

ACADEMIC INFORMATION

Academic Achievement



Student academic achievements are acknowledged and rewarded each quarter. Students who earn a grade point average (GPA) of 3.0 are on the Honor Roll. The Principal's list is for students who attain a GPA of 3.5 or higher. Students with a perfect 4.0 GPA are also recognized.

Academic Expectations

Middle school students are expected to pass ALL classes. It is the responsibility of all students to apply consistent and sustained effort toward learning experiences that are assigned. Students with failing grades will be placed on an academic improvement plan. In accordance with Kennewick School Board Policy #2421, students must demonstrate the skills, attitudes, and behaviors to be successful in the next grade in order to be promoted. Students with semester F's, excessive absences, or low achievement test scores may be recommended for retention. Under these circumstances, successful completion of summer school would be required to earn promotion to the next grade. Recommendation for promotion or retention will be made by May 15 each year. The final decision regarding retention will be made by the building principal.

Expected School Supplies

It is expected that each student will bring the following supplies to class daily: 3-ring binder, dividers, pens, pencils, pencil case, notebook paper, planner, and identification badge. You are encouraged to carry books and supplies to and from school in a backpack. **However, backpacks cannot be brought to class and must be placed in your locker at the start of school each day.**

In-Building Student Transfer Procedures

A request to transfer a student from a class may be made by a teacher, parent, student, or administrator. The following procedures must be followed.

Conditions of Transfer Requests

Transfers are considered for reasons such as: class overload, individual student needs, and special program placement – i.e. Special Services, Title, and/or enrichment classes. Requests for transfer must be expressed in writing to the principal by the student's parent/guardian. Overloading a class will be avoided if possible. In the event of an unforeseen problem, our philosophy is to first attempt to resolve the issue versus immediately transferring a student. Class changes will not be considered for students wanting to be with their friends, to be in classrooms closer to their lockers, etc.

Procedures:

1. Student transfer requests must be made to the principal in writing. The grade level team will review the request. The parents must have conferenced at least 2 times with the current teacher before a transfer will be considered.
2. The team and an administrator will determine if the reason for the transfer request is within the guidelines.

3. Parents and/or students will be notified of the decision.

Physical Education Program

Physical Education is a part of the daily curriculum and is required for most students. Clothing guidelines are as follows:

1. Every student **must** purchase a PE t-shirt. The shirts are \$5.00 and can be purchased in the office. This PE t-shirt is used throughout all of the middle schools in Kennewick.
2. All clothing must be clearly marked for easy identification.
3. P.E. clothing is not to be worn to other classes and school clothing is not to be worn for P.E.
4. Keep your combination confidential!
5. Sweatshirts and sweatpants are recommended for cool weather.

Your grade is based on the following criteria:

- ❖ Attendance
- ❖ Appropriate behavior and sportsmanship
- ❖ Appropriate P.E. attire
- ❖ Effort and participation in warm-ups and daily activity



When unable to participate due to medical excuse or an absence, you must make up the daily participation grade in order to maintain your grade. See your teacher to find out the requirements for making up these points.

Permanent and temporary medical conditions should be brought to your teacher's attention as soon as possible. When a student has limited activities in P.E., a note from a guardian needs to be given to the teacher. The teacher needs to know what activities the child should be exempt from and for how long. For longer than 3 days, a doctor's note is required.

The gym, locker rooms, and hallways are closed before school, at lunchtime and after school unless you have authorized permission. The locker room bathrooms are not to be used by students from other classrooms or during lunchtime.

P.E. rules and procedures will be sent home with students.

Report Cards and Progress Reports

Computerized report cards are issued to every student at the end of each quarter. At each mid-quarter, teachers will issue progress reports to each student who is failing or doing poorly in class. Parents are encouraged to contact their child's teacher for more information.

Textbooks

Textbooks are issued to students as their personal property. Please keep all books covered with your name and room number on the inside cover. Don't lend your books and keep them in your assigned locker. Students are responsible for the safe keeping of these books for the entire year. Students are responsible for the replacement of any book that is lost or stolen. You will be assessed the full price of a book that is lost or stolen. Report all lost books to your teacher immediately so another book can be assigned to you, if available. A fine will be assessed for books that are damaged. Report cards will be held until all fines are paid in full.



Tutorial

Park offers an after school tutorial for each grade level. This starts about four weeks into the school year. Students are either on a contract, meaning they must attend every night while tutorial is in session, or they may drop in the nights they need homework help. Students will make a list of the homework assignments, work on these, and get finished work signed off. Parents then have a list of any homework that needs to be completed each night through the use of the planner.

APPOINTMENTS DURING SCHOOL HOURS

Whenever possible, we encourage student appointments to be after school hours. However, we realize this is sometimes not feasible. If it is necessary for parents to pick up a student during school hours, it will save a lot of time if you will follow the guidelines below:

- ❖ Parent should send a note with student stating the time parent will arrive for pick up.
- ❖ The student is to take the note to the student service office before school. The office will give the student a pre-excused note for the student to give to the teacher.
- ❖ Parent signs student out.
- ❖ If the student returns to school the same day, he/she will sign in at the office.

