

**PARK MIDDLE SCHOOL  
2017-18  
STUDENT PLANNER & Handbook**



MISSION STATEMENT

**To create a culture where significant relationships, innovative teaching techniques, and rigorous instruction empower a global community of leaders to persevere and succeed in a challenging and ever-changing world.**

MOTTO

*Park Middle School where everyone belongs and everyone can succeed,  
NO EXCEPTIONS!*

1<sup>st</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_  
2<sup>nd</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_  
3<sup>rd</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_  
4<sup>th</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_  
5<sup>th</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_  
6<sup>th</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_  
7<sup>th</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_  
8<sup>th</sup> period teacher: \_\_\_\_\_ room # \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

## WELCOME TO PARK MIDDLE SCHOOL

Welcome to Park Middle School, **HOME OF THE CUBS!** Park Middle School has a rich tradition of PARK PRIDE in the Kennewick School District. Our staff looks forward to the partnership with parents during the 2017-2018 school year to help all students reach their highest potential.

This Student Planner & Handbook is intended to share information about school rules, policies, programs, and procedures at Park Middle School.

Our hope is that the upcoming school year is the best, for all of us. We encourage parents to take time to familiarize themselves with the Student Planner & Handbook. Please make frequent checks with your student and their teachers throughout the school year for scheduled assignments, teacher notes, and other scheduled events. Your assistance in checking your student's planner can be an important part of the school/parent partnership.

## BIENVENIDOS A LA ESCUELA SECUNDARIA PARK

Bienvenidos a la Escuela Secundaria Park, **CASA DE LOS CACHORROS!** La escuela Park tiene una rica tradición de nuestro ORGULLO PARK dentro del Distrito Escolar de Kennewick. Nuestro personal busca tener una asociación con nuestros padres durante el año escolar 2017-2018 para ayudar a nuestros estudiantes a conseguir su potencial más alto.

Esta Agenda & Manual tiene la intención de compartir información sobre nuestras reglas de la escuela, política, programas, y procedimientos aquí en la Escuela Secundaria Park.

Nuestra esperanza es que el siguiente año escolar sea el mejor para todos. Animamos a los padres a tomar el tiempo para familiarizarse con esta Agenda & Manual. Por favor comuníquese frecuentemente con su estudiante y con los maestros de su estudiante durante el año escolar para programar tareas, notas de los maestros y otros eventos programados. Su asistencia en conocer la Agenda de su estudiante puede ser parte muy importante de la escuela/Asociación de Padres.

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## MAIN OFFICE STAFF

Principal	Shaun Espe Amaya	Data Processing/Attendance	Erika Flores
Assistant Principal	Alyssa Nesbit	ASB Secretary	Lorena Hernandez
Assistant Principal	Paul Osborne	Business Secretary	Irene Mendoza
Counselor	Michelle Hudon	Front Secretary	Rosa Merlin
Counselor	Jessica Reyes	Librarian	Camille Renteria
School Psychologist	Rhonda Jones	Library Secretary	Dawn Gardner
Interventionist	Andrea Brunson	Nurse Security	Teresa Walker Chris Oatis

## CERTIFICATED TEACHERS

Alexi Albert	Alfredo Arroyo	Kimberly Baker	Tanner Cornell	Isabel Barron
Amber Dickerson	Danielle Craigen	Brenda Coomes	Teri Glasford	Judy Brown
Lynnette Gunter	Kristen Daus	Karen Dennis	Crystal Greer	Gina Burf
Helen Jensen	Kaycee Ferguson	Amy Evans	Tim Moon	Madison Chambers
Dora Johns	Crystal Green	Travis Hatke	Dave Pierce	Martin Evans
Andrea Mann	Julie Nelson	Francine Hicks	Dwane Sittler	Rhonda MacLellan
Gerardo Mendoza-Tovar	Ashlie Rickards	Heather Kalunian	Corie Kelly	Linda Zilar
Jared Stewart	Cara Suarez	Emily Otto		
Sara Rodgers	Jeff Wiens	Jennifer Tillenburg		
Lynn Westerman		Ron Turner		
Johanna Wiens				

## EDUCATIONAL ASSISTANTS

Adrianna Barnett	Lindsey Helfer	Stephanie Monroy
Katie Blanton	Christine Mertens	Manuel Ross
Marlowe Croskrey	Moonsuk Kulp	Virginia Watt

## PERSONAL DE LA OFICINA PRINCIPAL 222-6900

Directora	Ms. Shaun Espe Amaya	Secretaria Ausencias	Ms. Erika Flores 222-6902
Asistente del Director	Mrs. Alyssa Nesbit	Secretaria Estudiantil	Ms. Lorena Hernandez
Asistente del Director	Mr. Paul Osborne	Secretaria Oficina	Ms. Irene Mendoza
Consejar	Mrs. Michelle Hudon	Secretaria Oficina	Ms. Rosa Merlin
Consejar	Mrs. Jessica Reyes	Bibliotecaria	Mrs. Camille Renteria
Psicóloga Escolar	Ms. Rhonda Jones	Secretaria de Biblioteca	Mrs. Dawn Gardner
Intervencionista	Ms. Andrea Brunson	Enferma	Ms. Teresa Walker
		Guardia de Seguridad	Mr. Chris Oatis

**Fees/Cuotas**

ASB/ASB.....	\$15
ASB reduced/ASB Reducido.....	\$5
Sports User Fee/Cuotas de Deportes.....	\$30
Sport User Fee Reduced/Cargo Deportes Reducida.....	\$10
Yearbook/Anuario.....	\$30.00
Replacement ID/Tarjeta Identificacion.....	\$5.00
PE T-Shirt/PE Playera.....	\$5.00
PE Shorts/PE Pantalones Cortos.....	\$10.00
Adult Breakfast/Desayuno para Adulto.....	\$2.25
Adult Lunch/Almuerzo Para Adulto.....	\$3.50

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

Una cuota de \$ 25 por cada cheque devuelto (NSF, fondos insuficientes) se impondrá por la policía del distrito escolar. Si el distrito recibe 2 o más cheques defectuosos, no aceptarán cheques de esa persona durante el resto del año.

# Park Middle School

## Daily Schedule 2017 - 2018

	6 <sup>th</sup>		7 <sup>th</sup>		8 <sup>th</sup>
1 <sup>st</sup>	8:00 – 8:40 (40)	1 <sup>st</sup>	8:00 – 8:50 (50)	1 <sup>st</sup>	8:00 – 8:50 (50)
Passing	8:40 – 8:44 (4)	Passing	8:50 – 8:54 (4)	Passing	8:50 – 8:54 (4)
2 <sup>nd</sup>	8:44 – 9:34 (50)	2 <sup>nd</sup>	8:54 – 9:34 (40)	2 <sup>nd</sup>	8:54 – 9:34 (40)
Passing	9:24 – 9:28 (4)	Passing	9:34 – 9:38 (4)	Passing	9:34 – 9:38
3 <sup>rd</sup>	9:38 – 10:18 (40)	3 <sup>rd</sup>	9:38 – 10:18 (40)	3 <sup>rd</sup>	9:38 – 10:18 (40)
Passing	10:18 – 10:22 (4)	Passing	10:18 – 10:22 (4)	Passing	10:18 – 10:22 (4)
4 <sup>th</sup>	10:22 – 11:02 (40)	4 <sup>th</sup>	10:22 – 11:02 (40)	4 <sup>th</sup>	10:22 – 11:02 (40)
Passing	11:02 – 11:06 (4)	Passing	11:02 – 11:06 (4)	Passing	11:02 – 11:06 (40)
<b>Lunch</b>	<b>11:06 – 11:36</b>	5 <sup>th</sup>	11:06 – 11:46 (40)	5 <sup>th</sup>	11:06 – 11:46 (40)
Passing	11:36 – 11:40 (4)	Passing	11:46 – 11:50 (4)	Passing	11:46 – 11:50 (4)
5 <sup>th</sup>	11:40 – 12:20 (40)	<b>Lunch</b>	<b>11:50 – 12:20</b>	6 <sup>th</sup>	11:50 – 12:30 (40)
Passing	12:20 – 12:24 (4)	Passing	12:20 – 12:24 (4)	Passing	12:30 – 12:34 (4)
6 <sup>th</sup>	12:24 – 1:04 (40)	6 <sup>th</sup>	12:24 – 1:04 (40)	<b>Lunch</b>	<b>12:34 – 1:04</b>
Passing	1:04 – 1:08 (4)	Passing	1:04 – 1:08 (4)	Passing	1:04 – 1:08 (4)
7 <sup>th</sup>	1:08 – 1:48 (40)	7 <sup>th</sup>	1:08 – 1:48 (40)	7 <sup>th</sup>	1:08 – 1:48 (40)
Passing	1:48 – 1:52 (4)	Passing	1:48 – 1:52 (4)	Passing	1:48 – 1:52 (4)
8 <sup>th</sup>	1:52 – 2:35 (43)	8 <sup>th</sup>	1:52 – 2:35 (43)	8 <sup>th</sup>	1:52 – 2:35 (43)

*No early Wednesday Release at Park Middle School\**



# Academic Information

## **ACADEMIC EXPECTATIONS**

We believe all Middle school students are capable of success and with hard work, are able to pass ALL of their classes. All students have the responsibility to apply consistent and sustained effort toward learning experiences that are assigned. Students with low grades will be placed on an academic improvement plan. Students must demonstrate the skills, attitudes, and behaviors to be successful in the next grade in order to be promoted. Students who have multiple Ds and/or Fs, excessive absences, or low achievement test scores may be recommended for retention or accountability summer school. If recommended for accountability summer school, successful completion 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.

