

WASHINGTON ELEMENTARY

2009/2010

STUDENT HANDBOOK



HOME OF "TIGER" PRIDE

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August 2009

Dear Parents,

Welcome back to Washington Elementary for the 2009-2010 school year! It is hard to believe that summer is over and it is time to begin school, but the Washington staff is rested and excited to begin another school year. We look forward to working hand-in-hand with you to make this school year a huge success for your child.

As an administrator in the Kennewick School District for the past nine years, I have always been impressed with the academic program at Washington. Now I have the privilege to work with the Washington community and see firsthand the incredible work that occurs year in and year out. Every year Washington has been amongst the leaders in the district for students who pass the WASL and are at or above grade level on the MAP test, and I'm confident this year's results will be no different! We have a strong building-wide system that is duplicated literally across the country and is focused upon helping each child be successful.

We would like to invite you to take an active part in your child's education by working closely with your child's teacher and communication is the key. If you ever have any questions or concerns, please feel free to come in and see us, give us a phone call or send us an email. We hope that the information inside this handbook will answer most of your questions, but if not, please contact us.

Have a wonderful school year!



Sincerely,

Rob Phillips
Principal

TIME SCHEDULE FOR 2009/2010

Monday, Tuesday, Thursday, Friday

8:05 - 8:35	Teacher Planning and Preparation
8:35	Starting Bell
8:35 - 11:30	Instruction

1st Grade

11:30 - 12:00	Lunch
12:00 - 12:30	Recess

2nd & 3rd Grade

11:45 - 12:15	Lunch
12:15 - 12:45	Recess

4th & 5th Grade

11:55 - 12:25	Lunch
12:25 - 12:55	Recess
12:55 - 1:45	Instruction
1:45 - 2:00	Recess
2:00 - 3:12	Instruction
3:12	Dismissal



Wednesday

- Same morning and lunch schedule
- No afternoon recess
- Dismissal at 1:55

KINDERGARTEN

Monday, Tuesday, Thursday, Friday

Morning	8:35 - 11:22
Afternoon	12:25 - 3:12

Wednesday

Morning	8:35 - 10:50
Afternoon	11:40 - 1:55

Professional Work Day - Monday, Wednesday, Thursday, Friday

8:00 - 3:30

Professional Work Day - Tuesday

8:00 - 3:55

3:15 - 3:55 - Faculty Meetings

WASHINGTON ELEMENTARY SCHOOL STAFF 2009/2010

OFFICE

Rob Phillips, Principal
_____, Secretary

KINDERGARTEN

Joyce Miller Rm. #1
Beth Luczynski Rm. #2

FIRST

Rita Root Rm. #3
Deena Larsen Rm. #5
Mary Weir Rm. #6

SECOND

Alisa Olsen Rm. #7
Megan Rutz Rm. #11
Julie Pasma Rm. #12

THIRD

Kris Pattison Rm. #8
Chenoa Meagher Rm. #9
Megan Palmer Rm. #20

FOURTH

Joan Marble Rm. #13
Natalie McKay Rm. #17
Connie Achenbach Rm. #18

FIFTH

Shawna Beck Rm. #14
Nicki Cramer Rm. #15
Laurie Lamprey Rm. #16

READING

Karen Belzer Rm. #A

RESOURCE

Dawn Blankingship Resource

TITLE 1/ LAP

Teddi Gunderson Rm. #8

COUNSELOR

Susan Holden-Weber

PSYCHOLOGIST

Shannon Jones

SPEECH

Rachel Hittinger

DT

Mary Sue Kelly

LIFE SKILLS

Mindy Hoffman

OT

Karla Brashear
Marcy Bendwald

PE

Alan Butler

LIBRARY SECRETARY

Sherrie Pickard

PARA-EDUCATORS

Mary Jo Mertens
Susie Trevino
Melissa Nickolaus
Jan Rutherford
Penny Tucker
Wendi Woelber
Becky Hall
Lori Quinn
Jodi Schupp
Debbie Moore
Cindy Dunham
Jan Cantley
Kim Brawdy

KITCHEN

Val Sharkey
Kelli Hubbard

CUSTODIANS

Carl Johnson
Gena Hertenstein



GENERAL INFORMATION

Washington Elementary is located at 105 W. 21st Avenue. The school telephone number is 222-6200. An enrollment of 500 students is expected for the 2009/2010 school year.

OFFICE HOURS: 7:30AM- 4:00PM

SCHOOL LUNCHESES: Children do not receive lunch tickets, but are credited with purchases. This system eliminates lost tickets and the need to charge. Your oldest child may bring all the money for the family to the classroom in the morning. Mark the child's name and room number on the check and how it is to be spent. **PLEASE MAKE ALL CHECKS FOR LUNCHESES PAYABLE TO WASHINGTON ELEMENTARY SCHOOL.** For further information, call the office at 222-6200.

Student Meal Cost:

Breakfast	Lunch	Milk
\$1.00	\$2.15	\$.50

LUNCH CHARGES: We have been told to not allow students to charge lunches this year. Therefore, be certain your child comes to school each day with either money or a sack lunch. Students will be allowed to contact individual parents for necessary assistance in the event their lunch money or sack lunch has been forgotten. Parents are urged to assist youngsters in development of such personal responsibilities.

FREE AND REDUCED LUNCH APPLICATIONS: This is to be filled out and returned by all who qualify (social security number is required). Read it carefully to see if you are eligible. Please fill out the form carefully and completely. If it is incomplete, it will be returned to you. There is a free/ reduced lunch form included in this packet with a postage free envelope. The application will be processed at the Nutrition Services Department 222-6399.

BREAKFAST PROGRAM: Students may eat breakfast in the gym from 8:10-8:30. Please do not have your children arrive before 8:10am if they are eating breakfast. There is no playground supervision before school.

TIME SCHEDULE FOR 2009/2010 SCHOOL YEAR

GRADES 1-5

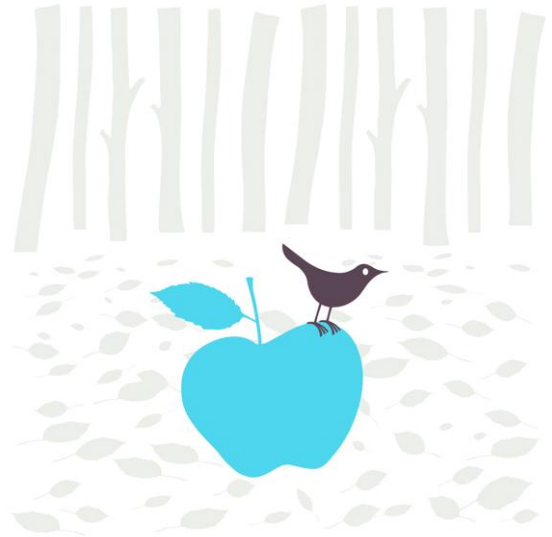
Monday	8:35-3:12
Tuesday	8:35-3:12
Wednesday	8:35-1:55
Thursday	8:35-3:12
Friday	8:35-3:12

AM KINDERGARTEN

Monday	8:35-11:22
Tuesday	8:35-11:22
Wednesday	8:35-10:50
Thursday	8:35-11:22
Friday	8:35-11:22

PM KINDERGARTEN

Monday	12:25-3:12
Tuesday	12:25-3:12
Wednesday	11:40-1:55
Thursday	12:25-3:12
Friday	12:25-3:12



This year the Kennewick School District elementary schools will again follow the Wednesday early release schedule. The purpose for the early release is to provide our staff with planning and in-service time. The early release plan is the result of parent and staff surveys, a year long study, and the recommendation of a parent-staff advisory committee.

