely no noise or talking.
9. Students are to remain seated facing the front of the bus while it is in motion. They may talk in a low, conversational tone.
10. No student shall at any time extend head, hands, or arms out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and they may be subject to loss of riding privileges and suspension or expulsion from school.
12. Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment and bullying.
13. Students must not have anything in their possession that might cause injury to another (e.g. sticks, breakable containers, knives, laser pointers, scooters, skateboards, large musical instruments, or any type of firearms or fireworks.) No animal, reptile, fish, or fowl is permitted on the bus, except service dogs with prior authorization.

14. Smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking device on the school bus is prohibited. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.
15. Students must maintain clean bus interiors by keeping trash off the floor. Students will not throw refuse out the windows. Eating on a school bus is not permissible except when specifically authorized and supervised by school district personnel.
16. Aisles must be kept clear. Personal belongings, such as books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
17. Per state regulations, no student shall sit in the driver's seat nor activate any control or safety device.

Safety

Special needs students are required to be released to a parent/guardian at the bus stop, unless the parent/guardian has otherwise given written consent to the transportation department. If unmet, the driver will radio dispatch and the transportation office will attempt to call the student's emergency contacts. If arrangements cannot be made to connect the student with an adult then the school bus will return the student to the school. The transportation office will notify school staff of the estimated arrival time.

Extra caution must be used in the bus zone. The danger zone for a school bus is a 12 foot bubble around the bus. Students must not enter a bus zone while a bus is moving into position. After the buses have stopped and turned off their engine, it is safe to approach the bus.

School bus departure at dismissal: High School and Middle School buses depart the bus zone at (7) minutes after bell time. Elementary buses depart the bus zone at (5) minutes after bell time. Once the bus is moving it is not safe for a student to run after the bus. The student will have to make other arrangements to get home.

Space Available Bus Pass

If you live within a walking boundary for your school and there is a bus stop close to your home it is possible to get on this list via the Transportation Department webpage. Parents/guardians may click on the Space Available Request link on the left side of the section menu and it only takes a few minutes to complete the request form. Make sure your browser's pop-up blocker is disabled. Be sure to click "SUBMIT" before you leave the site. These requests will be considered as quickly as possible after student load counts and route revisions are completed at the start of the school year. Generally, Space Available Bus Passes are not issued until October. You will be contacted when a space is available for your child.

Criteria for obtaining a Space Available Bus Pass:

If you have chosen a school that is out of your home address boundary, then Transportation is the responsibility of the parent/guardian and your space available request will not be considered. (Exceptions for siblings of Hi-Cap students).

Your home or daycare address must be within the board approved walk distances to the nearest bus stop:

- Elementary Schools - 1.34 miles
- Middle Schools - 1.75 miles
- High Schools - 2.0 miles

Bus stops will not be created within the walk boundaries.

For bus discipline issues students will receive no more than one conduct report. A second discipline issue will result in the Space Available pass being revoked.

No students can ride the activity bus without a Kentlake pass. Passes are distributed for supervised after-school activities only.

A copy of the *School Bus Guidelines* handbook may be obtained upon request from any school, or you may visit the Transportation Department Webpage via the Kent School District Webpage. Please call 253-373-7442 or email.Transportation with any questions or concerns you may have.

<http://www.kent.k12.wa.us/KSD/TR>

Non –Discrimination Policy

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

Anyone may file a complaint against the district alleging that the District has violated anti-discrimination laws.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The District is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the District must notify complainant of their right to file a formal complaint.

The procedures for filing a formal complaint can be found in [Procedure 3210](#)

Civil Rights Compliance Coordinator and Section 504/ADA Coordinator:

Mr. Israel Vela
Chief School Operations and Academic Support Officer

Kent School District
12033 SE 256th St. A-300
Kent, WA 98030-6503

253-373-7235
Israel.vela@kent.k12.wa.us

Title IX Officer:

Ms. Moriah Martin
Chief Human Resources Officer

Kent School District
12033 SE 256th St. A-100
Kent, WA 98030-6503

253-373-7203
Moriah.martin@kent.k12.wa.us

PARKING RULES

Kentlake is a closed campus. For the safety of our staff and students, we must be aware of who is parking on our campus. Only registered students and staff, along with parents or visitors on official

business, are allowed to park in our parking lots. ALL students are required to park in Lot A during the school day. There is no longer a designated senior parking lot. **We have limited parking spots available and permits will be sold on a first come, first served basis.**

Parking permits for the year are \$60.00 w/ASB and \$75.00 w/o ASB. Running Start students are also required to have a parking permit. Permits will be sold at a reduced price for official RS students only. Permits will be \$25.00 w/ASB and \$40 w/o for all RS students, regardless of classes at Kentlake.