### 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:

#### Procedures:

1. Student transfer requests must be made to the principal in writing. The administration 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 administration will determine if the reason for the transfer request is within the guidelines.
3. Parents and/or students will be notified of the decision.

### 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.

## **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, band, orchestra, and socials. All students who participate in co-curricular activities must purchase an ASB card.

ASB officers (3 officers for each grade level) will be elected in the spring (the previous school year). One representative and alternate from each homeroom will be elected in the fall. ASB officers and representatives meet every month to discuss school activities and issues. ASB Officers must maintain at least a 3.0 GPA throughout the school year and be students in good standing.

### **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/Guardian 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.

### **ATHLETICS**

We encourage all 7th 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 Park Middle School. 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 current physical on file. Physicals are good for two years, but must be renewed if a student has a major injury. Students must also have sports packets filled out and signed by their parent. Registration for the different sport seasons will be held during student lunches. There is a \$30 user fee (\$10 if free/reduced) 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.

To be eligible to participate in athletics a student must:

- Maintain a 2.0 GPA or higher with 1 F or less (subject to change to higher requirement)
- Pay a participation user fee for each sport (\$30/\$10)
- Purchase an ASB card each year (\$15/\$5)
- Have a current medical physical on file by a registered physician
- Complete all necessary paperwork and participation contract prior to participating

### **ATTENDANCE POLICIES**

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. An automated caller may call.
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 1<sup>st</sup> or 3<sup>rd</sup> 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 222-6565) 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 may result in a student sitting on steps the entire day and/or assigned to after school detention or clean-up. Ten minutes or more late to class is considered being truant.

#### 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. Four unexcused absences or tardies to the same period will count as an absence. Truant students will be assigned after school clean-up crew.

Detention For minor infractions of school rules or regulations, or minor misconduct, certificated staff may detain students after school hours. All students required to attend detention will be supervised by a school staff member. See student policy 3312, WAC 180-40-230.

#### 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 2:30-3 p.m. on the day following the request. 24 hours' notice is typically needed.

#### **BAD WEATHER**

Listen to local radio stations, watch local TV stations, or check [www.ksd.org](http://www.ksd.org) for announcements about school closures and delays. Please do not call the school, as there will not be anyone in the office answering phones on these days.

### **BICYCLES, SKATEBOARDS, SKATES, SCOOTERS, etc.**

Students are welcome to ride bicycles, skateboards, or scooters to school, however they must be left in the bike rack ONLY. Park has a fenced rack for storage. We recommend that items are locked by students. 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 are not permitted any place on campus or they may be confiscated. This includes after-school hours.

### **BUILDING CONDUCT**

Students on campus and in hallways are expected to not be disruptive or interfere with others. The use of profanity is not accepted. When students arrive they are to report to the commons, courtyard, or basketball courts (out back). Breakfast is served at 7:30.

### **COMPUTER USE**

Students have the opportunity to utilize student computers throughout the school day. Student use of school computers will occur only under the guidance 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.

### **CUB REPORT**

Homeroom teachers will play our Cub Report, which is a news broadcast done by Park students to let all staff and students know what is going on at Park. This is Park's morning announcements. These can also be found on YouTube at: [youtube.com/c/parkmiddleschoolcubs](https://www.youtube.com/c/parkmiddleschoolcubs)

### **DELIVERIES & PARENT TEXT/VOICE MESSAGES TO STUDENTS**

In an effort to minimize classroom disruption, deliveries to students such as flowers, pizza, balloons, candy, birthday gifts, etc., will be held in the main office until the end of the school day. Parent messages to students will be delivered during the last 5 minutes of each class period. Please understand, unless an emergency situation is evident, parent messages to your child will be delivered in a timely manner, but not immediately. If you regularly communicate with your child using text/voice messages, please be aware they may not be able to respond until their lunch time or after school per Park's personal electronic device use expectation. Also, your student's electronic device may be confiscated and stored in the main office if they choose to violate a teacher's, or the school's, personal electronic device use expectation; which would delay their response(s) to any received text/voice message.

### **DRESS & CLOTHING STANDARDS**

This list, although not all-inclusive, lists major types of clothing not allowed for students at Park. As styles change, Park administration will determine if other clothing items are unsafe or distracting to the learning environment at Park.

- o Shorts and skirts shorter than mid-thigh in length
- o Clothing that reveals the back or midriff and/or undergarments
- o Revealing clothing such as boxer shorts, sheer tops, mesh tops, overly large openings at the neck, arms, off the shoulder tops, spaghetti straps, halter tops, tube tops, swimwear, and bare midriff tops
- o Clothing or accessories with offensive pictures, symbols, or sayings, including but not limited to demeaning, violent, sexual, racial statements (including innuendo)
- o Clothing that advertises or promotes alcohol, tobacco, or other drugs
- o Jewelry or accessories that could be used to cause harm or injury
- o Any gang affiliated clothing (qualifying items subject to change as local, state, and national trends change)
- o Head coverings (beanies, bandanas, hoodies, etc.) except for medical or religious reasons
- o Hats
- o Torn, or ripped jeans with holes above the knee (unless leggings are worn underneath the jeans to cover the exposed skin)

- Hanging belts, clothing with Old English lettering, and Marilyn Monroe attire

### **ELECTRONICS**

In order to maintain a learning environment that benefits all students, the following items cannot be used or out during school hours, with the exception of before school, lunch, and after school, and may be confiscated for parent pick-up:

- Cell phones, iPods, tablets, radios, portable TV's, CD players, MP3/4 players, electronic games (PSPs, DS, etc.), or toys.

**School personnel will NOT investigate if any electronic devices are lost, stolen, or misplaced. Students choosing to bring electronics do so at their own risk.**

*Use of Electronic Devices at school will result in the following:*

- 1<sup>st</sup> Offense – Device confiscated and returned to student at the end of the day
- 2<sup>nd</sup> Offense – Device confiscated and held in office for parent pick-up
- 3<sup>rd</sup> Offense (or more) – Disciplinary Action(s) as determined by administration

### **EVACUATION AND LOCKDOWN PROCEDURES**

An emergency evacuation map is posted in each class area, as well as lockdown procedures. Teachers will review the different plans several times during the school year. In the case of an alarm, walk quietly and orderly from the building to your class's designated area. Line up with your class and await further instructions. Classes will not re-enter the building until they are cleared by administration.

### **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 on and visible. Teachers will also have a list of supplies ready at the beginning of the school year. You are encouraged to carry books and supplies to and from school in a backpack. **Backpacks must be placed in your locker at the start of school each day and cannot be brought to class.**

### **FIELD TRIPS**

Field trips are great opportunities for students. Various groups, clubs, and programs plan exciting opportunities every year for students to attend. However, students may be excluded (not allowed to attend) from a field trip due to academic, behavioral, or safety concerns. Any decision affecting attendance on a field trip will be determined through a collaborative decision-making process between school administrator, the supervising teacher, the student and their parent/guardian.

### **FIGHTING**

Park Middle School staff works closely with families and community members to provide a safe school and climate for success. To keep staff and students safe fighting is not tolerated. Any involvement in a fight at school or off school grounds may result in suspensions or expulsions. This includes fighting, setting up the fight, filming (posting films), encouraging, instigating, or watching the fight.

### **FOOD & DRINK**

To aid in providing a safe, secure, and pleasant learning environment for all of our students, energy drinks, such as Monster, Red Bull, or other highly caffeinated beverages, including beverages from local coffee shops will not be allowed inside the building. We ask parents to help us with this expectation by limiting the purchase of these types of drinks for their children on the way to school in the morning – Thank you! Park staff has been trained to politely ask students

to dispose of such beverages as they enter the building. Other food or beverages brought to school are subject to confiscation if any staff member feels they are creating a disruption or are found unsafe for, or distracting to, the school or classroom environment. Any Park employee is empowered to enforce this policy. Individual teachers may allow other food and beverages in their classroom for specific, periodic classroom activities.

### **GUM**

A lot of gum ends up on the floor and/or ground, creating a mess, this is why Gum is NOT permitted at Park Middle School.

### **IDENTIFICATION BADGES**

In order to ensure a safe environment for all, students at Park Middle School are required to wear a current Park issued ID badge whenever they are at school. This includes before and after school. For the 2017/2018 school year we will be using the HERO point system to award points to students who are wearing their badges and following the expectations at Park Middle School. Students will not be able to receive points if they do not have their ID. Students will be able to use their points to earn extra privileges, more information about this program will be communicated throughout the school year. Student IDs are also used for identification, library check out, and as breakfast/lunch cards. IDs need to be on and visible at all times, except PE and technology.