Please examine the schedule closely. Ending and starting times have been adjusted to provide students with the same number of minutes in the classroom as they have had in previous years.

Please call the office at 222-6200, if you have any questions.

SCHOOL ARRIVAL TIME: Please make sure your child arrives at school as close to 8:35 as possible. There is no playground supervision available prior to our 8:35 take-up bell.

ATTENDANCE: Whenever your child is absent, please send a written excuse with him/her. State law requires that we be notified of the reason for an absence. Regular attendance is very important in order to be successful in school.

STUDENT RELEASE PROCEDURE: On occasion, it becomes necessary to take a child out of school for dental, doctor, or other appointments. In such instances, please report to our school office and check your child out in the student release notebook. For the sake of student safety and individual parent convenience, our school secretary will report to the individual Classroom for the child or give you a signed release slip to give to the teacher. Requests for the release of students should not be done by written request or by telephone. The child should be picked up at school by the authorized adult. In the case of unusual circumstances, please contact our school office.



CUSTODY PROBLEMS: In order to protect your child/ children from unauthorized adults taking them from school, we **MUST** have a copy on file of a restraining order issued in the State of Washington and signed by a judge. Contact your lawyer for assistance. If you have questions regarding this, please call the school.

VISITING RELATIVES AND FRIENDS: Periodically, a student will ask to bring a visitor, friend, or relative to school for the day. We do not allow this practice. Our first responsibility is to your child and the educational program being offered. We know you will honor this policy.

SCHOOL CLOSURE: Poor weather may necessitate the closing of schools. Please listen to local radio stations for all announcements regarding school operation. Please do not call the school.



IMMUNIZATION: The State of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of the law is to protect every child from disease. Our school nurse will contact you if there are any questions about your child's immunization record. Children may not be enrolled in school if they do not have the required immunizations.

MEDICATION

Because of recent changes made in the laws by the legislators, our policies dealing with students' medication have been changed. Under normal circumstances, prescribed medication should be dispensed before and/or after school hours under the supervision of the parent or guardian. If conditions require the student to receive oral medication from an authorized staff member during school hours, the parent or legal guardian must submit a written request accompanied by authorization with written directions from a licensed physician or dentist. The order shall be current and reviewed and updated as needed, but in no case shall it remain in effect beyond the current school year. At the discretion of authorized school district personnel, over the counter medication may be administered to students upon request by the parent or legal guardian. Medication must be in the original container, and if prescription medication, be labeled by a physician, dentist or pharmacist.

The following lists the procedures regarding medication at school:

1. Under normal circumstances, medication should be dispensed before and/or after school hours under the supervision of the parents or guardian.
2. The medication request form is to be signed by the parent/guardian and physician.
3. All medication must be kept in an original- labeled bottle; envelopes and plastic bags are not acceptable. (Request an extra labeled bottle at your pharmacy.)
4. Bottles must be labeled with the student's name, name of contents, dosage, and the time of day to be given.
5. All medications are to be kept in the office where they can be locked up during non-school hours.
6. Medications are to be dispensed in school office only. Such medication may not be administered by untrained school personnel.
7. **STUDENTS** are to assume responsibility for going to the office to obtain their medication at a specific time.
8. Only the amount of medication needed during school hours for the course of the illness/ condition is to be sent to school, but no more than a two-week supply.



STUDENT RECORDS: Parents may review records anytime.

LOST & FOUND: This past school year, as in other years, we have given many items of clothing to charitable organizations. Protect your clothing by placing name tags in the coats, sweaters, etc.

STUDENT SAFETY: Throughout the year, we stress the importance of pedestrian, bicycle, and bus safety. Your efforts to remind your child of this will make our program all the more worthwhile.

CYCLES: Riding bikes to and from school is a great form of exercise, but please make sure the students are aware of safety rules and use extra care with traffic during the ride. Accidents do happen and we hope you will encourage the use of a bicycle helmet whenever your child does ride their bicycle. Bicycles are the only form of acceptable student transportation. Skateboards and roller skates should be left home. Be careful to properly lock the bike and leave it there until it is time to return home. No bike riding is permitted on the school grounds.

BUS TRANSPORTATION: Bus riders are expected to conduct themselves in a safe manner on the bus so as not to distract the driver.

The following bus rules should be discussed with your child:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep your head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.



STUDENT DRESS: The school board has adopted a policy that forbids students from attending school wearing clothing that has pictures or words that show or promote tobacco, alcohol products or profanity. Please, do not send your children to school with clothing that advertises these products. Students should refrain from wearing flip flops, sandals, and shoes that lack support on days designated for PE or special athletic events. In addition, students are prohibited from attending school with temporary hair dye. These students will be required to rinse the color from their hair before returning to class.



STUDENTS AT RECESS/ COLD WEATHER: All students should be properly dressed for the weather conditions at the time. Because of the different duties of teachers, we cannot assume the responsibility of students left in the classroom; therefore, all students will be outside during recess unless one has a doctor's excuse.

EMERGENCIES: Occasionally, children are injured or become ill at school and need to be taken home or to the doctor. It is very important that you supply the school with not only your home number, but the number of a friend, relative, or neighbor who can come if we cannot reach you. This is especially important for parents who are in a car pool or work a long distance from the school.

PERSONAL PROPERTY AT SCHOOL: Students bringing personal property i.e. dolls, playthings, games, etc. can cause problems at school. We cannot assume responsibility for lost personal items. We suggest they are brought only if requested by the teacher. Money should not be brought to school unless for a specific purpose, such as for lunch.

PETS: Animals can be a nuisance on the playground no matter how cute they are at home. Also, a playground full of children can be a problem for your dog. If a dog continually appears on the school grounds, the animal control officer will be called.



PARTY INVITATIONS: Birthday parties are delightful and give many pleasant memories to children. However, not being invited to a party can be a very unhappy experience for children not receiving an invitation. In consideration of the feelings of children not receiving invitations, we are requesting that you mail the invitations and that no invitations be handed out at school unless each child in the classroom is receiving one.



VISITING YOUR CHILD AT SCHOOL: Parents are most sincerely and cordially invited to visit our school. We're proud of the learning that goes on in our classrooms; more important, active interest by parents helps to provide a child with lasting motivation towards school. The following suggestions are offered as an aid to making your classroom visit a profitable one:

1. Please schedule your visit with your child's teacher.
2. The morning is usually the best time for visitations.
3. Several short visits of a half-hour duration are usually better than one long period.
4. Do not bring small children- even if well mannered, they usually command the attention of curious students.
5. Always check in with the office before going to the classroom.
6. Look at the following points as indicators for your child's success at school:
 - a. Ability to listen
 - b. Independent work habits
 - c. Success in working with others
 - d. General attitude
 - e. Willingness to cooperate and share

During your visit, keep in mind that you are observing only a small part of a unit of work which may have been in progress for many days, and which, no doubt, will continue for several days. Feel free to discuss your visit with the teacher. **COME BACK AGAIN.**

VOLUNTEERS: If you would like to volunteer in your child's classroom, contact his/her teacher. The extra help will be greatly appreciated. Sign-in sheets are available in the office as well as volunteer forms.

SCHOOL TELEPHONE: If you wish to talk to a teacher, please call before 8:35 or after 3:12. The pace of routine school business is such that we discourage children from using the school telephone except for emergencies. Please try to make plans with students before they come to school.



VOTER REGISTRATION: Parents, friends and new people to the area are reminded they may pick up a mail in registration to vote form in the Washington Elementary School office between 8:00 am and 3:30 pm. Registration must take place 30 days prior to election day to be eligible to vote. This applies to all political issues, candidates and levy/ bond elections. If you are unable to come to the school to register to vote, please call 222-6200.