Students will need to be clear of fines in order to purchase a parking permit. Parking permits are valid through the last day of the current school year, they do not carry-over to the next school year.

Parents and visitors should register their car in the main office immediately upon entering the building.

1. **ALL students are required to park in Lot A during the school day. There is no longer a designated seniors only lot.**
2. Safe driving, including a 10-mph speed limit is enforced. Speeding and/or reckless driving will result in disciplinary action.
3. Parking is not allowed in bus zones, reserved parking, handicapped parking, staff parking (designated areas of Lot A and all of Lot B), clearly marked "no parking zones", or unmarked areas of all parking lots.
4. Students may register up to 3 vehicles, all required information must be completed for each vehicle.
5. If there is a question about a ticket that was issued, **you must contact Security or the Cashier by the next school day or the ticket will remain.** Other concerns regarding parking should be directed to the Security department.
6. It is your responsibility to have a permit displayed at all times when parking on campus during the school day. Lost/stolen permits may be replaced from the cashier for ½ the fee. **YOU WILL BE TICKETED IF YOU DO NOT HAVE YOUR PERMIT DISPLAYED.**
7. Any violations of the above may result in tickets, towing and/or loss of parking privileges.
8. Permits are for the current school year only. If a permit is purchased late in the year, it does not transfer to the following school year. Prices are pro-rated during the year accordingly.

FULL YEAR	8/31/17 to 6/21/18	\$60.00 w/ASB	\$75.00 w/o ASB
2nd SEMESTER	2/1/18 to 6/21/18	\$30.00 w/ASB	\$37.50 w/o ASB
4th QUARTER	4/16/18 to 6/21/18	\$15.00 w/ASB	\$18.75 w/o ASB
RUNNING START	8/31/17 to 6/21/18	\$25.00 w/ASB	\$40.00 w/o ASB

VALUABLES IN SCHOOL

Students are cautioned not to bring cash or personal valuables to school. Valuables should not be stored in the hall or P.E. lockers, offices, or cars. We have no insurance to cover loss or theft of valuables.

STUDENT SERVICES/ACTIVITIES

ACTIVITIES BUS

An activities bus will be provided for students who stay for supervised activities including academic support and Learning Lab. Pick up is at the main entrance to the building. Students must wait outside the school building for the bus to arrive. All students riding the activities bus must show a properly dated activities bus pass to be allowed to ride. Passes are available from activity supervisors.

CAREER CENTER

Located in the Library, the Career Center is staffed by a Career Specialist. The Center can help you by providing interest testing, assistance in making career decisions, and information about post-secondary schools which can prepare you for your career choices. (ext. 4934)

COUNSELORS

Counselors assist students in making academic and/or vocational plans and college selection as well as dealing with day to day problems. Students must make an appointment to meet with a counselor. Counselors may make referrals to services in the community as needed. Students are assigned counselors by alphabet.

Ms. Gibson- A-EL
Mr. Darcy- EN-K
Ms. McGraw- L-RI
Ms. Wainscott-RO-Z

FIRE AND EARTHQUAKE PROCEDURES

Fire, earthquake, and other safety drills will be practiced periodically during the year for your safety. You should be familiar with the procedures and the exit routes from each of your classes. If there is an emergency, under no circumstances should parents call the school or attempt to enter the building.

HEALTH / NURSE

Parents and/or guardians have the primary responsibility for a student's health. The State Board of Health requires students to be fully immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, and Hepatitis B (9 grade only) as appropriate. A completed and signed Certification of Immunization Status must be on file with the school. The state regulations also require 9th graders to be screened for scoliosis. For a major health concern that may require emergency care or affect learning abilities or school participation, parents should notify the nurse, through either a written note and/or a personal conference.

Students who become ill at school must obtain a pass from their teacher and may contact a parent or emergency contact **after they have reported to the Health Room**, which is located in Student Services. If the Health Room is closed, students may report to the Attendance Office. The school will contact a parent or emergency contact for permission if the student needs to go home. Under no circumstances should the student leave school without checking out through the Attendance Office.