- Students will be issued a picture ID 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, partial, and unrecognizable 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 homeroom teacher. (Work crew and/or detention will be assigned for 3 temps issued in 1 week. Further discipline may occur for continued frequent temp ID usage.)
- Students who refuse to wear badges will not be allowed at school.
- Students do not have to wear badges while participating in PE classes, athletic practices or contests, or while performing in a music concert or play.
- Badges may not be given to other students. Transfer of a badge for false identification or fraud is prohibited. Badges will be confiscated and discipline may occur.
- Students will need their IDs on to earn points for positive behaviors.

### **INJURY OR ILLNESS AT SCHOOL**

A student who becomes ill or injured will be sent or taken to the 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, cell, work, etc.

### **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. Upon arrival students should be in the commons, courtyard, or basketball courts (out back).

### **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 library is open to all students without passes before and after school, as well as lunch. Passes to the library are required at all other times. 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.

### **LOCKERS**

**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

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 every student. 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. **DO NOT share or trade lockers.** The school is **NOT** responsible for articles lost or stolen from lockers. Please report thefts immediately to an administrator or security. 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.

### **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, then check with your teachers, and finally check with the main office.

### **LUNCH TIME EXPECTATIONS**

- Walk to the cafeteria
- ID badges must worn and visible at all times
- Go directly to the lunch line, if you are getting lunch
- Students who have a temporary badge are required to sit at temporary badge table
- Keep seated while eating with both legs under the tables
- Clean up after yourself, throw away your garbage, and stack trays in the cleaning area
- When you are finished with your lunch, students may go outside to the basketball court area and grassy areas (stay inside the designated coned-in areas)
- All food must remain in the cafeteria (no food or drink outside)
- 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
- Electronic usage is allowed during students' lunch, volume must be off or headphones/earbuds used, pictures/videos are only allowed with willing participants

## **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.**

## **OTHER ITEMS NOT PERMITTED**

- No permanent markers (sharpies), cans of paint, paint pens, or aerosol cans (anything that may permanently mark property)
- No open containers are permitted

## **P.A.R.K.**

For the 2017/2018 school year, we will be implementing the Positive Behavior Interventions and Supports (PBIS) Framework, at Park Middle School we refer to it as P.A.R.K., it stands for:

**P**roblem Solvers  
**A**lways Safe  
**R**esponsible  
**K**ind

P.A.R.K focuses on encouraging the positive behaviors that contribute to a safe and inclusive learning environment for all. Staff will consistently teach and reinforce the behaviors we expect at Park. Students will earn points by following expectations and exhibiting behaviors that show they are a Problem Solver, they are Always Safe, Responsible, and Kind. Students will be able to use their points to "purchase" items and special privileges. More information on this will be sent home throughout the school year. Points will be tracked through the HERO system we will also be using for the 2017/2018 school year.

Inappropriate behavior will be dealt with in Refocus Steps. Students who choose to not follow P.A.R.K. expectations will choose Refocus Steps, which could result in the students being asked to sit away from the activity, refocusing in another classroom, participating in a parent/teacher/student conference, and/or disciplinary action with an administrator.

## **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 Park KSD PE t-shirt and have shorts or sweats for PE. The shirts are \$5.00 and PE shorts are \$10 (\$15 as a bundle together) and can be purchased in the office. The PE t-shirt and shorts are used throughout all of the middle schools in Kennewick.
2. All clothing must be clearly marked for easy identification.
3. Keep your locker combination confidential and do not share lockers!
4. Sweatshirts and sweatpants are recommended for cold weather.

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.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

To ensure a safe environment and to be respectful to all Park does not allow students to kiss, hold hands, or hug at school. Violators will be placed upon no contact contracts. Parents will be contacted for continued violations and discipline may occur.

### **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. Many teachers require signed progress reports to be returned with their child to help with grade communications on the student. Please double check with your son/daughter and keep in contact with your child's teachers.

### **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:

- 1<sup>st</sup> misconduct – Three (3) days off bus
- 2<sup>nd</sup> misconduct - Five (5) days off bus.
- 3<sup>rd</sup> misconduct – Termination of riding privileges for remainder of semester or year.

\* additional school discipline may occur as well

### **TEXTBOOKS**

Textbooks are issued to students as their personal property. Please 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.

### **VISITORS AND VOLUNTEERS**

Parents are encouraged to visit the school and volunteer in classes, the library, or the office. Visitations to classrooms must be arranged and approved at least 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.

### **YEARBOOK CLASS**

Yearbook is a zero hour class (7:00 a.m. to 7:45 a.m.) offered Monday, Wednesday, and Friday from the start of school through April. Good attendance is required. Students need to be responsible, good students (3.0 GPAs and higher), and hard workers. If you are interested in this class, please contact Mrs. Hicks.

## Informacion Academica

### **EXPECTATIVAS ACADEMICAS**

Nosotros creemos que todos los estudiantes de la escuela Secundaria son capaces de exito y trabajando duro son capaces de pasar TODAS sus clases. Todos los estudiantes tienen la responsabilidad de poner todo de su parte para aprender de las experiencias asignadas. Estudiantes con grados bajos seran asignados en un plan academico para mejorar sus grados. Para que los Estudiantes continuen al siguiente año escolar deben demostrar que pueden tener un año exitoso, demostrar sus habilidades, actitud, y comportamiento. Estudiantes que tienen varias Ds y/o Fs, faltas excesivas, o bajos resultados en sus exámenes seran recomendados para repetir el año o para la escuela de verano. Si se recomienda la escuela de verano, para continuar al siguiente año debe terminar con exito la escuela de verano. La decision para recomendar, promover o retener sera tomada para el 15 de Mayo cada año. La decision final para retener sera tomada por el principal de la escuela.

#### Procedimientos para transferir dentro de la escuela a un estudiante

Una peticion para transferir a un estudiante de una clase sera tomada por el maestro, estudiante o administrador. Los siguientes procedimientos se tiene que seguir:

#### Procedimientos:

1. La transferencia a pedir del estudiante debe ser hecha ante el principal por escrito. El equipo de administracion revisara su solicitud. Los padres deberan de haber tenido por lo menos 2 conferencias con el maestro antes de que su solicitud sera considerada.
2. La administracion determinara si la razon para el cambio esta dentro de las lineas.
3. Padres y/o estudiantes seran notificados de la decision.

#### Condiciones para la Peticion de Transferencia

Transferencias son consideradas por las siguientes razones: clases con sobrecarga de estudiantes, necesidades individuales de los estudiantes, programa especial. i.e Servicios Especiales, Titulo, y/o enriquecimiento de clases. Peticion de transferencia debe ser por escrito al principal de la escuela por el padre/guardian del estudiante. Evitaremos tener clases con sobrecarga de estudiantes si es posible. En el evento de algun problema, nuestra filosofia es primero tratar de resolver el problema en lugar de transferir inmediatamente al estudiante. Cambio de clases no seran consideradas para estudiantes que quieren estar con sus amigos, para estar cerca de sus lockers, etc.

### **ASOCIACION DEL ESTUDIANTE (ASB)**

ASB trabaja para promover los intereses de los estudiantes y planear actividades. Es por parte de esta organizacion que el estudiante aprende sobre participar en el gobierno. Dinero de la recaudacion de fondos y ventas de las tarjetas de ASB apoya a todos los deportes, material, uniformes, viajes de equipo y oficiales. ASB tambien provee materiales para otras actividades escolares como el reconocimiento academico, mejoramientos de la escuela, paseos escolares, banda, orquesta y fiestas. Todos los estudiantes que participan en actividades deben comprar su tarjeta ASB.

Oficiales de ASB (3 oficiales por cada nivel) seran electos en la primavera (año escolar anterior). Un representante y alternativo por cada clase de casa seran electos en el otoño. Oficiales de ASB y representantes se reuniran cada mes para discutir las actividades de la escuela y otros asuntos. Oficiales ASB deben mantener por los menos un GPA 3.0 durante el año escolar.

## **CITAS DURANTE HORAS DE ESCUELA**

Siempre que sea posible, nosotros recomendamos que las citas de los estudiantes sean después de horas de escuela. Pero sabemos que a veces no es posible. Si es necesario para los padres recoger a su estudiante durante las horas de la escuela, ahorraría mucho tiempo si sigue las siguientes guías:

- Padres deben de firmar a su estudiante para salir de la escuela.
- Si el estudiante regresa a la escuela en el mismo día, el/ella tendrán que firmar en la oficina.

## **DEPORTES**

Nosotros animamos a todos los estudiantes del grado 7mo a participar, esto es solamente para los estudiantes del grado 7 y 8. La participación en los deportes (incluyendo Baile) es un privilegio para los estudiantes de la Escuela Secundaria Park. En temporada de deportes está prohibido el uso de Tabaco, alcohol y otras sustancias ilegales durante toda la temporada. Sanciones están entre perder el privilegio de jugar hasta la expulsión total de los deportes. Nosotros tenemos una póliza de "no-entra" aquí en la escuela Park. Eso quiere decir que cada estudiante que trate de entrar a un equipo estará en un equipo y será asignado al equipo "A" o al equipo "B", dependiendo de su nivel de rendimiento. La escuela proveerá uniformes (con la excepción de zapatos). Todos los estudiantes que participen en deportes tienen que tener un examen físico actual en su archivo. Exámenes físicos son válidos por 2 años, pero se tienen que renovar si el estudiante tiene alguna lesión grave. Estudiantes también deben de llenar sus paquetes deportivos y firmados por sus padres. La registración para los diferentes deportes de temporada serán durante las horas de comida de los estudiantes. Hay una cuota de \$30 (\$10 si es gratis/reducido) cada estudiante será evaluado por deporte y se pagará antes del primer juego. Todos los estudiantes que participen en deportes deben de comprar una tarjeta de ASB.

