



Cedar Heights Middle School Home of the Timberwolves

Timberwolf Core Values

Cedar Heights Timberwolves and Staff believe that compassion, integrity, respect and responsibility are the pillars that support a strong community. Cedar Heights will work together to promote these values in the classroom, hallways, athletic courts and clubs. We will honor those who consistently demonstrate these values thus making Cedar Heights a great place to learn.

KSD Non-Discrimination Statement

Kent School District does not discriminate in admission, access, treatment, or employment on the basis of race, color, national origin, sex, age creed, sexual orientation, marital or veteran status, or disability. Students, school district employees, parents/guardians, and community members will not be excluded from participation in or be subjected to discrimination with respect to any educational program or activity. If you have any questions, please contact Larry Miner, Assistant Superintendent for Human Resources 253-373-7203.

Cedar Heights Middle School

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Cedar Heights Middle School

SCHOOL ADMINISTRATION

Mrs. Heidi Maurer Principal
Ms. Julie Lynch-Allen Assistant Principal

SCHOOL HOURS

Monday – Friday, 8:15 a.m.-3:30 p.m.
Students are not allowed in the building before 8:20 a.m. and must leave promptly at 3:10 p.m. unless they are under the direct supervision of a staff member and participating in a school activity.
The building closes to unsupervised students at 3:10 p.m.

SCHOOL TELEPHONE DIRECTORY

You may reach any of the following by dialing:
Attendance(253)373-7621
Cashier(253)373-6009
Counseling(253)373-7622
Main Office(253)373-7620
Nurse(253)373-6014
Registrar/School Records.....(253)373-6013
Transportation.....(253)373-7442

<u>REGULAR DAY</u>			
1st	8:35	–	9:30
2nd	9:34	–	9:38 Announcements*
	9:38	–	10:33
3rd	10:37	–	11:32
4th	11:36	–	1:02
	LUNCHES:		
	11:32	–	12:02
	12:02	–	12:32
	12:32	–	1:02
5th	1:06	–	2:02
6th	2:06	–	3:01

<u>DEN TIME SCHEDULE</u>			
1st	8:35	–	9:25
2nd	9:29	–	10:50* Den Time
	10:00	–	10:50
3rd	10:54	–	11:44
4th	11:48		1:14
	LUNCHES:		
	11:44	–	12:14
	12:14	–	12:44
	12:44	–	1:14
5th	1:18	–	2:07
6th	2:11	–	3:01

Late Arrival Day Schedules, AM/PM Assembly Schedules and Inclement Weather Schedules can all be found [HERE](#)

Dear Parents:
It is important that everyone understands the policies, procedures, rules and consequences that we follow here at Cedar Heights. The following student handbook information will be taught to students this fall. These items are reviewed periodically throughout the year during announcements and on the web page. Parents are asked to review the material carefully with their son/daughter to become familiar with the policies and procedures at Cedar Heights Middle School. This handbook is on the school web page at <http://www.kent.k12.wa.us/ch>. Your child should be able to show you 2 other places this can be found. We would like to have parents provide us with an electronic confirmation by clicking [HERE](#) and completing the information requested. The deadline for this is **Friday, September 16, 2011**.

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Kent School District Student Calendar 2011-2012

Note: In the event of school cancellation by the district, the make-up day(s) shall occur in June.

<p style="text-align: center;">SEPTEMBER</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td style="text-align: center;">#1</td><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">(5)</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td></tr> <tr><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td></tr> <tr><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td></tr> </table>			#1	2		(5)	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p>#School Starts 9/1 () Labor Day 9/5 21 School Days</p>	<p style="text-align: center;">FEBRUARY</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td></tr> <tr><td style="text-align: center;">(20)</td><td style="text-align: center;">(21)</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td></tr> <tr><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td></td><td></td></tr> </table>		1	2	3		6	7	8	9	10	13	14	15	16	17	(20)	(21)	22	23	24	27	28	29			<p>() Presidents' Break 2/20 & 2/21 19 School Days</p>
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School Starts:	September 1
Quarter Ends:	November 7
Elem Grading Period Ends:	November 3
Semester Ends:	January 27
Elem Grading Period Ends:	March 1
Quarter Ends:	April 5
Semester/School Ends:	June 15