STUDENT WEAPONS VIOLATIONS: The Board of Directors has a zero tolerance policy towards students who are in any way involved with a weapon on school property or at a school activity. When, following an investigation, if the principal of a school determines there has been a violation of the weapon's policy, the student shall be placed on emergency expulsion status. During the investigation the student shall be suspended. All verified weapon incidents will subject the student to an expulsion hearing with the School Board. If the student is expelled by the Board, the minimum length of the expulsion will be for the remainder of the current school year. There will be no automatic return to the school district. The student may apply for readmission to a district school no sooner than two (2) weeks before the beginning of the new school year.

PLEASE TALK TO YOUR CHILDREN ABOUT THIS POLICY. THIS INCLUDES POCKET KNIVES, ALSO.

VISITORS WEARING NAME TAGS WHILE IN THE BUILDING: All visitors are required to sign in at the office, where they will be given a name tag to wear while they are in the building. The name tag identifies those who are in the building, and verifies that they have checked in at the office before going to any classroom. For the safety of the students there will be no exceptions. There will be special occasions such as Grandparent Luncheon, Mother's Tea, etc., where signing in may be time consuming and we will try to compensate with extra sign in sheets. Your co-operation is appreciated.



COMMON DISEASES OF CHILDREN:

- Measles: Begins with 3-4 days of fever, cold symptoms, red eyes and cough. Rash then begins around ears and hairline, spreading to trunk, arms and thighs.
- Chicken Pox: Starts with fever, fatigue and then skin changes on the chest and back. Each area of skin begins as a small dewdrop-like blister which in 3-4 days leaves a scab.

Incubation period: 14-21 days

Infection period: 1-2 days before until 6 days after spots appear

Isolation period: 1 week from time spots appear until all are dry and crusted.

- Mumps: Almost non-existent
- Impetigo: Crusted sores at the corner of mouth, nose or at ear lobe. Child should see doctor for treatment, but necessity for being out of school should not extend over 3-4 days.
- Head Lice: Easily passed through hats, combs, etc., from one child to another in school. Contact doctor or pharmacist for medicated shampoo. The child will be able to return to school after all nits have been removed. Absenteeism should not exceed 2-3 days. It is possible to clean up parasites in 24 hours.
- Ringworm: Fungus infections on body, which begin as a small red patch or bump, which spreads outwards, taking on the appearance of a red, scaly outer ring with a clear central area. Medication can be obtained at the drug store. The child may stay in school after treatment has started.
- Pinkeye (Conjunctivitis): A common infectious disease of one or both eyes caused by several types of bacteria and viruses. The eye waters profusely, appears extremely red and feels irritated. The eyelid may be swollen and the student may complain of itching, pain, and sensitivity to light. Vision is usually normal. There may be drainage of mucus and pus or clear liquid. It is spread through contact with discharge from eye or respiratory passages or through contaminated fingers or personal articles such as the eye. We will exclude your child from school until infection subsides or is under adequate treatment.



TIPS FOR PARENTS

The Washington staff believes that an involved and concerned parent is the greatest asset a child can have. A parent is a child's first and most important teacher. We encourage parents to participate in some of the following activities with their child/ children.

READ WITH YOUR CHILD DAILY: Have your child read to you. Remember that there are many ways to reinforce reading skills, for example: reading maps, grocery lists, recipes, directions for models, patterns, games, informational brochures, etc.



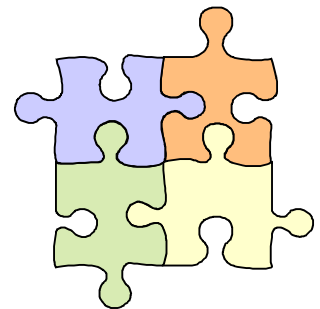
ENCOURAGE YOUR CHILD TO WRITE AT HOME: Letters to friends and relatives, grocery lists, new endings for T.V. shows watched, stories about trips taken and places visited, and parent/ child authored stories with illustrations, are all excellent ways to encourage your child to write.

TALK TO YOUR CHILD: The greater a child's speaking vocabulary, the easier learning to read will be.

SHARE PLACES AND EVENTS WITH YOUR CHILD: There are many interesting places to go in Southeastern Washington, such as: Fort Walla Walla, the airport, the colleges, the public library, Mary Hill Museum, the post office, historical museums, the fire station, the dairies, and local farms. Have your child talk and write about these experiences.



PLAY GAMES WITH YOUR CHILD: There are many excellent educational and inexpensive games for children that reinforce reading, thinking and math skills. Some of them include: Boggle, Spill and Spell, Master Mind, Scrabble, Yahtzee, Concentration, etc.



NOTES:

WHY DO SCHOOLS ASSIGN HOMEWORK?

1. Homework helps students learn better and faster. Research shows many successful teachers assign meaningful homework. This allows them to spend class time teaching students even more.
2. Homework helps families become involved with education. When students see that their parents think education is important, their performance improves. Parents can help their children achieve.
3. Homework communicates the high expectations that students hold for their students. Homework is one way of letting students develop confidence in their own abilities.
4. Homework helps students develop self-discipline and organizational skills.