Para ser elegible para participar en deportes el estudiante debe:

- Mantener un GPA de 2.00 o más alto con una F o menos (sujeto a cambios para más requerimientos)
- Pagar su cuota para participar en cada deporte (\$30/\$10)
- Comprar una tarjeta ASB cada año (\$15/\$5)
- Tener un examen físico actual en su archivo firmado por un doctor
- Completar todo el paquete necesario y el contrato de participación antes de empezar

## **POLIZAS DE ASISTENCIA**

Se espera que todos los estudiantes estén en la escuela todos los días a tiempo. Si están ausentes, el estudiante debe de traer por escrito por el padre/guardian explicando la ausencia. Esta nota debe ser presentada en la ventana de asistencia ANTES de que el estudiante se reporte a clases. La ventana de asistencia está abierta cada mañana a las 7:30 a.m. SOLAMENTE AUSENCIAS/O LLEGADAS TARDE DEBIDO A ENFERMEDAD O EMERGENCIA FAMILIAR SERÁN JUSTIFICADAS. Quedarse dormido, perder el camión, etc. no son consideradas emergencias familiares. EL NO ENTREGAR UNA NOTA DURANTE LAS 48 HORAS RESULTARÁ EN UNA AUSENCIA O TARDE MARCADA SIN JUSTIFICACION.

Ausencias son clasificadas con acordancia con las pólizas del Distrito Escolar de Kennewick como justificadas, sin justificación o sin justificación (se va de pinta).

1. La escuela tratara de comunicarse con los padres via Telefonica y/o por correo cuando una falta injustificada o faltas sin resolver sucedan. Recibira una llamada automatica.
2. La poliza del Distrito Escolar de Kennewick permite que los maestros de la escuela secundaria Park le den al estudiante una calificacion baja o un grado no aprobatorio a estudiantes que han estado ausentes por mas de 12 dias durante el semestre o mas de 7 dias durante el 1ro o 3ro cuartos. Estudiantes con mas de 12 o mas ausencias en un semestre acumularan 1 punto que es aplicado a la poliza de responsabilidad del distrito y puede contribuir a la posible retencion del estudiante. Incluyendo en esta poliza son faltas JUSTIFICADAS e INJUSTIFICADAS y SUSPENSIONES. Excluidos los PASEOS, DEPORTES & ACTIVIDADES.
3. Familias con estudiantes que tengan problemas de salud, pueden ser limitados y afectar la poliza de 12/7-falta, necesitan contactar la enfermera de la escuela para explicar el problema y crear un plan apropiado. Este plan es necesario hacerlo al principio de cada semestre.
4. Estudiantes que se vayan de la escuela durante el dia deben de ser registrado para salir y registrado para entrar en la Oficina de Asistencia en cuanto regrese (al menos que participe en un paseo de la escuela o una actividad de la escuela). Contacto con el padre (nota o llamada Telefonica al 222-6902) es requerida para que el estudiante tenga permiso para salir de la escuela.

Ausencias Justificadas son aquellas faltas debido a enfermedad, familia o emergencias del distrito, suspension a corto plazo, medico, dental, o actividades curriculares, ausencias pre-excusadas por los padres y paseos de la escuela.

Ausencias Injustificadas son aquellas faltas que no son consideradas justificadas pero ocurren con el consentimiento del padre; ausencias no pre-aprovadas por faltas (vacaciones); suspensions a largo plazo (mas de 10 dias de escuela); y ausencias no claras dentro de las 48 horas.

Ausencia Injustificadas sin Permiso son ausencias de la escuela o clase sin los padres tener conocimiento y/o permiso o la escuela. La disciplina por estas ausencias puede resultar en el estudiante estar en pasos durante todo el dia y/o ser asignado a detencion despues de la escuela o limpieza. Diez minutos o mas que llegue tarde a la clase es considerado falta injustificada.

#### Consecuencias por escasa Asistencia

La ley de asistencia de Washington, se conoce como el Proyecto de ley BECCA, requiere que todas las escuelas reporten faltas injustificadas al Centro Juvenil de Justicia para accion legal. Exceso de ausencias impide el aprendizaje. Despues de cuatro (4) faltas injustificadas, padres seran notificados solicitando una conferencia y el estudiante sera puesto en un contrato de asistencia. Despues de cinco (5) faltas en un mes injustificadas, un reporte sera hecho con el Centro Juvenil de Justicia, requerido por el estado. Despues de diez (10) faltas en un semestre, el estudiante es sujeto a una revision para retencion por la Poliza del Consejo Escolar # 2421. En este caso de ausencias cronicas o injustificadas, una declaracion de no-asistencia sera entregada al fiscal de Condado de Benton y el estudiante sera requerido que se presente ante el consejo del Condado de Ausentismo. Cuatro ausencias injustificadas o tardes a la misma clase se contara como una ausencia. Estudiantes con ausencias injustificadas sin permiso seran asignados a limpieza despues de la escuela.

Detencion Por infracciones menores de las reglas de la escuela o regulaciones, o mala conducta, personal certificado podra detener a estudiantes en horas despues de la escuela. Todos los estudiantes requeridos a asistir a detencion seran supervisados por un empleado de la escuela. Mire la poliza del estudiante 312, WAC 180-40-230.

### Poliza de Recuperacion de Trabajo

Estudiantes podran recuperar cualquier trabajo que pedieron durante faltas JUSTIFICADAS. Es la responsabilidad del estudiante contactar al maestro y pedir los trabajos para recuperarlos y la cuando se deben entregar. Para faltas prolongadas, padres pueden llamar y pedir tareas despues que el estudiante a perdido mas de tres (3) dias de escuela. Generalmente, los trabajos se recogeran en la oficina 2:30-3:00 p.m. al siguiente dia de pedirlos. Por lo regular se requieren 24 horas para procesar.

### **MAL TIEMPO**

Escuche la radio local, mire la television o revise [www.ksd.org](http://www.ksd.org) para anuncios sobre clausuras o demoras en la escuela. Por favor no hable a la escuela, no habra nadie en la oficina para contestar el telefono en esos dias.

### **BICICLETAS, PATINETAS, PATINES, SCOOTERS, etc.**

Los estudiantes son bienvenidos a usar sus bicicletas, parinetas o scooters para llegar a la escuela, pero deben de ser puestas en el area asignada SOLAMENTE. Park tiene un area con cerca para su almacenamiento. Nosotros recomendamos que sean puestas con seguro por los estudiantes. Estudiantes no tendran acceso al area de bicicletas durante horas de escuela. Debido a razones de seguridad, el uso de patinetas, patines, scooters no son permitidos en ningun lugar dentro de la escuela o seran confiscadas. Esto incluye horas despues de la escuela.

### **CONDUCTA DEL EDIFICIO**

Se espera que los estudiantes dentro de la escuela y en los pasillos no perturben o interfieran con otros. El uso de blasfemia no es aceptado. Cuando los estudiantes llegen a la escuela tienen que reportarse a los comunes, patio o cancha de basketball (atras). Desayuno es servido a las 7:30.

### **USO DE COMPUTADORAS**

Estudiantes tienen la oportunidad de usar las computadoras durante el dia de escuela. El uso de las computadoras del estudiante solo ocurrira bajo la guia del personal de la escuela. Uso no autorizado del equipo o software resultara en una accion disciplinarian. El uso del internet es con la supervision del maestro/personal solamente. No habra uso del internet independiente en la escuela secundaria por la poliza del consejo escolar. Estudiantes podran usar la computadora solo para educacion. Padres estaran informados del uso del internet en la escuela dentro de las reglas de Park que se daran al principio del año escolar o cuando un nuevo estudiante se registre.

## **REPORTE CACHORRO**

En su salón el maestro mostrará nuestro Reporte Cachorro, es un noticiero hecho por estudiantes de Park para hacerle saber al personal y estudiantes que está pasando dentro de la escuela Park. Este es un anuncio por la mañana. También los puede encontrar en YouTube [youtube.com/c/parkmiddleschoolcubs](https://www.youtube.com/c/parkmiddleschoolcubs)

## **ENTREGAS & TEXTO DE PADRES/ MENSAJES DE VOZ PARA ESTUDIANTES**

En esfuerzo de minimizar la interrupción dentro del salón de clases, entregas a estudiantes como flores, pizza, globos, dulce, tarjetas de cumpleaños, regalos, etc., serán mantenidos en la oficina principal hasta el final del día de escuela. Mensajes de padres a estudiantes serán entregados durante los últimos 5 minutos de cada clase. Por favor entienda, que si no es una emergencia, los mensajes de padres a su estudiante serán entregados en un tiempo razonable, pero no inmediato. Si usted se comunica con su estudiante usando el mensaje de texto/voz, por favor este enterado que probablemente no podrá contestar hasta la hora del almuerzo o después de la escuela, por la expectativa del uso electrónico personal de Park. También, el aparato electrónico de su estudiante podrá ser confiscado y guardado en la oficina principal si ellos escogen no seguir las expectativas del uso personal electrónico de la escuela; el cual puede resultar en que se tarde más en responder a cualquier mensaje de voz/texto.