If your child needs to receive medication at school, written authorization from a parent/guardian and medical provider is required. Medication includes all over-the-counter medications such as cough drops and Tylenol. When possible, parents and medical care providers are urged to schedule giving medication outside school hours. If medication is necessary for your child during school hours, the following is required:

Submit a completed medication authorization form to your school. The form is available online or in the school's Health Room.

Submit a written note from the doctor stating: name of medication, dose, time and reason it must be given during school hours, (detailed info on form must be provided if medication is to be given for over 4 weeks) and a written note from the parent/guardian giving permission for your child to receive the prescribed medicine at school.

Parents need to bring the two notes and the medication in its original container to school. If the parent/guardian cannot come to school, he/she needs to call the school nurse before sending the medication to school. Faxed authorization is accepted (Fax 253-373-4918)

We want all kids to be safe at school. Follow [this link](#) to review the Medication Policy/Procedures and the Authorization for the Administration of Oral Medication at School that you and your child's healthcare provider must complete and submit to your child's school nurse.

[Medication Authorization Forms](#)

[Allergy Epi-pen Authorization](#)

[Asthma Medication Authorization](#)

[Medication Authorization](#)

[Seizure Medication Authorization](#)

Life Threatening Conditions

The law RCW 28A.210.320 – Children with Life Threatening Conditions requires a medication/treatment order and individual health plan as a prerequisite for children with life-threatening conditions to attend public schools. This law defines “life-threatening condition” as a health condition that will put the child in danger of death during the school day, if medication or treatment order and a nursing care plan are not in place. Life-threatening conditions include students with:

- Seizure disorders
- Diabetes
- Severe allergies
- Certain heart conditions
- Other types of critical medication complications

If your child falls into the above category due to a life-threatening condition, and you have not been in contact with your school nurse this school year, please do so immediately.

LIBRARY

The Kentlake library has many resources to assist students with assignments, personal information needs and reading just for fun. Procedures and policies are as follows:

- A *Library Pass*, signed by your teacher, is required for **all** students in the Library unless they are with a class.
- Students must have a specific task to perform in the Library (read, study, homework, research, etc...).
- **NO** Food or Drink are allowed in the Library. Help us preserve our Library environment and resources in their present *excellent* condition.
- Our Library is a quiet area. Students socializing loudly will be asked to leave.
- Picture identification (i.e.: your Student ID Card) is required to check out library materials.
- Students who need to use a library computer must check one out from the Circulation Desk.
- The library computers are **ONLY** for school related use. Students using a library computer must have a school related purpose or a Teacher note describing computer usage. Students using a library computer for [recreational Internet searching](#) or [email](#) will lose use of the computer.

Check Out

- Books: Two Weeks
- Magazines: Two Week
- Reference Materials: Non Circulating
- Computer Use: **Maximum** of One Class Period

Fines

- Late Materials: TEN (10) Cents per school day per item overdue.

Copy Fees

- Self Service Copies (Black and White): Fifteen (15) Cents per page (coin-operated copier).

Computer Printing

- Black and White: Five (5) Cents for EVERY PAGE printed.
- Color: Twenty-Five (25) Cents for EVERY PAGE printed.

LOCKERS

- Lockers are available for student use.
 - A student is permitted to use only the locker assigned to him/her.
 - Lockers are to be treated with care, kept neat, clean and free of materials or markings which are in poor taste or may damage the finish or lock.
 - Students who change, share, damage, tamper, force open or write on lockers are subject to fines and/or discipline.
 - Report problems with your locker to the Student Services Office immediately.
 - Lockers are school property and may be inspected at any time by school officials.

REGISTRAR

The registrar handles all matters related to grades, transcripts, class rank, and GPA. Should you have questions in these areas, please go directly to the registrar's office, located in Student Services before school, during lunch or after school.

TELEPHONES

School phones are for emergency and attendance issues only. In an attempt to decrease the number of disruptions to the classroom, students are not allowed to receive messages unless it is an extreme emergency from a parent/guardian.

VISITORS AND GUESTS

Due to the impact of visitors to the school environment, students will NOT be allowed to bring guests/visitors to school.

WORK RELEASES

Students are to secure an employment permit application form and obtain prior permission before contracting to work. The school may refuse to approve a work permit or revoke a work permit if the student is not making satisfactory progress in school.