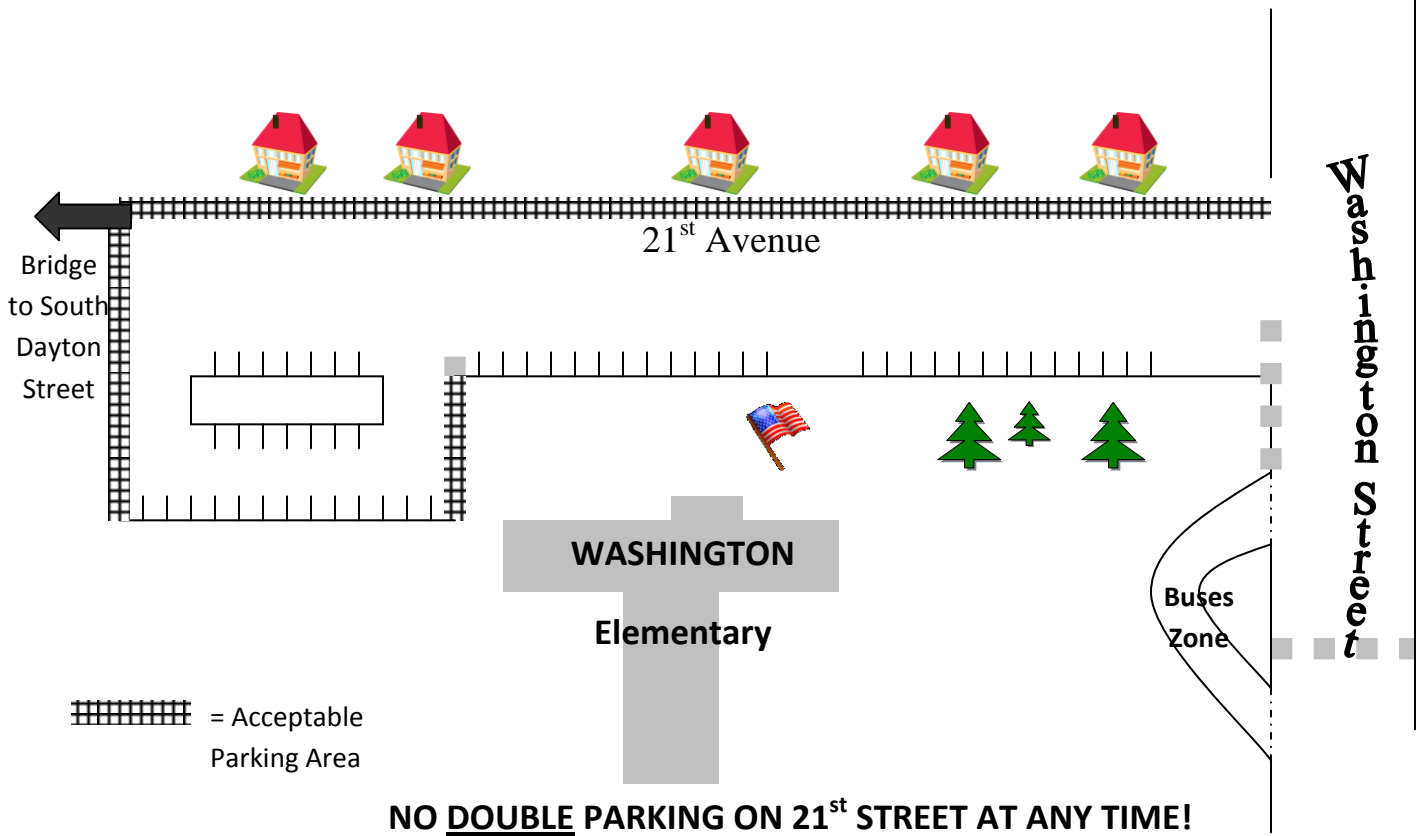


Homework helps students manage their time, set goals and work to achieve them, and to be responsible for their own achievements. These skills help them continue to be successful throughout their lives.

HELPFUL HINTS FOR PARENTS AND HOMEWORK

- Provide a quiet study environment free from distractions like television, and a regular time for your child to do homework.
- Know what is expected at your child's level.
- Be sure your child has the proper supplies to do the homework.
- Check on his/her progress on daily work and on long-term assignments.
- You may wish to proofread the work upon completion.
- Provide your child with a chance to visit the public library and other community resources.
- Talk to your child about school and listen to your child about school.
- Contact the teacher or school if you have questions about homework.

IMPORTANT SAFETY NOTICE FOR STUDENTS BEING DROPPED OFF AND/OR PICKED UP



After school parking continues to be a safety issue for kids picked up after school. Please remember:



- ⇒ All cars must be parked in a stall or in the gray zone marked “acceptable parking” on the illustration.
- ⇒ Kids may only cross the street at the cross walk or with a parent.
- ⇒ The “bus zone” is off limits during school hours between 7:30-4pm.
- ⇒ Make a plan to eliminate confusion after school.

Remember, your child’s safety is our #1 priority at Washington Elementary.

Media Denial Form

Kennewick School District

Kennewick School District policy allows our students to appear in news reports or programs about our schools and school- related topics. Internet web sites, created to share student work and activities by district employees or other students as class projects, may also feature district students on them.

If you DO NOT wish to have your child's name, picture, likeness, voice, or student project used or shown in any of the following media sources, please sign and return this form to the building principal as soon as possible. This form covers television news reports and public service announcements, radio broadcasts, newspaper reports, photographs or advertisements, school or student created web sites, district or school brochures and publications, and district or school video and audio productions.

This form will be in effect for this school year only. Forms must be submitted for each child in each year that parents or guardians do not wish their child to be named, photographed, interviewed, videotaped, or have their projects displayed in a public forum.

This form does not apply to students participating in athletics, activities, or competitions where media is likely to cover the event(s), nor does this form cover any yearbook photographs or student projects contained therein.

MEDIA DENIAL CONTRACT

I do not allow _____ to be photographed, recorded, or otherwise reproduced in likeness, name, or voice, or to have any project created by my child displayed in any public forum or district/ school created web site during the 2009-2010 school year.

Parent or Guardian Signature

Name of Student

School My Child is Attending

Date

Daytime Phone No.

State Policy and District Procedure



Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Kennewick School District Elementary School Attendance Procedures

COMPULSORY ATTENDANCE LAW

Every child, eight to eighteen years of age, is required to attend school. Five, six, and seven-year-old children who are enrolled in school are also subject to compulsory attendance requirements. It is the responsibility of the parent(s)/ guardian(s) to cause the child to attend.

GENERAL GUIDELINES

Attendance at school is key to student success. In order to avoid chronic absenteeism the following guidelines will be used. Exceptions to the guidelines will be allowed only in unique circumstances and will be dealt with on an individual basis.

Students are allowed fifteen (15) excused absences in a school year. Each absence thereafter is considered unexcused. The principal may make exceptions when parents can demonstrate justifiable cause for the excessive absences (i.e., long-term illness, etc.).

If a student is absent for twenty (20) consecutive days without notification of the cause for the absence given to the school the student will be withdrawn from school.

EXCUSED ABSENCES

The following are valid excuses for absences and lateness:

- Participation in school-approved activity. To be excused, the principal must authorize the absence and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- Absence due to illness, health condition, or family emergency. When possible, the parent(s)/ guardian(s) is expected to call the school office by 9:00 a.m. on the morning of the absence and/or send a signed note of explanation with the student upon his/her return to school. After five (5) consecutive absences for illness a doctor's note is required or each absence thereafter will be considered unexcused.
- A parent(s)/ guardian(s) may request that a student be excused from attending school in observance of a religious holiday. In addition a student, upon the request of his/her parent(s)/ guardian(s) may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one make-up day for each day of absence.
- Absence for parental-approved activities: This category of absence shall be counted as excused for the purposes agreed to by the principal and the parent(s)/ guardian(s). An

absence may not be approved if it causes a serious adverse effect on the student's educational progress (i.e., participation classes such as PE or music).

- Absences resulting from disciplinary actions or short term suspension. As required by law, students who are removed from a class as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- Extended illness or health condition. If a student is confined to home or the hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/ her schoolwork or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.
- Excused absence for chronic health conditions. A student with a chronic health condition which interrupts, regular attendance and participation may qualify for placement in a limited attendance and participation program. Staff shall be informed of the student's needs though the confidentiality of medical information shall be respected at the request of the parent(s)/ guardian(s).

Assignments and/ or activities not completed or late because of an excused absence may be made up in the manner provided by the teacher.

UNEXCUSED ABSENCES

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

Unexcused absences fall into (3) categories:

1. Submitting a signed excuse that does not fall into one of the above categories or is determined to be inappropriate by the building principal.
2. Failing to contact the school or submit any type of excuse statement signed by the parent(s)/ guardian(s) or adult student. (This type of absence is also defined as truancy.) The student is truant when absent from school without parent/guardian and school permission.
3. Exceeding the limit of fifteen (15) absences in one school year.

LATE ARRIVAL TO CLASS/ EARLY DISMISSAL

A student will be considered late if he/ she arrives after the start-up bell. When a student's lateness becomes frequent or disruptive, the student will be referred to the counselor or principal. If counseling and conference with parent(s)/ guardian(s) are ineffective in changing the student's attendance behavior, he/she may be subject to disciplinary action.

If a student leaves school early on a regular basis, he/she misses important information and creates a disruption to the classroom. If a pattern of leaving early persists, the parent(s)/ guardian(s) will be referred to the counselor or principal.

STUDENTS

Excused and Unexcused Absences

Regular school attendance is necessary for mastery of the educational program provided to students. It is recognized that, at times, students appropriately may be absent from class. Therefore, the following principles shall govern the development and administration of attendance procedures within the district:

Excused Absences

1. Absences due to illness or a health condition, school-approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspensions shall be excused. In addition, the principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.
2. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s).
3. An excused absence shall be certified by the parent in writing, or by the school authority responsible for the absence.
4. As a means of instilling values of responsibility and personal accountability, a student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
 - a. The student's attendance and participation is related to the instructional objectives or goals of the particular subject or course, and
 - b. The student's attendance and/or participation has been identified by the teacher pursuant to the policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.