## **NORMAS DE ROPA & VESTIDO**

Esta lista, aunque no incluye todo, enumera la mayoría de tipos de ropa que no es permitido para los estudiantes de Park. Como los estilos cambian, la administración de Park determinará si otro tipo de ropa es insegura o distrae el aprendizaje de Park.

- Pantalones cortos y faldas más cortas a media pierna
- Ropa que revele la espalda o estómago y/o ropa interior
- Ropa reveladora como calzoncillos, blusas transparentes, blusas entalladas, con grandes aberturas en el cuello, brazos, mostrando los hombros, blusas con tiras de spaghetti, blusas de tubo, trajes de baño.
- Ropa y accesorios con fotos ofensivas, símbolos o dichos, incluyendo pero no limitados degradantes, violentos, sexuales, declaraciones raciales (incluyendo indirectas)
- Ropa que promueve o anuncia alcohol, Tabaco, y otras drogas
- Joyería o accesorios que puedan ser usados para causar daño o lastimar
- Cualquier ropa que será relacionada con pandilleros (estos pueden cambiar debido que tienden a cambiar local, estatal y nacional)
- Cubrir su cabeza (bandanas, gorros, gorras, etc.) excepto por razones médicas o religiosas
- Sombreros
- Pantalones de mezclilla rotos o desgarrados con hoyos arriba de la rodilla (al menos que se usen mallas por debajo para cubrir la piel)
- Cinturones sueltos, ropa con Letra de estilo Viejo Inglés y ropa con Marilyn Monroe en ella

## **ELECTRONICOS**

De manera de mantener un ambiente que beneficie a todos los estudiantes, los siguientes articulos no pueden ser usados o fuera de su bolsillo durante horas de escuela, con la excepcion de antes de la escuela, almuerzo y despues de la escuela, y seran confiscados y el padre tendra que recogerlos:

- Celulares, Ipods, tabletas, radios, Tv portatil, tocadore de CD, MP3/4, juegos electronicos (PSP, DS, etc.) o juguetes.

**Personal de la escuela NO investigara si algun aparato electronico es perdido, robado o no se acuerda donde lo dejo. Estudiantes que escogen traer electronicos lo hacen bajo su propio riesgo.**

Uso de Aparatos Electronicos en la escuela puede resultar en lo siguiente:

- 1ra Ofensa – Aparato confiscado y regresado al estudiante el final del dia
- 2da Ofensa – Aparato confiscado y guardado en la oficina para que el padre lo recoga
- 3er Ofensa (O mas ) – Accion disciplinaria determinada por la administracion

## **PROCEDIMIENTOS PARA EVACUACION Y CERRAR LA ESCUELA**

Un mapa con la evacuacion de emergencia sera puesto en cada clase, tambien los procedimientos. Maestros revisaran los planes varias veces durante el año escolar. En caso de una alarma, camina calladamente y en orden del edificio a tu area designada de tu clase. Haz una linea con tu class y espera instrucciones. Clases no entraran al edificio hasta que este despejado por la administracion.

## **ARTICULOS ESPERADOS PARA LA ESCUELA**

Se espera que cada estudiante venga a la escuela todos los dias con los siguientes articulos: carpeta de 3 agujeros, divisores, plumas, lapices, caja para lapices, cuaderno, agenda y su tarjeta de identificacion visible. Maestros tambien tendran una lista de articulos lista al principio del año escolar. Usted puede traer sus libros y articulos esperados de la escuela a la casa dentro de su mochila. **Mochilas seran puestas en su locker al principio de cada año escolar y no podran llevarlas dentro del salon de clases.**

## **PASEOS ESCOLARES**

Paseos escolares son una gran oportunidad para los estudiantes. Varios grupos, clubs y programas planean oportunidades exitantes para que los estudiantes atiendan cada año. Pero, estudiantes tambien pueden ser excluidos (no podran ir) a un paseo debido a compartamiento, academico o preocupaciones de seguridad. Cualquier decision que afecte la asistencia en un paseo escolar sera determinado por una proceso entre la administracion de la escuela, el maestro a cargo, el estudiante y el padre/guardian.

## **PELEAS**

El personal de la Escuela Park Middle School trabaja muy cerca con familias y los miembros de la comunidad en proveer una escuela segura y destinada para el éxito. Para mantener a los estudiantes y personal seguro, peleas no serán toleradas. Cualquier participación en una pelea en la escuela o fuera de la escuela podrá resultar en suspensión o expulsión. Esto incluye pelear, organizar la pelea, grabar (ponerlo en internet), alentar, instigar o mirar la pelea.

## **COMIDA Y BEBIDAS**

Para ayudar a proveer un ambiente de aprendizaje, placentero y seguro para todos nuestros estudiantes, bebidas energizantes, como Monster, Red Bull, o cualquier otra bebida con mucha cafeína, incluyendo bebidas de las tiendas locales no se permitirán dentro del edificio. Le pedimos a los padres que nos ayuden con esta expectativa limitando la compra de este tipo de bebidas para sus hijos(a) en el camino a la escuela por la mañana – Gracias! El personal de Park ha tenido un entrenamiento para pedirle a los estudiantes que fijen este tipo de bebidas en cuanto entre a la escuela. Otro tipo de comida o bebidas que entren a la escuela serán confiscadas si cualquier empleado cree que este interrumpiendo o que no sea seguro, o distraiga a la escuela o al salón de clases. Cualquier personal de Park tiene el poder de seguir esta regla. Cada maestro le puede dar permiso de tener bebidas dentro del salón por algo específico, alguna actividad dentro del salón.

## **CHICLE**

Muchas de las veces el chicle termina en el piso dentro y fuera de la escuela, haciendo un regero, es por eso que CHICLE no es permitido en la escuela secundaria Park.

## **TARJETA DE IDENTIFICACION**

Para continuar con nuestro ambiente de seguridad para todos, estudiantes de la Escuela Secundaria Park son requeridos de portar su tarjeta de identificación del año actual cada vez que estén dentro de la escuela. Esto incluye antes y después de la escuela. Para el año escolar 2017/2018 estaremos usando un Sistema de puntos que se llama HERO y estudiantes que lleven su identificación visible y sigan las reglas recibirán puntos. Estudiantes que no tengan su identificación no podrán recibir puntos. Estudiantes podrán usar esos puntos para ganar privilegios extra, más información sobre este programa será comunicado durante el año escolar. La tarjeta de identificación no solo se utiliza para identificar al estudiante, si no también para sacar libros de la librería, desayuno/almuerzo. Identificaciones ocupan estar visibles todo el tiempo, con la excepción de PE y Tecnología.

- Estudiantes recibirán su tarjeta de identificación y un cordón al principio del año escolar sin ningún costo. Si el estudiante escoge usar su propio clip o cordón, tiene que abrirse fácil, por razones de seguridad.
- Identificaciones que rompan por completo o parcial deben de ser reemplazadas inmediatamente. El costo para reemplazo es de \$5.00 y es responsabilidad del estudiante.
- Estudiantes que olviden su identificación se les dará una tarjeta temporal en su salón de clases por su maestro principal. (Trabajo después de escuela y/o detención serán asignados si se usa la identificación temporal 3 veces en una semana. Más acciones disciplinarias ocurrirán si esto continúa.)
- Estudiantes que se niegan a usar su identificación no serán aceptados dentro de la escuela.

- Estudiantes no tienen que usar su tarjeta de identificación durante la clase de PE, o durante cualquier práctica de deporte o mientras este en un concierto de música o alguna obra.
- No se pueden dar a otros estudiantes. El hacer cambio de identificación entre estudiantes es fraudolento y es prohibido. Identificaciones serán confiscadas y podrá haber consecuencias de disciplina.
- Estudiantes deben de tener su tarjeta de identificación para recibir puntos por buen comportamiento.

### **ENFERMEDAD DENTRO DE LA ESCUELA O HERIDAS**

Un estudiante que se enferme o se lastime será llevado a la oficina donde se tomarán todas las medidas necesarias para que el/ella esté cómodo. Cuando un estudiante está muy enfermo para quedarse en clase, el/ella tiene que tener su agenda firmada. Personal de la oficina se comunicará con los padres del estudiante si el estudiante necesita irse a casa o necesita atención médica. **Es muy importante que tengamos números de emergencia en nuestros archivos, para que podamos comunicarnos en caso de emergencia.** Esto incluye todos los números posibles, como de casa, celular, trabajo, etc.

### **SALIDAS DE LA ESCUELA DURANTE HORAS DE CLASE**

Solamente personas adultas autorizadas (padres, guardianes, contactos de emergencia o el principal) pueden dar permiso para que el estudiante salga de la escuela durante horas de clase. En cuanto lleguen a la escuela estudiantes deben de estar en el patio, comunes o en la cancha de basketbal (parte de atrás).

### **PROCEDIMIENTOS DE LA LIBRERIA**

Estudiantes podrán sacar un máximo de 3 artículos a la vez. Todos los materiales pueden ser prestados hasta por 2 semanas y pueden ser renovados una vez. Estudiantes tendrán sus privilegios de la librería restringidos si estos materiales no son regresados a tiempo. Materiales de referencia no son distribuidos.