ASSOCIATED STUDENT BODY (ASB)

The ASB works to promote student interests and plan student activities. It is through this organization that students learn about participatory government. Money from fundraisers and the sale of ASB cards supports all sports teams, equipment, uniforms, team travel, and officials. ASB also provides materials for other school activities such as academic recognition, school improvement projects, field trips, and socials. All students who participate in co-curricular activities must purchase an ASB card.

ASB officers (President, Vice-President, Secretary, and Treasurer) will be elected in the spring. One representative and alternate from each homeroom will be elected in the fall. Homerooms with 40 students or more will add another homeroom representative. Council officers and representatives meet every month to discuss school activities and issues. Candidates must maintain a minimum G.P.A. of 3.0.

ATHLETICS

Athletic participation is limited to 7th and 8th grade students only. Involvement in athletics (including dance team) is a privilege for PMS students. In-season athletic training rules prohibit the use of tobacco products, alcohol, and other illegal substances at any time during the season. Sanctions range from loss of playing time to permanent exclusion from athletic participation. We have a "no-cut" policy here at PMS.

That means that every student who tries out for a team will make it and will be assigned to the "A" team or "B" team, dependent on their performance level. The



school will provide uniforms (with the exception of shoes). All students participating in athletics must have a physical on file. Physicals are good for one year only and must be renewed. Students must also have a code of conduct form signed by them and their parent. Registration for the different sport seasons will be held on one evening before each season (to be announced). There is a **\$20 user fee** assessed each student per sport season to be paid prior to the first turn out. **All students who participate in athletics must purchase an ASB card.**

Park Middle School offers the following sports during the school year:
FALL – Co-ed cross country and soccer, boys' football, girls' volleyball
WINTER I – Boys' basketball, girls' dance team
WINTER II – Girls' basketball, boys' wrestling
SPRING – Co-ed track, girls' softball, boys' baseball



To be eligible to participate in athletics a student must:

- ❖ Maintain a 2.0 grade point average
- ❖ Pay a \$20 participation fee for each sport
- ❖ Purchase an ASB card
- ❖ Have a current medical physical
- ❖ Complete all necessary paperwork and participation contract

Intramurals

Intramurals are open to all Park students. They are done during the Winter 2 season before school from 7:00 to 7:40.

ATTENDANCE POLICIES

Attendance

All students are expected to be in school every day and to be on time. If absent, the student must bring a written statement from the parent/guardian, explaining the absence. This note must be presented at the attendance window BEFORE the student reports to class. The attendance window is open each morning at 7:30 a.m. ONLY ABSENCES/TARDINESS DUE TO ILLNESS OR FAMILY EMERGENCY WILL BE EXCUSED. Oversleeping, missing the bus, etc. are not considered family emergencies. FAILURE TO PRODUCE A NOTE WITHIN 48 HOURS WILL RESULT IN THE ABSENCE OR TARDY BEING MARKED AS UNEXCUSED.

Absences are classified according to the Kennewick District policy as excused, unexcused, or truant.

1. The school will attempt to communicate with parents by telephone and/or mail when unexcused or unresolved absences occur.
2. Kennewick School District policy permits PMS teachers to give reduced or failing grades to students who have missed more than 12 days during a semester or more than 7 days during the 1st or 3rd quarters. Students with 12 or more absences in a semester will accumulate 1 point that is applied to the district's accountability policy and may contribute to the possible retention of the student. **Included in this policy are EXCUSED and**

UNEXCUSED absences and SUSPENSIONS. Excluded are FIELD TRIPS, ATHLETICS, & ACTIVITIES.

3. Families with students having health related problems, which make abiding by the 12/7-day absence limitation difficult, need to contact the school nurse to outline the concern and develop an appropriate action plan. This needs to be done at the beginning of each semester.
4. Students leaving campus during the day must checkout and check back in at the Attendance Office upon returning (unless participating in a field trip or school sponsored activity). A parent contact (note or phone call 222-6900) is required for student permission to leave campus.

Excused Absences are those absences due to illness, family or district emergencies, short-term suspension, medical, dental, co-curricular activities, parental pre-excused absences and field trips.

Unexcused Absences are those absences not considered excused but occurring with parent consent; absences not pre-approved for anticipated absences (vacations); long term suspensions (over 10 school days); and absences not cleared within 48 hours.

Pre-Arranged Absences are excused anticipated absences for all or part of a school day. Student must have a written parent note at least three school days prior to the absence. **THIS NOTE MUST BE TAKEN TO THE ATTENDANCE OFFICE.**

Truancies are absences from school or class without the knowledge and/or consent of parents or school. Discipline for truancies is based on the Make Your Day Program and may result in a student sitting on steps the entire day and/or transfers to an alternative program.