Unexcused Absences

1. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has incurred one unexcused absence (equivalent of one school day) within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences (equivalent of two school days) within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.
2. A conference shall be scheduled to determine what corrective measures should be taken to remedy the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.
3. Not later than the student's fifth unexcused absence (equivalent of five school days) in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
4. If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
5. Students who are court ordered to return to school may be placed in an alternative learning setting until the next appropriate reentry point to the regular school setting.

6. All suspensions and/or expulsions shall be promptly reported in writing to the superintendent or designee. Policies and procedures shall be made available to parents and students upon request.

Legal Reference: RCW 28A.225 Compulsory School Attendance
 WAC 280-40 Pupils

Revised: February 2008

Attendance Procedures Washington Elementary School

Definition of Unexcused Absences or Truancy:

A day, or part of a day, in which a student does not attend school and the parent(s) or guardian(s) or the school has not given permission for the student to not attend school.

Each absence after fifteen (15) excused absences is considered unexcused.

Attendance Procedures:

- I. A day or part of a day in which a student does not attend school and neither the parents nor the school has given permission to be absent.
 - a. A warning letter shall follow unexcused absences of this type. A student's grade shall not be affected if no graded activity is missed during absence.
 - b. If further truancies occur, a conference shall be held between the parents (or guardian), student, teacher, and principal. At this conference, all parties involved shall ameliorate the problem.
 - c. If the above actions fail to correct the truancy problem, the student will be declared a habitual truant. The principal and teacher will interview the student and parents and prescribe corrective action, which may include suspension for the current trimester, expulsion, or a referral to the Community Truancy Board or County Prosecutor for action as per Washington State Law.
- II. After fifteen (15) excused absences each absence is considered unexcused.
 - a. After ten (10) absences a letter will be sent to the parents. This letter will explain the Kennewick School District Attendance Policy. It will also reaffirm that any absence after fifteen (15) excused absences are unexcused.
 - b. After fifteen (15) excused absences a letter and/or phone call will be made to the parents. Parents will be informed that their child has 1 or more unexcused absences and the next absences will require a parent/ teacher conference.
 - c. After each additional absence a parent conference will be held. Every attempt will be made by the student, parents and school staff to find a solution to the unexcused absence problem.
 - d. If the above actions fail to correct the problem, the student will be declared a habitual truant. The principal, teacher, and counselor will interview the

parents and student and prescribe corrective action. This may include suspension, expulsion, or referral to the Community Truancy Board of County Prosecutor as per Washington State Law.

TRUANCY PROCESS OUTLINE OF RCW 28A.225 Effective First Day of 1995-96 School Year

SECTION 66:

- Definition: “Community truancy board” means a board composed of members of the local community in which the child attends school.
- Local school district boards of direction may create a community truancy board.
- Members of truancy board shall be selected from representatives of the community.
- Duties of a truancy board shall include, but not limited to, recommending methods for improving school attendance.

SECTION 67: RCW 255.020:

When a child fails the requirement to attend school under laws of Washington, the child’s school shall:

- Inform custodial parent, parents, or guardian by notice in writing or by telephone whenever the child has failed to attend school after one unexcused absence within any month.
- Meet with parents/ guardian and child to analyze the causes of the child’s absences after two unexcused absences within any month.
- Take steps to eliminate or reduce child’s absences that include, where appropriate:
 - Adjust the child’s school program or school or course assignment
 - Provide more individualized or remedial instruction
 - Provide appropriate vocational courses or work experience, or
 - Refer the child to a community truancy board, or
 - Assist the parent or child to obtain supplementary services that might eliminate or ameliorate the cause(s) for absences.

SECTION 68: RCW 28A.255.030

- School district shall file a petition with the juvenile court
- Upon the fifth (5) unexcused absence by a child within any month or
- Upon the tenth (10) unexcused absence during the school year
- Alleging violation of RCW 28A.255 (1) by the parent, (2) by the child, or (3) by the parent and the child.
- Parent of a child with five (5) or more unexcused absences in any month or ten (10) unexcused absences in the year may file a petition alleging violation of RCW 28A.255 if the school district fails to file.

SECTION 69:

- A petition shall consist of written notification to the court alleging:

- Child has five (5) or more unexcused absences within any month or more than ten (10) unexcused absences in the year.
- Actions taken by the school district have not been successful in substantially reducing the child's absences;
- Court intervention and supervision are necessary to assist the school district or parent to reduce child's absences.
- The juvenile court may:
 - Schedule a fact-finding hearing;
 - Separately notify the child, parent and school district of the fact-finding hearing;
 - Notify the parent and child of the options and rights under RCW 13.32A;
 - Require both child and parent attending hearing.
- The court shall grant the petition and enter an order assuming jurisdiction to intervene for the remainder of the year if the allegations are established by a preponderance of evidence.

SECTION 72:

- Each school shall document actions taken under RCW 28A.225.020 and RCW 28A.225.030 and report this information at the end of each grading period to the school district superintendent who shall compile the data for all schools in the district and prepare an annual report and submit the report to SPI.
- The report shall include:
 - Number of enrolled students.
 - Number of excused and unexcused absences.
 - Documentation of steps taken under 28A.255.020.
 - Number of students with ten (10) or more unexcused absences in a year and five (5) or more unexcused absences in a month.
 - Documentation of success by district in substantially reducing student unexcused absences.
 - Number of petitions filed by district or parents with juvenile court.
 - Disposition of cases filed, including frequency of contempt orders.

SECTION 73:

- A child unexcused from school may be taken into custody without a warrant by any school district official, sheriff, deputy sheriff, marshal, police officer, or any other officer authorized to make arrests and
- Deliver the child to (1) the custody of the parent, (2) the school the child attends, (3) a program designated by the school district.

SECTION 74:

- Any person violating RCW 28A.255 shall be fined not more than twenty-five (25) dollars per day for each day of unexcused absence from school.
- A child will not be fined. Court may order a child:
 - To detention;
 - To perform community service hours;
 - To participate in dropout prevention programs;
 - Refer to community truancy board.

Court may order a parent to provide community service at the child's school instead of imposing a fine.

SECTION 75:

Fifty percent of fines shall be applied to support the schools in the school district where the offenses were committed; fifty percent shall go to the court enforcing RCW 28A.255.101-140.



Student Discipline Washington Elementary School

❖ The Rights of Students at Washington Elementary School

- I have the right to be treated with kindness and respect in this school. This means that no one will laugh at me, tease me or insult me.
- I have a right to be myself in this school. This means that no one will treat me unfairly because I am fat or thin, fast or slow, boy or girl.
- I have the right to be safe in this school. This means that no one will threaten me, bully me, or destroy my property.
- I have the right to be heard in this school. This means that no one will yell or shout, and my opinions will be considered in any plans we make.
- I have the right to learn about myself in this school. This means that I will be free to express my feelings and opinions without being interrupted or criticized.

❖ Philosophy

The staff at Washington Elementary School believes that effective school discipline requires the work, involvement, and cooperation of the total staff. It becomes even more effective when the parents and school personnel work together. No one person can effectively discipline all the students in a school. It is the cooperation, communication, trust, confidence, and work effort of a total staff that enables us to have a well-disciplined student population

Discipline at Washington is handled by teachers using their individual discipline plans. Teachers develop individual discipline plans at the beginning of each year. These plans are shared, and taught, to the students. The plans are also turned into the principal at the beginning of each year and the principal helps the teacher to implement his/her plan when necessary. The principal is a positive image to the students and staff, and rather than take over classroom and building discipline, he/she works with the teacher when needed. We feel that this approach works best with our children.