STUDENT ACTIVITIES

ASB CARDS

ASB cards may be purchased at the Cashier's Office during operating hours. The revenue obtained from the sale of student ASB cards is expended to finance Athletics and ASB Clubs. Benefits of an ASB card are:

1. Admittance at no charge to home athletic events.
2. Reduced student admission prices at athletic events at other schools. (Adult prices are charged to students when they do not have an ASB card.)
3. Admission to most school events at reduced prices.
4. Reduced parking fees.
5. **Required in order to run for office, participate in school sports or clubs.**
6. Reduced price on Yearbook.

ASB cards are for the benefit of the individual only. Items may not be purchased at reduced prices for other students that do not have an ASB card.

ASB/CASHIER OFFICE

The cashier takes fees before school, during lunches and after school, at the window located near the athletics office. Policies include:

- The Cashier accepts the following payment types:
 - Cash
 - Checks (except as noted below)
 - Visa, Mastercard or Discover
- Checks will be accepted only in the exact amount of the fee to be paid. Change cannot be given on a check over the amount of purchase.
- Checks must be made out to Kentlake High School or KLHS.
- Checks will not be accepted by seniors after May 18, 2018.
- Checks will not be accepted during the month of June from any student.
- Credit/Debit cards may be used for online purchases.
- Second person or payroll checks will not be cashed.

The following may be purchased at the ASB/Cashier's Office:

ASB Card: \$30.00 **Required** for sports, any club membership, Leadership students, ASB or Class Officers

Annual: \$60.00 (with ASB card)
 \$75.00 (without ASB card or if purchased after the published deadline)

Parking Permits: \$60.00 (with ASB card)
 \$75.00 (without ASB card)

Running Start Parking Permits: \$25.00 (with ASB card); \$40.00 (without ASB card)

Class Fees: Many classes have additional fees. This is noted in our course catalogs. Students will be presented with a Class Syllabus at the beginning of each class that will have these fees detailed. Class fees are expected to be paid within the first month of the year/semester.

Senior Class Officers

President: Amy Bender
Vice President: Alexis Newsom
Treasurer: Kylee Moen
Secretary: Yessenia Maldonado

Junior Class Officers

President: Tyler Hopp
Vice President: JJ Geraden
Treasurer: Katie Valerio
Secretary: Paolo Macariola

Sophomore Class Senators

Sophomore Senator: Alyssa Geolamin
Sophomore Senator: Nic McClure
Sophomore Senator: Alicia Newman
Sophomore Senator: Alex Saucedo

Freshmen Class Officers

Elections are held in October.

CLUBS/ACTIVITIES

CLUBS AND ACTIVITIES

- Clubs must be cleared through the school prior to any club activities.
- All club members are required to purchase an ASB card.
- Scheduling of all activities, fundraising drives, dances, use of the building before and after school, etc., is done through the ASB Office with the approval of Activity Coordinator, Bruce Rick.
- *All bulletins, advertising or signs of any nature must have approval of the club advisor and Activity Coordinator prior to being made or displayed.*
- All contracts, agreements and purchases made for a club in the name of Kentlake High School must have prior approval and be signed by the principal.

CONDUCT OF STUDENT ATHLETES AND STUDENT ACTIVITIES MEMBERS

A student participating in any activity sponsored by ASB funds is expected to purchase an ASB card and uphold an exemplary standard of student conduct. Student athletes and student leaders at Kentlake should consider themselves role models at all times. This expectation extends to ASB leaders, Cheerleaders, Dance Team, music group members, and any other groups receiving ASB funds.

In addition to complying with federal, state, and local laws, school and district rules of conduct, and team/activity rules, student athletes/leaders must also comply with the following:

- While in attendance at school or at school sponsored events, you are to remove yourself immediately from any situation where illegal activities are occurring, or where other persons are engaging in conduct which violates school or district rules.

If the situation is during a school sponsored field trip (whether local or extended), activity, or event, you are to report the situation immediately and in confidence to school supervisory personnel.

ASB Card Policy

1. All students participating in athletics, any club, Leadership or ASB Officers, must be holders of an ASB Card.
2. An ASB card is a one-time a year purchase and the cost for an ASB card is non-refundable. Students participating in ASB activities are required to purchase an ASB card.
3. The Associated Student Body provides financial support in each building for expenses incurred by athletic programs and club activities. Revenues from ASB cards remain in the students' ASB fund accounts.