Usted es responsable por todos los materiales sacados en su nombre. **Tu responsabilidad empieza en cuanto sacas un artículo (s) y termina cuando la computadora lo recibe.** Se espera que los estudiantes regresen o paguen el reemplazo de cualquier artículo que se pierda. Estudiantes con deudas sin resolver se les restringirá el uso de la librería. La librería está abierta para todos los estudiantes sin necesidad de pases antes o después de la escuela también durante la hora de almuerzo. Durante horas de clases los pases para la librería si son requeridos todo el tiempo. Tu tienes que obtener tu pase a la librería para el almuerzo con cualquiera de tus maestros o ve a la librería antes de ir al almuerzo. Por favor presenta tu pase en el escritorio principal de la librería para que sellen el pase. Estudiantes deben de entrar a la librería con materiales que necesiten adentro. Antes y después de la escuela, las mochilas se deben de dejar a la entrada de la librería.

## **LOCKERS**

**Lockers son propiedad del Distrito Escolar de Kennewick. Esto quiere decir que oficiales de la escuela tienen el derecho de abrir los lockers para reparar, buscar o revisar.** Poliza # 3232

El uso del locker es un privilegio, lo que quiere decir que puede quedarse sin uno si se abusa de él. Tendremos ocasionalmente revisiones. Lockers se asignaran a cada estudiante. Combinaciones se deben de mantener en forma confidencial. Se recomienda que los estudiantes usen sus lockers antes de la escuela, durante el almuerzo, despues del almuerzo, y despues de la escuela solamente. Estudiantes tienen toda la responsabilidad en el uso de sus lockers. NO TRAIGA cosas de valor a la escuela; NO PONGA cosas de valor dentro del locker. NO COMPARTA o cambie lockers. La escuela NO es reponsable por materiales perdidos o robados de los lockers. Por favor reporte inmediatamente si algo es robado a nuestra administracion o seguridad. Fotos obscenas, sustancias ilegales o materiales en bajo gusto no se pueden tener o pegar en sus lockers. Rayar o cualquier otro tipo de daño en el locker resultara en una multa y/o accion disciplinarias.

## **PERDIDO Y ENCONTRADO**

Tenemos una caja de cosas perdidas en el area de PE y comunes. Si encuentras algo porfavor entregalo a la oficina. Si tu perdiste algo, primero revisa si fue puesto en la caja de cosas perdidas, y despues revisa con tus maestros y al final ve a la oficina.

## **EXPECTATIVAS DE LA HORA DE ALMUERZO**

- Camina hacia la cafeteria
- Tarjeta de ID debe de estar puesta y visible todo el tiempo
- Ve directamente a la linea del almuerzo, si vas a comer
- Estudiantes que tienen una identificacion temporal son requeridos que se sienten en la mesa de las identificaciones temporales
- Limpia tu lugar, tira tu basura, y pon tu bandeja en el area de limpieza
- Cuando termines con tu almuerzo, estudiantes pueden ir afuera al area de la cancha de basketball y de pasto (quedate dentro del area asignada)
- Toda la comida debe de mantenerse en la cafeteria (no comida o bebida afuera)
- Estudiantes deben de comer su almuerzo dentro de la cafeteria (excepto bajo condiciones especiales)
- Deportes de contacto no sos permitidos
- Todos los pasillos estan cerrados durante el almuerzo
- Pelotas y otro tipo de material lo podras sacar con el uso de tu tarjeta de ID
- Uso de electronicos es permitido durante los almuerzos de los estudiantes, el volume necesita estar apagado o usar audifonos, fotos/videos solo es permitido si los participantes estan de acuerdo

## **MEDICINA**

Padres no se recomienda que mande a su estudiante con medicinas prescritas por el doctor. Por favor consulte su doctor con ayuda en este asunto. Si necesita tomar medicina durante horas de escuela, comuniquese con la enfermera de la escuela al 222-6900. Informacion sobre los reports medicos deben de ser compartidos con el personal de la escuela para proteger la salud del estudiante, su seguridad y el interes en su educacion. Esto sera de manera discreta con el personal de enfermeria del distrito. Si los padres no quieren que esta informacion se

comparta, deden de informar a la a enfermera por escrito. **Cualquier medicina requerida durante horas de escuela debe ser mantenida dentro de la oficina.** La medicina debe ser acompañada por un permiso firmado por el doctor y el padre de familia. **Esta poliza tambien aplica para medinas que se comprar sin receta, como aspirina, ibuprofeno y pastillas para la tos.**

### **OTROS ARTICULOS NO PERMITIDOS**

- Plumones permanentes (sharpies), latas de pintura, plumas de pintura, latas de aerosol (cualquier cosa que dañe o deje marca permanente en la escuela)
- Contenedores abiertos no son permitidos

### **P.A.R.K.**

Para el año escolar 2017/2018, se implementara el Comportamiento Positivo de Intervenciones y Soporte (PBIS), aqui en la escuela Park Middle School la llamamos P.A.R.K. que quiere decir:

Resuelve Problemas

Siempre Segura

Responsable

Amable

P.A.R.K. Se enfoca en alentar comportamientos positivos para contribuir a un lugar de aprendizaje seguro para todos. Personal esta enseñando constanemente y reforzando estos comportamientos que se esperan dentro de la escuela Park. Estudiantes aprenderan a ganarse puntos por seguir las reglas y mostrando comportamientos que enseñan que pueden Resolver un Problema, son Siempre Seguros, Responsables y Amables. Estudiantes podran usar esos puntos para "comprar" articulos y privilegios especiales. Mas informacion sera mandada a casa durante el año escolar. Puntos se contarán por medio de el Sistema HERO que tambien estaremos usando para el año escolar 2017/2018.

Comportamiento inapropiado se lideara con los pasos de refoque. Estudiantes que escogan no seguir las expectativas de P.A.R.K. escogeran los pasos de refoque, el cual resultada en pedir a los estudiantes que se sienten alejados de alguna actividad, a reenfocarse en otro salon de clases, participar en una conferencia con los padres/maestros/y/o accion disciplinarias con un administrador.

### **PROGRAMA DE EDUCACION FISICA**

Educacion Fisica es parte el curriculum diario y es requerido para la mayoría de los estudiantes. Ropa apropiada:

1. Cada estudiante DEBE comprar una camiseta de KSD Park y tendra que usar pantalones cortos o pantalones de deporte. Las camisetas tienen un costo de \$5.00 y pantalones cortos \$ 10 (\$15 si los compra los dos) y pueden ser comprados en la oficina. La camiseta de PE y pantalones cortos se usan en todas la escuelas secundarias de Kennewick.
2. Toda la ropa debe de tener su nombre para identificarla facilmente
3. Mantén la combinacion de tu locker privada y no la compartir con nadie!

4. Sudaderas y pantalones de deporte son recomendadas para el invierno.

Condiciones medicas temporales o permanentes se tiene que hacer saber al maestro de PE lo mas pronto posible. Cuando un estudiante es limitado para las actividades de PE un nota del padre/guardian se necesita para el maestro. El maestro necesita saber que actividades el estudiante puede y no puede hacer y por cuanto tiempo. Para mas de 3 dias, se necesita una nota del doctor.

El gymnasio, cuartos de locker, y pasillos estan cerrados antes de la escuela, a la hora del almuerzo y despues de la escuela al menos que tengan in permiso. El baño del cuarto del locker no se pueden usar por los estudiantes de otros salones o durante el almuerzo.

### **(PDA) MOSTRAR AFECCION PUBLICA**

Para asegurar un lugar seguro y respetuoso para toda todos, la escuela Park no permite a los estudiantes que se besen, agarren de las manos, abrazen dentro de la escuela. Si esto no se sigue, seran puestos en un contrato de no contacto. Padres seran notificados si continuan sin reguir las reglas y acciones disciplinarias podran tener.

### **TARJETAS DE REPORTE DE GRADOS Y REPORTE DE PROGRESO**

Al final de cada cuarto cada estudiante tendra su reporte de grados. En cada mitad de cuarto, maestros entregaran a estudiantes que esten fallando un reporte de progreso. Padres pueden contactar al maestro de su estudiante para mas informacion. Muchos maestros requieren que firmen este reporte de progreso y que los regresen con su estudiante para ayudar con la comunicacion del grado. Por favor revise doblemente con su hijo(a) y mantegase en contacto con los maestros de su estudiante.

### **CONDUCTA DENTRO EL CAMION DE LA ESCUELA**

Se espera que los estudiantes sigan las reglas de seguridad del camion y escuchen al conductor todo el tiempo. Si no sigue estas reglas puede resultar en un accion disciplinarian y/o perder sus privilegios. Consecuencias por no seguir las reglas dentro del camion escolar son las siguientes:

- 1ro Mala Conducta – Tres (3) dias sin camion
- 2da Mala Conducta – Cinco (5) dias sin camion
- 3rs Mala Conducta – Se termiran sus privilegios de tener camion por lo que queda del semestre escolar

\*Mas acciones disciplinarias ocurriran

### **LIBROS DE TEXTO**

Libros de texto se entregaran a estudiantes como si fueran de su propiedad. Por favor no preste sus libros y mantengalos en su locker asignado. Estudiantes son responsables por la seguridad de estos libros por todo el año. Estudiantes son responsables de remplazar cualquier libro perdido o robado. Tu tendras que pagar el precio complete del libro perdido o robado. Reporta todos los libros perdidos a tu maestro inmediatamente para que se te asigne otro libro, si hay disponibles. Una multa sera puesta por libros que sean dañados. Tarjetas de Reportes de Grado no se mandaran hasta que se pague por completo.