There are rules that are necessary for the safety of students. We have found that reinforcement and rewards are often the most effective ways to change behavior in children. Teachers stress "good" behavior and use positive reinforcement far more than negative reinforcement to maintain discipline and change the behavior of their students.

We at Washington feel that often children must be taught correct behavior just as they are taught math or spelling. If we expect students to follow certain rules and behave in a responsible and safe manner, then we must teach them these rules and the desired behavior. Our expectations of student behavior are very high but we have found that students will live up to our expectations if treated fairly and consistently. Most students want and need discipline in their lives and perform much better when they know the rules and how to function within them.

❖ **Washington School Rules**

Washington students have the responsibility toward their education. Students, parents, and staff must cooperate in providing a school environment where effective, positive learning can take place, To accomplish this, our students are asked to obey the rules and guidelines the teachers have set up in their individual room discipline plans and some general school rules. The school rules are as follows:

1. Students will be prepared to learn each day and have the necessary supplies and materials.
2. Students will arrive at school at the appropriate time and be responsible for their actions both behaviorally and academically.
3. Students will be respectful and cooperative with staff and other students.
4. Students will conduct themselves in a manner that is safe for themselves and others.
5. Students will be considerate of themselves and others during work and play.
6. Students will follow all classroom, playground, and school discipline and safety rules.
7. School and personal property will be used and cared for properly.

❖ **Procedures (Building)**

Because teachers have different teaching styles and different methods of teaching students correct behavior, each room has an individual discipline and safety plan. Parents are encouraged to learn the rules of their child's room and to actively work with the teacher in enforcing these rules.

Students who do not observe the rules and procedures may experience the following:

1. A discussion of the problem with the student and teacher will occur. Repeated problems will be given appropriate consequences according to the teachers discipline plan (warnings, loss of recess time, etc.).

2. Parents will be contacted and the teacher will explain the child's inappropriate behavior. The parents may also be asked to help in changing the child's behavior.
3. The teacher or paraeducator will keep the principal updated on the above events. If the inappropriate behavior continues the principal will work with the teacher or paraeducator and student (and parents if necessary) to develop a plan for the student.
4. In more severe cases the teacher (paraeducator if needed) and principal will hold a conference with the parents to develop a plan for improvement.
5. If there is still no progress after the above 4 steps, the student is placed in the districts Disruptive Student Policy Plan. These procedures are followed until the student corrects the disruptive behavior or is expelled from school.

❖ Weapons

Washington Elementary School and the Kennewick School District have a “no tolerance” policy towards students who bring weapons to school. Any student who brings a weapon (including pocket knives) to school or used any object as a weapon **will be given an emergency suspension immediately.**

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

1. Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents; air, aerosol, gas or pump-action firearms; nunchu-ka sticks; throwing stars; clubs; knives of all kinds; silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.
2. Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.
3. Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.
4. Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

STUDENTS

Student Rights and Responsibilities

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of the schools, subject to such corrective action or punishment as the school officials determine.

The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards.

Any student who willfully performs or fails to perform any act which materially interferes with, or is detrimental to, the orderly operation of a school, school-sponsored activity, or any other aspect of the educational process within the school district, shall be subject to discipline, short or long-term suspension, or expulsion by authorized school district authorities.

The following acts or omissions by a pupil on school premises, or off school premises at any school-sponsored activity, shall constitute sufficient cause for such discipline, suspension or expulsion: disruptive conduct; disobeying the rules and regulations in the student code or the reasonable instructions of school authorities; immoral conduct; vulgarity or profanity; unauthorized or habitual absence or tardiness; destruction or defacing of school property.

Student actions contrary to the laws of the state, county or municipality may be dealt with through law enforcement or school sanctions. These acts include, but are not limited to, the use or possession of tobacco and alcoholic beverages; use, possession, or sale of narcotics; destruction or defacing of school property; extortion or intimidation; assault of another student or staff member; stealing; possession and/or use of any dangerous weapon or object; or the commission of any other criminal act.

Legal Reference: RCW28A.600.010
28A.600.020
28A.600.040
28A.400.110

Rules Required
Government of School, Pupils
Pupil to Comply with Rules
Principal to Assure Appropriate Student Discipline

Adopted: September 8, 1993

3240

STUDENTS

Student Responsibilities and Limitations

The school district has established rules of conduct that shall be applicable at all schools. Individual buildings may distribute written rules of conduct that cover additional areas of student behavior. Violations of a rule of conduct may result in corrective action or punishment imposed by authorized employees of the district. ***It is the intent of the Kennewick School District to provide a safe, productive, positive, and disruptive-free classroom and learning environment.*** General rules of conduct are as follows:

1. A student shall be punctual and in regular attendance unless officially excused.
2. A student must:
 - a. attend all classes assigned unless officially excused.
 - b. comply with school bus rules of conduct.
 - c. identify himself/herself on request to school district and/or public officials.
 - d. follow school rules regarding driving/parking use of vehicles during the school day.
3. A student shall not cause the substantial and material disruption of any school operation or classroom. Though not the only acts of substantial disruption, the following illustrate the kinds of offenses encompassed here:
 - a. occupying a school building or school grounds in order to deprive others of its use.
 - b. blocking the entrance or exit of any school building or room in order to deprive others of passing through.
 - c. setting fire to or damaging school property.
 - d. using, or threatening to use, firearms, explosives or other weapons on the school premises.
 - e. preventing students from attending a class or school activity.
 - f. blocking normal pedestrian or vehicular traffic on a school campus.
 - g. interfering seriously with the conduct of any class or activity.
 - h. urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions.
 - i. intentionally make false accusations about staff or student behavior.
4. Students are expected to be honest, that is, lying and cheating will not be tolerated and will result in appropriate disciplinary action.
5. Students are expected to:
 - a. respect self and the rights of others
 - b. treat others as they would like to be treated

- c. respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences
 - d. refrain from ethnic jokes, slurs, and attire with derogatory messages
6. Dress and appearance must not present health or safety problems or cause disruptions.
 7. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation, are prohibited.
 8. Any student, singly or in concert with others should not intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties. (RCW 28.A.635)

Policy No. 3240

Student Responsibility and Limitations – Continued

9. The use, sale, distribution or possession of the following are prohibited on school premises or during school sponsored activities:
 - a. drugs and narcotics.
 - b. alcoholic beverages and tobacco products.
 - c. fireworks.
 - d. weapons.
 - e. pornography.
 - f. stolen property.
10. Students are to respect the property of others. Entry, theft or possession (without permission) of another's property is prohibited.
11. Activities defined by federal, state or municipal law as criminal are prohibited.
12. The forging of any signature or alteration of any document is prohibited.
13. Obvious and conscious disregard of legal requests or orders given by recognized school or civil officials.

Corrective Actions and Punishments

In order to insure that order essential to effective teaching and learning is maintained, corrective actions and punishments may be imposed by designated employees for violation of rules of student conduct. Corrective action and punishment will be imposed for good and sufficient cause in a fair and just manner, including, but not limited to, suspension and expulsion.