Consequences for Poor Attendance

The Washington attendance law, known as the Becca Bill, requires all schools to report excessive truancies to the Juvenile Justice Center for legal action. Excessive absences prevent learning. After five (5) unexcused absences in one semester, parents will be notified by mail requesting a conference and the student may be placed on an attendance contract. After ten (10) unexcused absences in a year, a report will be filed with Juvenile Justice Center, required by the state. After twelve (12) absences in a semester, a student is subject to review for retention under School Board Policy #2421. In the case of chronic absence or truancy, an affidavit of non-attendance will be submitted to the Benton County Prosecutor and the student will be required to appear before the county Truancy Board.

Make-Up Work Policy

Students may make up schoolwork missed during EXCUSED absences. It is the student's responsibility to contact the teacher and request make-up assignments and their due dates. For prolonged absences, parents may call and request homework assignments after a student has missed three (3) days of school. Generally, the assignments may be picked up in the office after 2:30 p.m. on the day following the request.

BAD WEATHER

Listen to local radio stations for announcements about school closures and delays. **Do not call the school.**



BICYCLES, SKATEBOARDS, SKATES, SCOOTERS, ETC.

All bicycles must be locked. Park has a fenced rack for bike storage. It is located just to the left of the front of the building. Students may not have access to the bike rack during the school day. Due to safety concerns, the use of skateboards, skates, scooter, or roller blades is not permitted **any place** on campus. This includes after-school hours.

BUILDING CONDUCT

Students on campus and in hallways are expected to be quiet and not disruptive. This includes inappropriate displays of affection and the use of profanity.

COMPUTER USE

Student use of school computers is to occur only under the authority of school personnel. Unauthorized use of equipment or software will result in school discipline. Student use of the Internet is with teacher/staff supervision only. There will be no independent use of the Internet at middle school per School Board policy. Students will use the computer systems for educational purposes only. Parents will be made aware of the school usage of the Internet on the Park rules page given out at the beginning of the school year or when new students enroll.



FEES

ASB	\$15.00	REDUCED	\$0.30
YEARBOOK	\$25.00	BREAKFAST, ADULT	\$1.50
PE T-SHIRT	\$5.00	LUNCH, STUDENT	\$2.15
REPLACEMENT I.D.	\$5.00	REDUCED	\$0.40
REPLACEMENT PLANNER	\$5.00	LUNCH, ADULT	\$2.65
BREAKFAST, STUDENT	\$1.15	MILK	\$0.40

A fee of \$25 for each returned check (NSF, non-sufficient funds) will be imposed per school district policy. If the district receives 2 or more checks they will not accept any checks from that person for the rest of the year.

FIRE DRILLS, EVACUATION, AND LOCKDOWN PROCEDURES

An emergency evacuation map is posted in each class area. Teachers will review the different plans several times during the school year. In the case of a fire alarm, walk quietly from the building to your class's designated area. Stay with your class and await further instructions. Classes will not re-enter the building until they are told to do so by their teacher. Upon entering the building, students will report directly back to their assigned area.



IDENTIFICATION CARDS

All students at Park Middle School are required to wear a Park issued I.D. badge on their person, whenever they are at school. This includes before and after

school. They will be used for identification, library check out and as breakfast/lunch cards.

- ❖ Students will be issued a picture I.D. and lanyard or clip at the beginning of the school year at no charge. If students chose to use their own lanyard, they must be breakaway lanyards, for safety reasons.
- ❖ Lost or destroyed badges must be replaced immediately. Cost to replace the badge is \$5.00 and is the responsibility of the student.
- ❖ Students who forget their badge will be issued a temporary badge by their first hour teacher.
- ❖ Students who refuse to wear badges will not be allowed at school.
- ❖ Students do not have to wear badges while participating in Physical Education classes, athletic practices or contests, or while performing in a music concert or play.
- ❖ All visitors to Park must check in at the main office and visibly display a visitor's badge during the school day. Excluded are visitors attending athletic events, music performances, and evening/after school activities.
- ❖ Badges may not be given to other students. Transfer of a badge for false identification or fraud is prohibited. Parents will be called and discipline assigned.

INJURY OR ILLNESS AT SCHOOL

A student who becomes ill or injured will be sent or taken to the nurse's office where every effort will be made to see that he/she is comforted. When a student is too ill to stay in class, he/she should have the planner signed. Office personnel will contact the student's parent/guardian if the student needs to go home or if medical attention is required. **It is vitally important that we have emergency numbers on file so we may reach you in an emergency.** This includes all numbers possible, such as home, work, pager, cellular, next of kin, etc.