## **VOLUNTARIOS Y VISITAS**

Se animan a padres a visitar la escuela y ayudar dentro de la clase, la librería o la oficina. Visitas a los salones deben de ser aprobados por lo menos con 24 horas por adelantado. Para protección a los estudiantes, todas las personas que visiten la escuela deben de firmar en la oficina principal. Visitas a los estudiantes no son permitidas. Todas las visitas y voluntarios deben de traer una identificación de visitante y llenar el papeleo apropiado en la oficina principal.

## **CLASE DEL ANUARIO**

La clase del anuario es una clase de zero hora (7:00 a.m. a 7:45 a.m.) se ofrece Lunes, Miercoles y Viernes desde el principio del año hasta Abril. Buena asistencia es requerida. Estudiantes deben de ser responsables, Buenos estudiantes, (GPA 3.0 o mas), y Buenos trabajadores. Si estas interesado en esta clase, por favor comunicaque con la Sra. Hicks.

# District Policies and Procedures

### **DRESS AND PROPERTY REGULATIONS Policy #3224**

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 (including large coats or jackets. These must stay in lockers)
- Overly tight clothing
- Head coverings, e.g., hats, caps, etc.
- Pajamas or soft soled slippers/shoes are
- Visible tattoos are not permitted
- Shorts and skirts shorter than mid-thigh in length and not overly tight or excessively revealing

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:

- o Boxers
  - o Sheer tops
  - o Mesh tops
  - o Halter-tops
  - o Off the shoulder tops
  - o Spaghetti straps
  - o Clothing that exposes the midriff
  - o Tube tops or Swim Tops
  - o Overly large openings at the neck or arms
- Clothing or accessories with offensive pictures, symbols or sayings. These include, but are not limited to:
- o Demeaning statements
  - o Violent statements
  - o Sexual statements
  - o 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:
- o Any gang affiliated clothing (no notched eyebrows. No clothing with #s 13, 14, 18)
  - o Extreme gothic clothing
  - o Sexually provocative clothing
  - o Clothing with attached excessive chains, cords, straps, etc. (bondage clothing)
  - o Coveralls or suspenders must be completely fastened and worn on the shoulder
- Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana or other drugs.
- Jewelry or accessories that could be used to cause harm or injury. Chains may not hang from clothing.

**A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT, bring a change of clothing and the item(s) to the office and ask security or an administrator if it is okay to wear at school.**

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..

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

- o No roller skate shoes or soft soled slippers are permitted. (Shoes must be worn at all times)
- o Sunglasses may not be worn during the school day.

The above standards are not inclusive, but are intended as a help to parent and students to make appropriate decisions about what to wear and bring to school. Parents should carefully monitor what students wear and consider the effect their clothing has on their safety.

### **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.
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 may be made available.

#### 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.** 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)
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.

It is the intent of the Kennewick School District to provide safe, productive and positive learning environments for students. This includes eliminating disruptive behavior so that all students can learn. **Disruptive student behavior is defined as: a student whose behavior, either physical or verbal, inhibits the learning process.** This type of behavior may lead to physical violence, either on the part of the disruptive child or a person who is offended by those actions. Disruptive behavior will not be condoned in the classroom, in other areas of the campus, or at other related school activities. To ensure the rights of children to a safe, productive and positive learning environment, the following procedures have been established.

1. **Reporting Disruptive Student Behavior.** The teacher or school personnel will report to the principal or assistant principal incidents of disruptive behavior in the classroom or in other school environments. The teacher, principal, or school personnel will provide written documentation of each incident. The parent/guardian will be contacted by the teacher, principal, or school personnel and the content of the written report will be shared with the parent/guardian. For each incident a written report will be compiled and contact with the parent/guardian will be made.
2. **Remedial Discipline Plan.** After a student's fourth documented disruptive incident, the teacher and the principal or assistant principal will assess the situation and develop a remedial behavior plan is needed to address the disruptive behavior. The teacher, assistant principal, parents, and other school personnel as needed, will meet to develop a remedial discipline plan. The plan will be completed using the District Remedial Discipline Plan Form (Behavioral Contract). The purpose of this meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives, and timelines to modify such behavior. It will include the consequences in

the event that the student violates the plan. The parent/guardian will receive a copy of the plan. The Remedial Discipline Plan Form will be signed by the teacher, student, administrator(s), and parents. If the student is in special education, a Multiple Disciplinary Team (MDT) will meet to review the student's Individual Education Plan (IEP) and develop a specific disciplinary plan.

3. **Out-of-classroom Alternative Plan.** If the remedial disciplinary plan is violated by a student, the teacher and principal will meet to determine if it is in the best interest of the other members of the classroom that the student be removed and placed on an out-of-class alternative plan. The principal will initiate a meeting with the parent/guardian to review the situation and to cooperatively develop an alternative placement plan that will include goals, objectives, and a timeline for changing the disruptive behavior. If the student is in special education, the principal will convene a MDT that will review the student's IEP and develop an out-of-classroom alternative plan. The alternative plan may include alternative programs available within the District and may include grouping disruptive students in self-contained classrooms.
4. **Expulsion from the Kennewick School District.** If the out-of-classroom alternative plan is violated, by the students, the procedures for expulsion from the Kennewick School District will be initiated. One of the options for the hearing officer is the development of a behavior modification plan for the expelled student, that if successfully completed, will allow the expelled student to work his/her way back into school. The behavior modification plan would be developed cooperatively with the parents and could involve professional counseling and other services which would be the financial responsibility of the parents. Upon successful completion of the behavior modification program the student will be allowed to re-enroll at the beginning of the next semester. If the student is in special education the MDT will be convened to modify the IEP to include a homebound program.

#### 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.

#### Corrective Actions and Punishments

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#### 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

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.

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  
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:
  - a. Copycat acts and
  - b. 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.
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, E-Cigarettes (Vape paraphernalia) - A student shall not possess or use cigarettes, cigars, chewing tobacco, tobacco of any kind, or E-Cigarette devices 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.

### **3320 Suspensions or Expulsions**

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. No student shall be suspended or expelled unless other forms of corrective action or punishment reasonably calculated to modify his/her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. As per RCW 28A.225.330 and WAC 180-87-100, letters of suspension and expulsion shall be permanently placed in the student's cumulative file. No students shall be suspended or expelled because of one or more unexcused absences unless the district has first:

1. Provided written notice to the parent in that person's primary language that the student failed to attend without valid justification.
2. Scheduled a conference with the parent and the student at a convenient time and place to analyze the cause(s) for the student's absence to determine by appropriate means whether the student would be made a "focus of concern" for placement in special education or another special program.
3. Taken steps to reduce the student's absence which include, when appropriate to all parties, adjusting the student's school program, or assisting the student to obtain supplementary services that might ameliorate the causes of absence. Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall recommend the corrective action or punishment.

In making a recommendation for punishment or corrective action, the principal shall evaluate and consider the circumstances of the situation and any other relevant information, and shall exercise discretion in determining the appropriate outcome, including amending any record of discipline if appropriate.

If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:

1. Reasons the student wants to return and why the request should be considered.
2. New evidence which supports the request.
3. A supporting statement from the parent or others who are able to provide assurances that the behavior leading to the suspension/expulsion has been corrected.

The superintendent shall, in writing, advise the student and the parent of the decision within 30 days of receipt of application.

### Emergency Expulsion 3325

A student may be excluded from school prior to a hearing if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, teachers or school administrators or is a substantial disruption to the educational process of the school district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. (See Policy No. 3323, Long-term Suspensions or Expulsions.) An emergency expulsion must end or be converted to another form of corrective action within ten (10) school business days from the date of the expulsion, whether or not appeal is made to the Board of Directors, unless the hearing officer shall find that the student continues to present an immediate and continuing danger to himself/herself, other students, teachers, or school administrators or continues to cause a substantial disruption to the educational process of the district. A copy of the letter of emergency expulsion shall be permanently placed in the student's cumulative file.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

1. Written notice of the emergency expulsion shall be sent by certified mail within twenty-four (24) hours of the expulsion.

2. The parent shall have five (5) school business days after receipt of the notice during which to request a hearing.
3. The hearing officer shall render the decision within one (1) school business day after the conclusion of the hearing.