Legal Reference:

RCW	4.24.190	Action Against Parent for Willful Injury to Property by Minor
	28A.600.010	Government of Schools
	28A.600.040	Pupils to Comply with Rules
	28A.400.110	Principals to Assure Appropriate Student Discipline
	28A.225.170	Defacing School Property
	28A.635	Liability of Parent
WAC	180-40-225	Misconduct Rules Defined

Adopted: September 8, 1993
Amended: August 9,
Amended: April 10, 1996
Amended: May 22, 1996
Amended: January 8, 1997

F-1 3240

**DISRUPTIVE BEHAVIOR
CONTRACT FORM**

DATE: _____
TIME: _____
PLACE/ROOM #: _____

STUDENT: _____
TEACHER: _____

1. OCCURRENCE

- 1ST
- 2ND
- 3RD
- OTHER

2. OFFENSE/INCIDENT

- DISRUPTION
(DESCRIPTION): _____
- OTHER
(EXPLAIN): _____

3. PARENT CONTACT (MANDATORY)

DATE: _____
COMMENTS: _____

4. ACTION TAKEN

- DETENTION
- IN-SCHOOL SUSPENSION/TIME-OUT
- REFER TO ADMINISTRATOR (ATTACH CONTACT FORMS)
- OTHER
(EXPLAIN): _____

5. CONTINUOUS DISRUPTION

- REFER TO ADMINISTRATOR FOR LEVEL III INTERVENTION AND TRAINING

WHITE – TEACHER YELLOW – STUDENT FILE PINK – PARENT

F-2 3240

KENNEWICK SCHOOL DISTRICT
REMEDIAL DISCIPLINE PLAN

A performance Contract designed to assist _____
(student's name)
in his/her effort to be successful in each course of study. This document clarifies the conditions, consequences, and positive outcomes between the student, teacher, parents, and administrator.

Conditions:

- Attend all classes and be on time each day (no truancies or tardies).
- Bring materials, pen/pencil, paper and textbook to class every day.
- Follow the teachers' directions, take notes and participate in class activities for the entire period.
- Complete assignments and turn them in on time.
- Be considerate to others and will not be disruptive in class.
- Other: _____

Consequences: Failure to meet the conditions outlined above will result in:

- Detention or Saturday School and parent notification.
- If behavior continues- he/she will be sent to an administrator who may assign the student to in-school suspension room until the end of the period. (Positive motivational instruction.)
- Behavior modification through a district PMI session.
- If problems continue it will be recommended that he/she will be withdrawn from the regular classroom and an alternative educational experience will be explored.
- Other: _____

Positive Outcomes:

- Be allowed to continue in school and participate in all activities.
- Receive credit for the work that is completed.
- Establish a working relationship with the school staff.

Other: _____

Student's Signature

Teacher's Signature

Counselor Signature

Administrative Signature

Parent Signature

OFFICIAL USE ONLY	
PMI	
<input type="checkbox"/>	Successfully completed 10 days (weekly check).
<input type="checkbox"/>	Successfully completed 20 days.
<input type="checkbox"/>	Unsatisfactory- student removed

3314

STUDENTS

Student Exceptional Misconduct

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

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

Students shall refrain from exceptional misconduct while on school property during or immediately before or after school hours, at any time the school or grounds are being used for a school activity or event, or while attending a school activity or event off the school grounds. School events include, but are not limited to, athletic events and athletic team camps, co-curricular events and co-curricular camps, Kennewick School District bus stops, and incidents that occur within the proximity of the campus or has a nexus to school. Acts that occur off campus and/or after school hours will be judged by its effect upon the morale and operation of the school and whether it, in fact, is detrimental to the good order and to the welfare of the pupils.

The Kennewick School District has a zero-tolerance for weapons violations, violence, threats, or threats of violence, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. Students engaged in such conduct are subject to corrective action or punishment including, but not limited to, suspension and expulsion. As a matter of practice, law enforcement may be called anytime a student commits any of the following acts:

1. Firearms and Explosives – Students who possess, carry, deliver, transfer, or use a firearm, explosive or explosive device on school grounds, at a school sponsored event, or event off school grounds, will be emergency expelled for no less than one calendar year.

An exploding device is one that is capable of causing substantial property damage or bodily harm or producing destructive effects on contiguous objects. This shall include, but not be limited to, fireworks, pyrotechnic devices and ammunition for firearms.

Explosives means gunpowders, powders used for blasting, all forms of high explosives, blasting materials, fuses (other than electric circuit breakers), detonators, and other detonating agents, smokeless powders, other explosive or incendiary devices, destructive devices, any chemical compounds, mechanical mixture, or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities, or packing that ignition by fire, by friction, by concussion, by percussion, or by detonation of the compound, mixture, or device or any part thereof may cause an explosion. Look-alike, unloaded and/or inoperable firearms or explosives remain a firearm or explosive for purposes of this section.

Policy No. 3314
Student Exceptional Misconduct- Continued

2. Weapons and Dangerous Instruments - Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents, air, aerosol, gas or pump-action firearms, nun-chu-ka sticks, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

3. Intimidation by threat of force or violence. A student shall not singly or in concert with others intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school, or other person legitimately on school grounds, who is in the peaceful discharge or conduct of his or her duties or studies.

Double penalties will be imposed whenever "group" or "gang" fighting is involved. "Group" or "gang" fighting as used herein, shall mean two (2) or more individuals who are involved in one side of a fight.

Double penalties will be imposed on all high school students who are involved as provokers of fights with middle and elementary school students, and on middle school students who are involved as provokers of fights with elementary students.

4. Harassment – Harassment is prohibited and may be in the form of:
 - a) slurs or

b) other harassment based on sex, race, religion, ethnic origin, sexual orientation, or disability (physical, mental or sensory).

5. Bullying – Bullying is prohibited and is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RXW 9A.35.080(3), which includes race, color, religion, ancestry, national origin, gender, sexual orientation, mental physical disability, physical appearance, clothing and other apparel, socioeconomic status, gender identity, marital status, or other distinguishing characteristics, when the intentional written, verbal, or physical act:
- Physically harms a student or damages the student’s property; or
 - Has the effect of substantially interfering with a student’s education; or

Policy No. 3314

Student Exceptional Misconduct- Continued

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of school.
6. Extortion, Assault or Causing Physical Injury - A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.
7. Substantial Disruption of School - A student shall not intentionally cause the substantial and material disruption of any school operation. This may include but is not limited to the following:
- Copy cat acts and
 - Contributing to or knowing involvement in a potentially dangerous activity and failing to report the misconduct; this shall include passive resistance and any overt act toward the commission of a crime.
8. Damage or Theft of Property - A student shall not recklessly, negligently, intentionally, or with gross carelessness, damage school or private property. Additionally they shall not be involved in the theft of any school property or private property on school grounds. Where school property is damaged or stolen, the Superintendent may seek restitution from the student or his/her parents as permitted by law. A student shall not knowingly damage or vandalize the home or property of any Kennewick School District employee.
9. Narcotics, Alcoholic Beverages and Stimulant Drugs - A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or look-alikes on campus or at any school sponsored event.