JOURNALISM CLASS



Journalism is 8th grade enrichment, language arts class taught with emphasis on journalistic writing. Students in the class will publish the student newspaper, The Cub Chronicle. Even though the focus will be on journalistic writing, the six basic writing traits will be strongly emphasized and the district's essential learning's will be taught.

Students in journalism are expected to be strong writers, self-motivated and responsible. Attendance is very important also. Some out of class work may be required, such as covering sporting events and other extra-curricular activities. We feel that enrichment students have the motivation to accept the challenges of presenting the school with a monthly newspaper. If you would like to be considered for this course, please see Mrs. Bissell for an application.

YEARBOOK CLASS

Yearbook is an 8th grade zero hour class (7:00 a.m. to 7:45 a.m.) Monday, Wednesday, and Friday from the start of school through April. It is a graded class so attendance is mandatory. Students need to be responsible, good students (A or B average), and hard workers. Students may participate in Jazz

Band, which takes place on Tuesday and Thursday. If you are interested in being on the yearbook staff, please see Mrs. Dolman or Mrs. Adamek.

LEAVING CAMPUS DURING SCHOOL HOURS

Only authorized adults (parents, guardians, emergency contact persons, or principal) may give permission for students to leave campus during school hours.

LIBRARY PROCEDURES

Students may check out a maximum of 3 items at any one time. All materials may be borrowed for a 2-week period and may be renewed once. **EXCEPTION:** Magazines are checked out for three nights and due the next school day. Students will have their library privileges restricted if these materials are not returned promptly. Reference materials are not circulated.



You are responsible for all materials checked out in your name. ***Your responsibility begins with the check out of the item(s) and ends when the computer checks it in.*** Students will be expected to return or pay the replacement cost for any materials that are lost. Students with unresolved fines will have their library privileges restricted.

The Park Library has many resources including computers, periodicals, electronic data gathering, video material and equipment, pamphlets, and, of course, books. The Park Library staff is here to assist you in using all these resources. **Please don't be afraid to ask for help—that is why we are here!!**

Library Expectations

Normal classroom conduct is expected of all students while using the library. Students unable to conduct themselves will be returned to their classes and /or be subject to the discipline procedure. The library is a place to read, study or do research. No food or gum is permitted in the library.

The library is open to all students without passes before and after school. Passes to the library are required at all other times—including LUNCHES. You need to obtain library lunch passes from any teacher or the library prior to going to lunch. Please present your passes at the main desk when entering and have them stamped.

Students should bring only those materials they need to the library. Before and after school, book bags must be left at the counter. During regular school hours students are not to have book bags.

Students should replace chairs and leave the library in the same condition as when they arrived. Students are to enter using the southwest door and exit through the northwest door of the library.

Library Computer Rules

The library has a number of computers available for student use. These are to be used for school activities only. Students, not with a class, need to notify the library staff prior to using the Internet.

NO games are allowed!!!

Students are allowed to print up to 2 pages – with permission.



Additional pages may be printed with special permission. You must ask permission before printing any materials.

LOCKERS

Locker use is a privilege, which may be revoked if abused. Homeroom teachers will issue students a locker. Locker checks will be held occasionally. Lockers will be assigned to each student. No sharing of lockers is permitted. Combinations must be kept confidential.

Students are encouraged to use lockers before school, before lunch, after lunch and after school only. Students assume all risk and responsibility in the use of lockers. DO NOT bring valuables to school; DO NOT put valuables in lockers. The school is NOT responsible for articles lost or stolen from lockers. Report thefts immediately to an administrator. Lewd pictures, illegal substances, or materials in poor taste may not be kept or displayed in lockers. Marking or other damage to the locker will result in a fine and/or discipline.

Lockers are the property of the Kennewick School District. Student use means that school officials are given the right to open the locker for the purpose of inspection, repair, or search. Policy #3232

LOST AND FOUND

There are lost and found boxes in both the commons and the P.E. area. If you find something, please bring it to the office. If you have lost something, first check to see if it has been placed in the lost and found, and then check with the main office.

LUNCH TIME EXPECTATIONS

Walk to the cafeteria

- ❖ Go directly to the lunch line
- ❖ Borrowing cards, money and food is prohibited.
- ❖ Stay in line with card or money
- ❖ Students who have a temporary badge are required to sit at temporary badge table
- ❖ Keep seated while eating or talking—**no loitering!**
- ❖ Please clean up after yourself and stack trays
- ❖ When you are finished with your lunch, please go outside
- ❖ All food must remain in the cafeteria
- ❖ Students will eat lunch only in the cafeteria except under special conditions
- ❖ No contact sports are allowed
- ❖ All hallways are closed during lunch
- ❖ Playground equipment may be checked out with the use of I.D. card