ATHLETICS

ATHLETIC DIRECTOR..... BRUCE RICK

FALL SPORTS.....HEAD COACH

CHEER ELEANOR WHITMAN

COED CROSS COUNTRY SCOTT CLEARY

DANCE CHRISTINA ARRINGTON

FOOTBALL..... BRETT THOMPSON

BOYS GOLF MARK GAUL

GIRLS GOLF.....	BARRY SMITH
GIRLS SOCCER.....	JUSTIN IZUTSU
GIRLS SWIMMING/DIVING.....	ERIN ERONEMO
BOYS TENNIS.....	BARRY FREDERICKS
VOLLEYBALL.....	DEANNA COLSTON

<u>WINTER SPORTS.....</u>	<u>HEAD COACH</u>
BOYS BASKETBALL.....	BRAD VALENTINE
GIRLS BASKETBALL.....	GC HILLBURN
GYMNASTICS.....	LINDSEY DUERRE/SHEILA CLARK
BOYS SWIMMING/DIVING.....	ERIN ERONEMO
WRESTLING.....	JEREMY WILLIAMS

<u>SPRING SPORTS.....</u>	<u>HEAD COACH</u>
BASEBALL.....	BRETT JAIME
FASTPITCH.....	MELISSA STANLEY
COED JUDO.....	JEFF TIBEAU
BOYS SOCCER.....	BARRY SMITH
GIRLS TENNIS.....	BARRY FREDERICKS
COED TRACK.....	SCOTT CLEARY

Schools are communities and one of the best ways to formally engage and become connected to your community is to take advantage of the many activities and athletic opportunities available in the Kent School District.

Kent School District is excited to announce that we are now offering the convenience of online athletic registration through FamilyID.

FamilyID is a secure registration platform that provides parents/guardians with an easy, user-friendly way to register their child(ren) for our programs, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the program keeps track of your information in your FamilyID profile. You enter your information only once for each family member. You may then access your family profile to register for future sports/seasons.

This system is mobile friendly, which allows registration to be completed on a smart phone although most individuals find creating the initial profile on a computer more convenient, and it is recommended that initial entries be completed all at once. Families without access to a computer are welcome to visit their school’s office where they will be allowed to use a school computer to complete the process.

Additional information regarding interscholastic athletics and activities can be found at the following web address: <http://www.kent.k12.wa.us/KSD/AT>

CAREER CENTER INFORMATION

Many high school graduates find that they have completed their education without actually preparing themselves for a career. Students may alleviate this problem by establishing a career goal early in their high school experience, and planning coursework that relates to their future goals. Students who need assistance with determining a career direction may visit the Career Center located in the library at Kentlake.

The Career Center offers many personalized services to assist students. Students are encouraged to contact Kentlake’s Career Specialist, Ms. Wendy Hurst.

Students who want a complete guidance program may:

1. Take a computerized career interest assessment which will help them focus on specific career areas.
2. Analyze Interests, abilities and values as they relate to the world of work.
3. Research careers of interest to determine which occupations best meet their needs.
4. Compare job duties, entry and advance pay, future outlook opportunities for advancement and post high school education/training preparation.
5. Use various guides and course description books to determine what high school courses will help them prepare for their chosen career.

All students have the opportunity to use computerized interest inventories, financial aid programs, and college search software available through the Career Center. The Career Centers also have current information on occupations in Washington State as well as local and national information. Other available services include:

- * Resume Writing
- * Individualized Testing
- * Job Search Assistance
- * Goal Planning Assistance
- * Career-Related Software

KENT SCHOOL DISTRICT ADDITIONAL RESOURCES:

Online Access:



<http://www.kent.k12.wa.us/>



<https://www.facebook.com/KSD415/>



<https://twitter.com/kentschools415>



<https://www.linkedin.com/company/kent-school-district>



<https://www.youtube.com/user/KentSchoolDistrictIT>



<https://kent.parentlink.net/smartlink/>

For translation app resources and directions, please visit:

<https://www.kent.k12.wa.us/translationresources>

Skyward Family Access

Family Access allows parents/guardians electronic access to school related information. Parents of elementary students can view their child's attendance, the school calendar, messages from the school office or teacher, test scores, and vaccination records, along with student and emergency contact information. Starting with the 2017-2018 school year, parents will be able to report their student absent online through Family Access. Parents of secondary students, and secondary students themselves, can access all of the previously listed items and also see grades, student schedule, and academic history. Another great feature of Family Access is one login allows parents to view the records of all students within a single family, even if the students are enrolled at

different (KSD) schools. Skyward Family Access uses Google Translate to provide translation into over 100 languages.