Appropriate and prescribed use of a drug by a student that has been authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

10. Repeated Misconduct - A student shall not repeatedly fail to comply with the district policies or school rules or with the directions of school personnel during any period of time when he/she is properly under the authority of school personnel.
11. Forgery - A student shall not make any false entry or alter any school document used or intended to be used in connection with the operation of the school.
12. Lewd Conduct - A student shall not use or exhibit obscene or vulgar behavior through language, writing, pictures, signs, or acts.
- Policy No. 3314
Student Exceptional Misconduct- Continued
13. Gambling - A student shall not engage in gambling of any form. This includes accepting, recording and registering bets, or any form of lottery for money.
14. Cheating - A student shall not intentionally obtain test questions and/or answers through fraudulent means and shall not plagiarize written material.
15. False Accusations - A student shall not intentionally make false accusations against staff or students.
16. Cigarettes, Cigars, Tobacco - A student shall not possess or use cigarettes, cigars, chewing tobacco, or tobacco of any kind on school property. Kennewick School District bus stop, Kennewick School District transportation vehicle or at any school sponsored event.
17. Computer Misuse – Students will NOT be permitted to:
- a. Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students.
 - b. Send, receive, or display offensive, inappropriate, or sexually explicit material,
 - c. Use obscene language,
 - d. Use other people’s passwords,
 - e. Harass, insult, or attack others,
 - f. Seek to receive or provide unauthorized access to resources,
 - g. Trespass in files and/or folders of others,
 - h. Violate copyright laws and/or plagiarize the material of others,
 - i. Steal equipment or software,
 - j. Intentionally waste resources, and
 - k. Use a network computer for commercial purposes, personal gain, and fraud.
18. Exceptional misconduct will not include absenteeism.

Cross Reference	Policy 3200 Policy 3207 Policy 3210	Student Rights and Responsibilities Prohibition of Harassment, Intimidation, and Bullying Nondiscrimination
Legal Reference:	WAC 180-40-245 WAC 180-40-260 WAC 180-40-295 WAC 392-172-370	Short-term Suspension Long-term Suspension Emergency Expulsion Disciplinary Exclusion
Adopted:	November 26, 1973	
Amended:	November 6, 2002	

3421

STUDENTS

Child Abuse and Neglect

Because child abuse and neglect are both a violation of children’s human rights and an obstacle to their educational development, all district personnel shall be alert for any evidence of such abuse or neglect.

Staff members are legally responsible for reporting all suspected cases of child abuse and neglect within 48 hours. For that reason, under state law, school personnel are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so.

Personnel need not verify that a child has, in fact, been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

Staff members receiving information regarding the outcome of reports of suspected cases of child abuse shall not disseminate or release it except as authorized by state and federal statute.

Sexual harassment by others is a growing concern and will be reported.

Legal Reference: RCW 26.44.030 Reports; Duty and Authority to Make;
Duty of Receiving Agency; Duty to Notify

Adopted: September 8, 1993

R 5013

PERSONNEL

Sexual Harassment

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his/her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the District hold their identity confidential shall be informed that the District will almost assuredly face due process requirements that will make available all of the information that the District has to the accused. The District will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the District needs to conduct an investigation based on information in his/her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints shall:
 - 1. be in writing;
 - 2. be signed by the complainant; and
 - 3. set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment.

Administrative Regulation No. 5013
Sexual Harassment- Continued

The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- D. The superintendent shall respond in writing to the complainant and the accused within thirty (30) days stating:
 - 1. that the District does/does not have adequate evidence to conclude that harassment occurred.
 - 2. corrective actions that the District intends to take; and/or
 - 3. that the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the District is barred by due process consideration or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy No. 3210, Nondiscrimination. Similarly staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

Administrative Regulation No. 5013
Sexual Harassment- Continued

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Annually, the compliance officer for sexual harassment, will coordinate staff training at each Kennewick School District worksite in order to insure staff are properly informed of the current policies and procedures related to sexual harassment.

Annually the superintendent or his/her designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students, and parents to review the

use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the Board including, if necessary, any recommended policy changed. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

Amended: January 10, 1996

F-1 5013

**Kennewick School District
Sexual Harassment
Complaint Form**

Please print:

Name

_____ Date _____

Address _____

Telephone _____ or number where you may be contacted _____

during the hours of _____

I wish to register a complaint against:

Name of person, school (give department) program activity, etc.

Specify your complaint by stating the problem as you see it. Describe the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times, and places.

OVER

Indicate if there are other people who could provide more information regarding your complaint:

Name	Address	Telephone No.

Proposed Solution:

Indicate your opinion on how this problem might be resolved. Be as specific as possible.

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant

Date

*Please return the original completed form to the Executive Personnel Director.
A copy of this will be provided to the complainant.*

November 1996

DISCIPLINE

Range of Corrective Actions

Student Handbook Supplement

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

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

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

	Maximum	Expulsion
Cheating	Minimum	Short-term suspension
	Maximum	Long-term suspension
False Accusation	Minimum	Short-term suspension
	Maximum	Expulsion
Cigarettes	Minimum	Short-term suspension
	Maximum	Long-term suspension
Computer Misuse	Minimum	Short-term suspension
	Maximum	Expulsion

Kennewick School District Asbestos Management Plan 2009-2010

Every year the Kennewick School District is required to notify the parents of all the district's students and staff members of our Asbestos Management Plan. The district has established Asbestos Management Plans (AMP) for each school and building within the district.

Every three years our facilities are re-inspected by an accredited asbestos inspector. Our most recent three year inspection was conducted in September of 2007. With the completion of Kamiakin High School Modernization project the buildings at Kamiakin are asbestos free. Asbestos containing materials still remaining within the district are 9" x 9" floor tile, floor tile mastic, fire doors, chalk boards and cement asbestos board in the Fruitland Building, Administration Building, Old Annex Gym, and some vinyl flooring in the restrooms at the Alternative Education Center. Several other buildings have floor tile mastic which contains asbestos under non-asbestos floor tile.

Copies of the updated AMP are available for review in each of the buildings, school's administration office, or the MTS Building at 622 N. Kellogg Street during normal working hours. Any questions regarding asbestos containing materials in KSD buildings should be directed to Ken Smith at 222-5867.

INTEGRATED PEST MANAGEMENT PROGRAM 2009/2010 ANNUAL NOTIFICATION

During the 2001 legislative session Senate Bill 5533 was passed and signed by Governor Lock requiring the posting and notification of pesticide applications at schools and day-care centers. The bill took effect July 1, 2002 and requires that written notification be given annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policy and methods including notification requirements.

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the district has implemented an Integrated Pest Management (IPM) program throughout the district to keep the district free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the district focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pesticides when required can either be applied by school district employees, custodians, grounds and maintenance personnel or a contracted commercial pesticide applicator. Typical applications of pesticides during the school year may be the use of RoundupTM or equal to control weeds around building, parking lots, along fence lines and to mark athletic fields. Commercially available materials may be used to control ants, bees, wasps and or yellow jackets in and around buildings. Contracted services are normally used when products available to us simply will not control or eliminate the pest or pests.

When the use of pesticides is necessary notification to parents, guardians and staff members is required 48 hours prior to the application. A notification notice will be posted in a prominent location, usually on the main entrance to the school. The notice will include, as a minimum, the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide will be applied, the pest to be controlled and the name and phone number of the contact person at the school. If a parent, guardian or staff member requests individual notification of a pesticide application, they will need to fill out a registration form available at the school office. Whenever a pesticide application is necessary, a notice will be sent home prior to the application.

Pre-notification requirements do not apply if the application is made when the school will not be occupied by students for at least two consecutive days after the application. An application made on Friday evening after students have left does not require pre-notification. Additionally, an application of an anti-microbial pesticide such as disinfectants, cleansers, bleaches or the placement of insect or rodent baits that are not accessible to children, do not require notification. Pre-notification requirements do not apply to any emergency application

for the control of any pest that poses immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made notification shall occur as soon as possible after the application.

A copy of the Kennewick School District's Integrated Pest Management Program is available at each building. The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at 222-5867. Annual report of pesticide usage will be made available in September of each year for the preceding year.

The District's Buildings & Grounds Manager shall serve as the IPM coordinator. He/she will coordinate any modifications or changes in the program.