MEDICATION

Parents are discouraged from sending prescription drugs to school. Please consult your physician to help in this matter. If medication must be taken at school, contact the school nurse at 222-6900. Information about student health records may be shared with school personnel on a need-to-know basis to protect the student's health, safety, and educational interests. This will be done at the discretion of the school district's certified nursing staff. If parents do not

want this information to be shared, they must notify the school nurse in writing. **Any medication required during the school day must be kept in the office.** The medication must be accompanied by a permission slip signed by the physician and parent. **This policy also applies to over-the counter medications, such as aspirin, ibuprofen and cough drops.**

SCHOOL BUS CONDUCT

Students are expected to follow bus safety rules and obey the driver at all times. Failure to abide by the rules can result in school discipline and/or riding privileges being revoked. Consequences for misconduct on a school bus are as follows:

- ❖ 1st misconduct – One (1) day off bus
- ❖ 2nd misconduct - Three (3) days off bus.
- ❖ 3rd misconduct – Five (5) days off bus. In addition, a parent conference will be held.
- ❖ 4th misconduct – Termination of riding privileges for remainder of semester or year.



SCHOOL HOURS

School begins each day at 7:50 a.m.; dismissal is at 2:18 p.m. except on Wednesdays when school is dismissed at 1:13 p.m. Before school, students must wait outside in the courtyard until doors open at 7:45 a.m. Students who have notes for being absent may enter at 7:30 a.m. After school, all students must leave campus or be in a supervised activity by 2:30 p.m. (1:30 on Wednesdays). Students are not to loiter. Office hours are from 7:30 a.m. to 3:00 p.m. daily.

VISITORS AND VOLUNTEERS

Parents are encouraged to visit the school and volunteer in classes, the library, or the office. Please arrange visitations to classes 24 hours in advance. For protection of our students, all persons visiting campus on official business must register at the main office. Student visitors are not permitted. All visitors and volunteers must wear a visitor badge and fill out appropriate paperwork in the main office.

DISTRICT POLICIES AND PROCEDURES

Promotion and Retention

Policy #2421

It is the responsibility of the student to apply consistent and sustained effort toward learning experiences that are assigned. Promotions from grade to grade should be based on the attainment of the academic standards for that grade level and a consideration of the best interests of the student concerned. Should a student be recommended for retention, the parent/guardian shall be informed of progress throughout the review process and shall be provided a conference prior to the final decision being made. Academic achievement, emotional and social maturity, and other factors will be carefully considered when individual students are recommended for retention. **The final decision on retention or promotion shall be made by the building principal.**

Middle School Promotion/Retention Policy

1. ATTENDANCE - Attendance requirements for the middle school shall be the same as for high school. In accordance with WAC 180-40-235, individual classroom teachers will establish, in writing, at the beginning of each course, the actual influence of absences or tardiness on the grading policy of that class. A day's absence shall mean missing four (4) periods or more.
 - a. After five (5) days of absences (excused or unexcused) in one semester parents will be notified by mail.
 - b. After ten (10) absences in a semester, a parent conference will be held and the student may be placed on an attendance contract.
 - c. After twelve (12) absences in a semester, a student will be recommended for prescriptive summer school.
 - d. In the event that progressive discipline and continuous communication with parents is unsuccessful, an affidavit of non-attendance will be submitted to the Benton County prosecutor.
 - e. Unexcused absences will be treated as truancies. Each middle school will establish a progressive discipline policy to address truancies and tardies. Attendance records will follow students who transfer to another middle school within the district.

Students with excessive absences will be subject to review by the Building Review Committee to determine requirements for summer school or possible retention.

2. ACADEMIC PERFORMANCE - Middle school students should meet the following minimum standards to be eligible to be promoted to the next grade:
 - a. Grades - Students should achieve passing grades in ALL classes at semester. Each middle school will create a building intervention plan to ensure that students receive appropriate support to meet this goal. This plan will outline how students at risk of not meeting the goal will be monitored and provided with additional assistance and opportunities to improve their performance. IT IS EXPECTED THAT TEACHERS WILL NOTIFY PARENTS WHENEVER A STUDENT IS IN DANGER OF FAILING. A student with failing grades will receive additional assistance according to the building's intervention plan. By May 1 of each school year, students who are failing in spite of school interventions will be referred to a Building Review Committee, and recommendations for further action will be made. (see BUILDING REVIEW COMMITTEES)
 - b. Test Scores - Functional level test scores in math and reading, and writing assessment performance scores will be considered in determining a student's eligibility for promotion to the next grade. The Building Review Committees will use performance-based testing measures to help determine if a student is prepared for work at the next grade level. By the end of the '96-'97 school year, performance levels on these tests will be established which 6th, 7th, and 8th graders must meet in order to be promoted to the next grade level.