[Skyward Family Access](#)

[Skyward Family Access Mobile](#)

Accessing Skyward

Parents or guardians with an email address on file can use the "Forgot your Login/Password" link on the Family Access login page or parents can contact the student's school for log-in information. Parents/guardians of seventh grade students receive a letter from the child's school in the fall, or upon enrollment, containing the log-in ID and password. Please DO NOT give your child access to your parent login,

Secondary students receive their Student Access log-in ID and password at school. If there are questions regarding the log-in ID and password, student grades, or other student or school information, please contact the student's school.

Calendar

The District calendar is located at the following site and will be updated if there are changes.

https://www.kent.k12.wa.us/cms/lib/WA01001454/Centricity/Domain/1/2017-18_StudentCalendar.pdf

Graduation requirements

For updated district information about graduation, you can visit:

https://www2.kent.k12.wa.us/coursecatalog/information/graduation_requirements.html

Homeless Assistance (McKinney Vento)

You can access the KSD website link:

<http://www.kent.k12.wa.us/site/Default.aspx?PageID=353>

Do you need assistance?

Contact Student and Family Support Services at 253-373-7512

Call the McKinney-Vento liaison at your child's school. [McKinney-Vento Liaison List by School](#)

Call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145

Important Health Information/Home Hospital

You can learn about School District Health Services at:

<http://www.kent.k12.wa.us/site/Default.aspx?PageID=367>

Individual Education Plans (IEP)

Some children need extra assistance in their school career, and this need may be the result of a disability. Not all students who have disabilities need or qualify for special education services. Students qualifying as disabled under the Individuals with Disabilities Education Act (IDEA) require "specially designed instruction" which is designed and monitored by a certificated special education staff member. Some students with disabilities do not require specially designed instruction, but do require accommodations in order to access their education (see [Section 504](#)).

If you suspect a student may qualify for these services, please make a request in writing to be evaluated for services and send it to your school's principal.

For more information, please follow this link to the Inclusive Education page on the Kent School District webpage.

<http://www.kent.k12.wa.us/site/Default.aspx?PageID=3489>

Native American Education Program

Kent School District participates in a Native American/Alaska Native Education Program funded by Federal Title VI Grant based on federally eligible Native American student counts and administered through Student and Family Support Services. The program is designed to assist Native American students to meet district and state academic standards.

Kent School District offers several Native events and community resources for native students and families to create a strong sense of community connection and pride. More information can be located from Student and Family Support Services at 253-373-7235 or on the KSD Native American Program website which is located in the Student Services, Native American Program website. <http://www.kent.k12.wa.us/site/Default.aspx?PageID=356>

Nutrition Services Program

Kent School District Nutrition Services information can be located at: <http://www.kent.k12.wa.us/Page/125>

Refugee Support Services

KSD staffs two Refugee Support Liaisons to assist the Refugee students and families in successful school integration and ensuring refugee students are successful in reaching high academic performance. This program focus is on supporting the recent arrivals and assisting in strengthening the skills, knowledge and competence of refugee parents, schools, and community-based organizations for the benefit of the refugee students. More refugee service information can be located from Student and Family Support Services at 253-373-7235 or on the KSD website under Student Services. <http://www.kent.k12.wa.us/Page/6094>

Religious Observances

To read the policy and procedure 2340 in entirety, you can link to the School Board Website: <http://www.boarddocs.com/wa/ksdwa/Board.nsf/goto?open&id=86D5BC63E115>

REGULAR BELL SCHEDULE

Period Time

0	6:40-7:35
1	7:40-8:35
2	8:40-9:35
3	9:40-10:40
4	10:45-12:20

*1st Lunch 10:40-11:10

Class 11:15-12:20

*2nd Lunch 11:15-11:45

Class 10:45-11:15

Class 11:50-12:20

*3rd Lunch 11:50-12:20

Class 10:45-11:50

5 12:25-1:20

6 1:25-2:20