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

Use of alcohol, tobacco and other drugs can destroy the health and well-being of any individual. Use of drugs or controlled substances, except under medical supervision and prescription is dangerous. Drug abuse jeopardizes the well-being of the individual in the community. Decreased productivity and learning, serious health problems, breakdown of family and social relationships and strain on personal and societal resources follow abuse. The policy of the Kennewick School District is to provide a safe, healthy, and nurturing learning environment where students can develop internal strengths, values, and self-esteem. Such development will enable students to contribute to a society where external highs are unnecessary and abstinence is the norm. The goal of the Kennewick School District is to enhance the partnership involving home, school, and community to support the development of our students in a drug-free educational environment. Communication with, and involvement of, parents is inherent. Our partnership, then, defines alcohol and other drug use as a serious health problem and is committed to eliminating it from our environment. The use, possession, delivery, manufacture, exhibiting the effects of illegal/illicit drugs, inhalants, alcohol or tobacco (including electronic delivery devices), mind or mood altering substances, imitation drugs or the possession of drug paraphernalia in or on school property or at school-sponsored events is prohibited. In an effort to restrict tobacco usage and in compliance RCW 28A.210.310 the Kennewick School District shall notify both students and school personnel of the prohibition of tobacco use, including electronic delivery devices. Sanctions for both students and school personnel who violate the policy shall be enforced. Furthermore, signs prohibiting the use of tobacco products, including electronic delivery devices, shall be posted at all Kennewick School District sites. The Kennewick School District recognizes chemical dependency as a disease as well as the inherent danger connected with any use of alcohol and other drugs. Because of the magnitude of this problem in today's society, we believe that our efforts must be comprehensive and multifaceted. The district is committed to develop and maintain a comprehensive student assistance program for kindergarten through 12th grade, which includes awareness, prevention education, disciplinary consequences, intervention, assessment and referral, after-care, and support. The purpose of this policy is to recognize our obligation to lead in the establishment of a positive, drug-free educational environment in which problems can be addressed in a healthful and supportive atmosphere.

#### **STUDENTS - Alcohol and Other Drug Use/Abuse Procedure**

In all cases parent(s) will be contacted. For students in grades Kindergarten through 4th grade administrative action and discretion will be taken in compliance with WAC 180-40-250 (with input and recommendations of the building Student Assistance Team or discipline team). Additional consequences may include:

- A. Suspension from school for a specified time of not more than 10 days in any trimester.
- B. Participation in an alcohol and other drug education program.
- C. Recommendation of a drug and alcohol assessment.

In a manner consistent with RCW 69.50 (Uniform Controlled Substances Act) the following terms shall be defined as:

- A. Controlled Substance – a drug, substance or immediate precursor included in schedules I through V as set forth in federal or state laws, or federal or board rules. Likewise schedules I through IV (RCW 69.50 Art.II), list common "drugs" including opiates, hallucinogens, stimulants, narcotics as well as derivative analogs.
- B. Controlled Substance Analog – any substance that has a chemical structure similar to that of controlled substances.
- C. Imitation Drugs – a substance that is not a controlled substance but which by appearance and representation would lead a reasonable person to believe that the substance is a controlled substance.
- D. Manufacture – the production, preparation, propagation, compounding, conversion or processing of a controlled substance, either directly or indirectly or by extraction from substances of natural origin
- E. Under the Influence – an abnormal mental or physical condition due to the influence, a visible impairment of the judgment or a derangement, or impairment of mental or physical function or energies arising there from
- F. Delivery – the actual or constructive transfer from one person to another of a substance, whether or not there is an agency relationship
- G. Legend Drugs – "prescription" medication including, but not limited to, steroids and other performance enhancing medications. Possession of prescription drugs without a prescription is unlawful.
- H. Drug Paraphernalia – all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

STUDENTS IN POSSESSION, CONSUMPTION, POSSESSION OF PARAPHERNALIA, DELIVERY AND/OR EXHIBITING THE EFFECTS OF ALCOHOL OR OTHER DRUGS, INHALANTS, MIND OR MOOD ALTERING SUBSTANCES, OR IMITATION DRUGS ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY ARE IN VIOLATION OF THIS POLICY.

##### I. First Offense

###### A. Possession, Consumption, Exhibiting the Effects\* or Possession of Paraphernalia

1. Five (5) day (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.
2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
4. The student is to participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.

\* A building administrator and a minimum of one (1) additional staff member will determine if reasonable suspicion exists.  
 B. Delivery This violation is considered to be inherently harmful and students who engage in this activity are deemed to be a danger not only to themselves but also to all other students and staff in the Kennewick Schools.

1. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
2. Following an investigation by the principal if it is determined that there has been a violation of the delivery section of the AODA policy, the student will be deemed an immediate danger and placed on emergency expulsion status. A written notice will then be issued to the student and parent(s) indicating the manner in which a hearing may be requested. In the event the expulsion is upheld, the following considerations shall apply to the guidelines for readmission. The minimum length of the expulsion will be until there is documented achievement of guidelines for readmission as developed by a behavioral agreement. These guidelines will include the following criteria in addition to those identified by the building administrator:
  - λ Recommendation of an assessment by a qualified substance abuse counselor.
  - λ Evidence shown of completion of community service as established in guidelines for readmission.
  - λ Improved student behavior since the expulsion.
  - λ Willingness of the student and parent to agree, as appropriate, to a reasonable behavioral agreement.

## II. Second Offense

### A. Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia

1. Ten (10) days (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.
2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
4. Participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.

### B. Delivery

1. Recommendation of expulsion.
2. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

## III. Third Offense

### A. Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia

1. Recommendation of expulsion.
2. The possession, consumption, exhibiting the effects or possession of drug paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

## STUDENTS IN POSSESSION, CONSUMPTION AND/OR DELIVERY OF TOBACCO ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY.

In all cases parents will be contacted.

Recognizing the serious physical effects of all tobacco products and the fact that tobacco use is a very strong indicator of Alcohol and Other Drug use, the District maintains the following procedures for students possessing, consuming, or delivering tobacco in any form (including electronic delivery devices).

### I. First Offense

- A. One (1) day in-school suspension, with interview by designated Alcohol and Other Drug Awareness specialist and completion of a tobacco educational packet.
- B. A copy of the letter of violation shall be permanently placed in the student's cumulative file.

### II. Second Offense

- A. Three (3) day out of school suspension.
- B. Participate in the Prescribed Student Support Group, a minimum of three (3) consecutive weeks, to the satisfaction of the facilitator.
- C. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

### III. Third Offense

- A. Five (5) day out of school suspension.
- B. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

### Fourth Offense

- A. Long term suspension.

B. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

CONFIDENTIALITY No record of a student's participating in professional treatment services will become a part of the permanent record or transcript. Any and all related information will be treated as health related only and kept in confidentially maintained health files. CUMULATIVE NATURE OF CONSEQUENCES  
Multiple offenses are those that occur during grades K-5, 6-8 or 9-12.

#### **SEXUAL HARRASSMENT Policy #5013**

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.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. The policy shall be reproduced in each student, staff, volunteer, and parent handbook.

The superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

#### **Prohibition of Harassment, Intimidation, Bullying, and Cyber Bullying - Policy# 3207**

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

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

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, or cyber bullying. "Other distinguishing characteristics" can include but are not limited to:

- Physical appearance, clothing or other apparel;
- Socioeconomic status;
- Gender identity;
- Marital status;
- And weight.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including social media) which has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional, or mental harm;
3. Placing a student in reasonable fear of damages to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The District has no duty to regulate off-campus Internet messages, statements, postings, or acts. However, the District reserves the right to regulate, review, investigate, and discipline students for cyber bullying, or for other disciplinary violations when such Internet statements, postings, or acts threaten violence against another student or otherwise disrupts the learning environment or orderly conduct of the schools, school business, or school activities. This applies to cyber bullying or other violations whether made off-campus with personal digital devices or made on any school campus, at any school-sponsored event, on school-provided transportation, at any official school bus stop, or using

district communications systems or devices. The District's reservation of rights does not impose on the District or any school, a duty to regulate or review off-campus Internet messages, statements, postings, or acts.

#### Behaviors/Expressions

Harassment, intimidation, bullying, or cyber bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, bullying, or cyber bullying may still be prohibited by other district policies or building, classroom, or program rules.

#### Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

#### Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

#### Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

#### Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

#### Compliance Officer

The Superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The Superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)  
Section 504, Title IX Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

#### **DISCRIMINATION/HARASSMENT:**

The Kennewick School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated

youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:  
Doug Christensen – HR Director  
Doug.christensen@ksd.org  
509-222-5010

Title IX and 504 Officer:  
Jack Anderson – Student Services Director  
Jack.anderson@ksd.org  
509-222-5003

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office: Kennewick School District 1000 W. 4th Ave Kennewick, WA 99336 or view at: [www.ksd.org](http://www.ksd.org)

#### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: [WWW.KSD.ORG](http://WWW.KSD.ORG) and go to Title IX page.

In accordance with state law, the Kennewick School District is required to disseminate the Federal Programs Citizen Complaint Procedures free of charge to families. If you would like a copy, download it from the KSD webpage at <https://www.ksd.org/District/Departments/Federal-and-State-Programs/Documents>, pick one up at the KSD Administration Center, or call the Federal Programs office at 222-5091.

De acuerdo con la ley estatal, el Distrito Escolar de Kennewick tiene la obligación de proveer los Procedimientos de Quejas de Programas Federales libre de costo para las familias. Si desea una copia, descargarlo en la pagina web KSD en <https://www.ksd.org/District/Departments/Federal-and-State-Programs/Documents>, recoger una en el Centro de Administración KSD, o llame a la oficina de Programas Federales al 222-5091.

# Hall Passes