3. BUILDING REVIEW COMMITTEES - Each middle school will establish a review committee for the purpose of making recommendations about students who may be ineligible for promotion to the next grade. Students who have excessive absences, students who receive failing semester grades, or students who have poor performance test scores, will be referred to this committee. The committee will review each student's performance for the school year including the interventions that have been tried to help the student be successful. This review process will be completed by May 15 of each school year. The review committee will make recommendations about summer school, alternative placement, or possible retention. The building principal will make the final decision about retention. This decision may be appealed to the middle level director.
4. SUMMER SCHOOL - After a review of students with unsatisfactory performance, the Building Review Committee at each middle school will recommend the summer school program deemed appropriate for each student. Summer school for middle level students is designed to reinforce essential skills for school success such as decision making, goal setting, time management, study skills, conflict resolution, and self-discipline. These goals will be addressed in a mandatory Personal and Social Responsibility (PSR) class. Students in this PSR summer experience may be assigned a mentor for the next academic year. In addition, students may be required to attend summer sessions to remediate deficiencies in reading, math, and writing. These remediation classes will be prescriptive in nature; students will be required to work on skills they did not master during the regular school year. These remediation sessions will be a minimum of 4 weeks in duration. Parents or legal guardians will assume the financial responsibility for summer school courses.

If a student does not successfully complete the recommended summer school program, the Building Review Committee will consider retention or alternative placement.

5. RETENTION - Retention will be considered as the option of last resort. The building review committee will take all factors into consideration, including the cooperation of the student in working through various interventions tried during the school year. (See policy 2421, PROMOTION/RETENTION.)
6. ALTERNATIVE SCHOOL PLACEMENT - In spite of our best efforts to implement the programs mentioned above, there will be students who will not be prepared for the high school setting. For social and emotional reasons, it may not be appropriate for every student to remain on a middle school campus. Alternative programs for students who do not meet eligibility standards for promotion to grade 9 will be made available.

DISCIPLINE POLICIES & PROCEDURES

Student Responsibilities and Limitations

Policy #3240

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.***

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
 - 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 kind 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)

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 request 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.

Definitions of Commonly used Discipline

- ❖ **Teacher Discipline:** Teachers are empowered to discipline students for minor offences.
- ❖ **Short Term Suspension:** Student is barred from attending school or school activities for up to 10 school days.
- ❖ **Long Term Suspension:** Student is barred from attending school or school activities for a defined number of days beyond 10 days.
- ❖ **Expulsion:** Student is barred from attending school or school activities for an indefinite period. A hearing is required for re-admittance.
- ❖ **Emergency Expulsion:** Student is immediately removed from school for reasons of safety or danger.

Student Conduct

Policy # 3314

Student shall refrain from the following conduct 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. 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 in Kennewick Middle and High Schools, law enforcement will be called any time a student commits any of the following crimes:

- ❖ Abuse (Physical, Emotional, Sexual, Psychological)
- ❖ AODA Violations (excluded tobacco)
- ❖ Arson

- ❖ Assaults
- ❖ Theft/Burglary
- ❖ Trespassing
- ❖ Malicious Mischief (vandalism)
- ❖ Weapons
- ❖ Extortion

1. Substantial Disruption of School – A student shall not intentionally cause the substantial and material disruption of any school operation.
2. Damage or Theft of Property – A student shall not intentionally or with gross carelessness damage school or private property. Where school property is damaged or stolen, the superintendent may seek restitution from the student or his/her parents as permitted by law.
3. 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.
4. Weapons and Dangerous Instruments
Students shall comply with the District's "No Tolerance" policy toward weapon use, transmission or possession on school property. A weapon could be any object used with the intent of threatening harm to another person.

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 with the intent or perceived intent to threaten and/or intimidate 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 as weapons.

5. 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.
Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule as long as the school nurse or her designee administers the medication.
6. Cigarettes, Cigars, Tobacco – A student shall not possess or use cigarettes, cigars, chewing tobacco, or tobacco of any kind on school property.

Violations will also be sent to the prosecuting attorney's office on a JCR (Juvenile Contact Report).

7. Truancy – A student shall not be absent or tardy from classes without an approved excuse. (Policy No. 3122 – Excused and Unexcused Absences)
8. Lewd Conduct – A student shall not use or exhibit obscene or vulgar language, writing, pictures, signs or acts.
9. Gambling – A student shall not engage in gambling in any form.
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. Criminal Acts – A student engaged in any criminal act will be referred to the proper authorities.
13. Cheating – A student shall not intentionally obtain test questions and/or answers through fraudulent means and shall not plagiarize written material.
14. False Accusations – A student shall not intentionally make false accusations against staff or students.
15. Intimidation By Threat or Force or Violence – A student shall not singly or in concert with others intimidate by threat or 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 or studies. (RCW 28.A.635.100)
16. Computer Misuse
 - 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.

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 with elementary students. These penalties will be invoked while students are going to/from school, while on Kennewick School District property and on Kennewick School District buses.

DRESS AND PROPERTY REGULATIONS

Policy #3224

Student Dress

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate group.
2. Damage to school property will result from the student's dress.
3. The student's dress or appearance will create a material and substantial disruption of the educational process at the school.

For the purpose of this policy, a 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 of lewd, sexual, drug, tobacco/alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organization, and clothing worn in observance of a student's religion, are not subject to this policy.

The superintendent shall establish procedures providing guidance to students, parents/guardians, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents/guardians, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

1. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
2. Create a health or other hazard to the student's safety or to the safety of others.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming does the following:

1. Creates a hazard to the student's safety or to the safety of others.
2. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

In order to maintain adherence to the student dress policy, students may **not** wear the following:

- ❖ Overly baggy clothing
- ❖ Overly tight clothing
- ❖ Head coverings, e.g., hats, caps, etc.
- ❖ Shorts and skirts shorter than mid-thigh in length
- ❖ Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms raised becomes visible. These may include, but are not limited to:
 - Boxers
 - Sheer tops
 - Mesh tops
 - Overly large openings at the neck or arms
 - Off the shoulder tops
 - Spaghetti straps
 - Halter-tops
 - Tube tops
 - Swim tops
 - Clothing that exposes the midriff

***Kindergarten – 5th grade application of this section of the regulation is at the discretion of the building principal.**

- ❖ Clothing or accessories with offensive pictures, symbols or sayings. These include, but are not limited to:
 - Demeaning statements
 - Violent statements
 - Sexual statements
 - Racial statements
- ❖ Attire or accessories which identify affiliation with movements, groups, or values inconsistent with or that detract from the academic environment including, but not limited to:
 - Any gang affiliated clothing
 - Extreme gothic clothing
 - Sexually provocative clothing
 - Clothing with attached excessive chains, cords, straps, etc. (bondage clothing)
- ❖ Clothing that advertises or promotes tobacco, alcohol or other drugs.
- ❖ Jewelry or accessories that could be used to cause harm or injury.

A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT. If the student's dress or grooming is objectionable under these provisions, the principal/designee shall request the student to make appropriate corrections. If the student refuses, the principal/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. Students may be suspended, if circumstances so warrant and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal/designee may determine. All students shall be accorded due process safe-guards before any corrective action may be taken.

AODA POLICY #3418

STUDENTS IN POSSESSION, CONSUMPTION OR UNDER THE INFLUENCE, AND/OR TRANSFER OF ALCOHOL OR OTHER DRUGS, INHALANTS, PARAPHENALIA, MIND OR MOOD ALTERING SUBSTANCES, OR LOOK-ALIKES ON CAMPUS OR AT ANY SCHOOL SPONSERED ACTIVITY.

A. POSSESSION OR CONSUMPTION

1. First Offence
 - a. Five (5) day suspension from school
 - b. Mandatory drug/alcohol assessment and fulfill recommendation of assessment
 - c. Long term suspension for remainder of semester, if student fails to comply with a & b above.
2. Second Offense
 - a. Ten (10) day suspension from school
 - b. Notification of law enforcement
 - c. Mandatory drug/alcohol assessment and fulfill recommendation of assessment
 - d. Failure to comply with a, b & c above will result in expulsion from school
3. Third Offense
Recommendation of expulsion

B. TRANSFER OF ALCOHOL, DRUGS, ETC.

1. First Offense
 - a. Contact of law enforcement
 - b. If transfer is determined, the student will be emergency expelled until guidelines for readmission are fulfilled.
2. Second Offense
Recommendation of expulsion

POSSESSION AND/OR CONSUMPTION OF TOBACCO

1. First Offense
 - a. One (1) day suspension from school
 - b. Report sent to law enforcement
 - c. Referral to intervention counselor
2. Second Offense
 - a. Three (3) day suspension from school
 - b. Two (2) days of the suspension may be waived if student agrees to:
 1. Alcohol/drug assessment
 2. Participation in school support group for a minimum of three weeks
3. Third Offense
 - a. Five (5) day suspension from school
 - b. Two (2) days of the suspension may be waived if student agrees to:

1. Alcohol/drug assessment
2. Participation in a school support group for a minimum of three weeks
4. Fourth Offense
Long term suspension from school

SEXUAL HARRASSMENT

Policy #5013

The Kennewick School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- ❖ Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefits;
- ❖ Submission to or rejection of sexual demands is a factor in academic, work or other school related decision affecting an individual: or
- ❖ Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
- ❖ 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.
- ❖ Using derogatory sexual terms for a person;
- ❖ Standing too close, inappropriately touching, cornering or stalking a person; or
- ❖ Displaying offensive or inappropriate sexual illustrations on school property.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved person from retaliation.

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

WASHINGTON ASSESSMENT OF STUDENT LEARNING TIPS FOR PARENTS AND STUDENTS

Overview

In 1993, Washington State raised the bar significantly on the quality of K-12 education. The strategy was threefold:

- ❖ Raise standards in key academic areas and be explicit about what students ought to learn
- ❖ Measure students and schools to determine how well the new standards are being met
- ❖ Hold schools and students accountable for meeting the standards

The Washington Assessment of Student Learning tests (WASL) are administered each spring to students in grades 4, 7, and 10. The tests provide information to parents and teachers on progress to meeting the state standards in Reading, Mathematics, and Writing. Students in grades 5, 8, and 10 will also be required to do the science WASL.



Reading

Students are assessed in reading with both fictional and informational text. Exposure to a wide variety of reading materials, at home and at school, is important.

When taking the WASL, students need to attempt every question, avoid one-word answers, and follow directions carefully! Students need to be familiar with testing vocabulary in reading which includes terms such as: summarize, compare/contrast/ describe, predict, analyze, and give the author's point of view.

Mathematics

In the mathematics portion of the test, students are asked to not only determine the correct answer, but to explain how he/she worked out the problem. Students need a lot of practice in problem solving, reasoning, and making connections in mathematics. Approximately 40% of the WASL Mathematics test is multiple choice, with the remaining 60% of the test involving short answer and extended response questions.

Writing

Seventh and tenth grade students will be asked to write to two prompts. One is designed to elicit an expository response and the other, a persuasive response. The expository prompt asks a student to explain or inform, and the persuasive prompt asks students to persuade or convince. To do well on this section of the test, students need to follow the directions, have multiple experiences, to pay attention to the underlined word in the prompt, and to focus on the content, organization and details in his/her writing.

MAKE YOUR DAY

DO WHAT IS EXPECTED.....DO YOUR BEST!!!!

Make Your Day is Park Middle School's school-wide discipline program. It is an intrinsic system that allows teachers to teach and students to learn. It centers on one rule:

No one has the right to interfere with anyone's learning, safety, or well being.

Inappropriate behavior will be dealt with in Steps. The Make Your Day Program emphasizes student decision making and responsibility. It is important for

students to understand that progression through the steps is **entirely the student's choice.**

Steps:

Step 1: When a student chooses not to do what is expected of them they may be asked to sit away from the activity for 3-5 minutes.

Step 2: If the student fails to sit appropriately on Step 1, he/she forfeits their chair and stands facing away from the activity.

Step 3: If the student fails to stand appropriately on Step 2 then he/she will be given a choice. He/she can either focus on a card with the Make Your Day rule on it, or they may choose Step 4.

Steps 1-3 allow students to remain in the classroom and receive instruction as they attempt to correct their behavior.

Step 4: Students make the choice to go to Step 4 by refusing to focus on the Make Your Day rule or by a leap. Students who choose Step 4 are sent immediately to the office where they call their parents to set up an immediate Step 4 conference. Until their parents arrive, the student will be sent to a buddy room where they will sit facing away. If the student is unable to do this appropriately they are choosing Step 5.

If the students' parents are unable to come in for a Step 4 conference on that day the student may go home. They are not allowed back at school until a Step 4 conference is held. Students who show up at school the following day without completing a Step 4 conference will be taken home.

Step 5: This step is only used when a student is unable to change their behavior and must be removed from the school setting. Step 5 sanctions may involve short and long term suspensions as well as expulsion from Park Middle School.

In certain situations a student may choose an Automatic Step 4 or 5. Below are examples of some choices that students may make that would qualify.

Examples of Automatic Step 4's:

(Taken from Kennewick School District Policy #3240)

- Truancy, bus problems, failure to identify, serious interference with class activities, repeated violations of dress code, disregard of a reasonable request, cheating

Examples of Automatic Step 5's:

(Taken from Kennewick School District Policy #3240)

- Occupying a school building or school grounds in order to deprive others of its use.
- Setting fire or damaging school property
- Using, or threatening to use firearms, explosives or other weapons on the school premises
- Preventing students from attending a class or school activity
- Urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions

- Making false accusations about staff or student behavior
- Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation are prohibited
- 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)
- 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
- Students are to respect the property of others. Entry, theft or possession (without permission) of another's property is prohibited.
- Activities defined by federal, state or municipal law as criminal are prohibited.
- The forging of any signature or alteration of any document is prohibited.
- Any infraction under Kennewick School District Policy #3314, #3418, and #5013

Points & Concerns

At the end of each class period students' will do points and concerns. This is the opportunity for each student to reflect and assign points to themselves based on meeting the classroom expectations. After points, concerns will be done so that other students' will have the opportunity to share and express a concern with a student that may have interfered with their learning, safety, or well being during that class period. A student may miss up to 10 points per day and still make their day.

School/Home Communication Form

If a student does not make their day, they will be asked to fill out a school/home communication form. This form is to be taken home and signed by the student's parents, and brought back to school the following day.

Cub Challenge

The "Cub Challenge" is a voluntary program available to all students at Park. It is designed to encourage students to do their best and be actively involved in their school and community. Participating students are expected to set and achieve high goals for themselves in: academic achievement, positive citizenship, community service, school & community involvement, and career pathways/exploration.