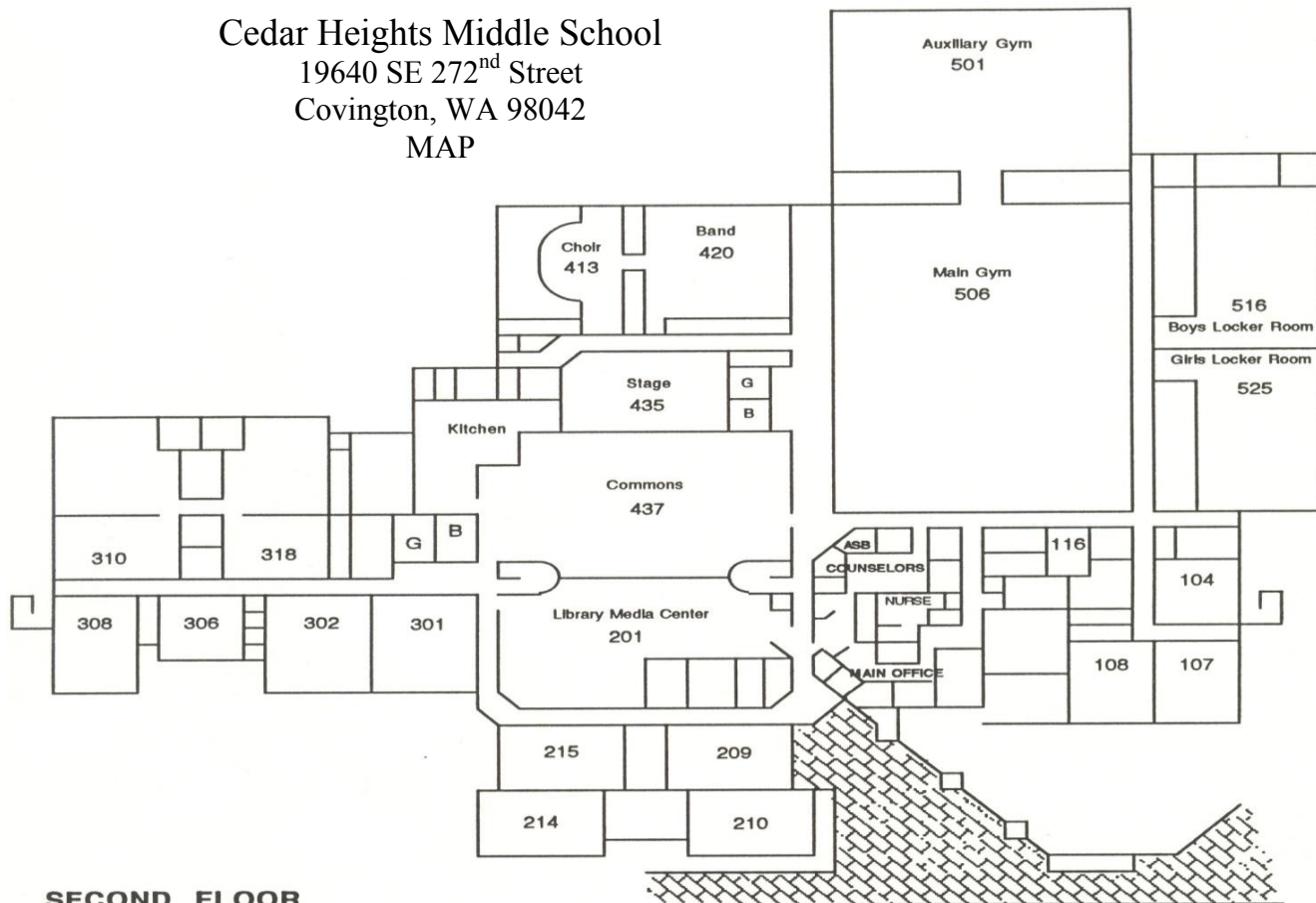
No School Days

September 5:	Labor Day
**October 14:	No School
**November 4:	No School
November 11:	Veterans' Day
November 24 & 25:	Thanksgiving
Dec. 21 – Jan. 3:	Winter Vacation
January 16:	M.L. King Day
**January 30:	No School
February 20 & 21:	Presidents' Break
**March 2:	No School

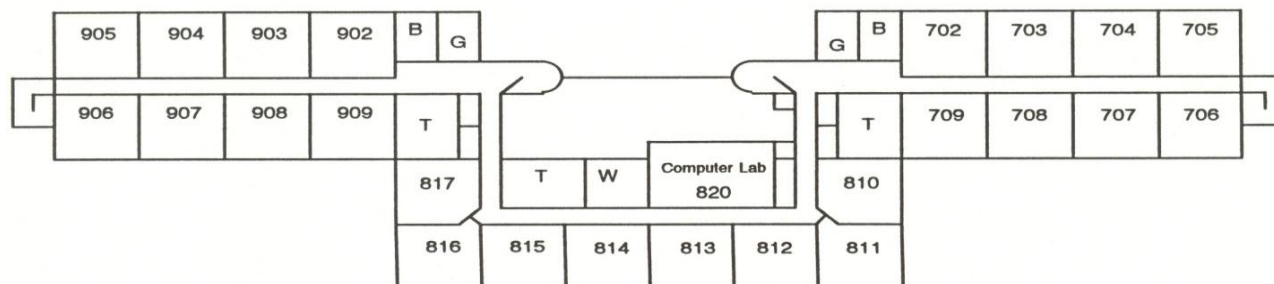
April 9 – 13:	Spring Vacation
May 28:	Memorial Day

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Cedar Heights Middle School
 19640 SE 272nd Street
 Covington, WA 98042
 MAP



SECOND FLOOR



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GENERAL INFORMATION

ACTIVITIES

Activity Membership Guidelines

Here at Cedar Heights Middle School, you will have the opportunity to participate in a number of activities and programs that require you to exercise a high degree of responsibility and self-discipline. Your approach to learning and your behavior here at school are strong indicators of your ability to act in a responsible manner.

Membership in Associated Student Body (ASB) Leadership, Honor Society or other activities may require recommendation(s) from some, or all, of your classroom teachers. Applicants will use a standard teacher recommendation form. Students who are selected for membership in these activities will be expected to demonstrate leadership and responsible behavior. Specific criteria will be used to evaluate your readiness to assume the responsibilities of these activities. See your advisor for specific criteria. Members of these groups, including Athletes, who are involved in the use of controlled substances, (including off-campus consumption) or other exceptional misconduct will be removed from membership in these activities.

After School Activity Policy

The purpose of attending after school sporting events is to cheer on your school team and support your friends. The following guidelines listed below will ensure that these remain fun events and keep all Cedar Heights events safe.

During the school year there are a number of afternoon and evening school-sponsored activities including ASB and PTSA events, dances, concerts, plays and athletic events. Policies that must be followed at these activities include:

- All school rules apply. If you can't do it during the day, you can't do it at the event.
- Students must have school ID in order to attend after school events, and must show it to the person at the door.
- Cedar Heights is a closed campus. Only Cedar Heights students and students from the opposing school may attend athletic events. Only Cedar Heights students may attend dances.
- Doors will not be open until starting time. Students must go directly into the activity.
- For events right after school, students may not leave campus and return.
- Once students enter the facility, they must remain inside until the activity is over, or until a parent or guardian speaks to an administrator in charge.
- Once students leave the event, they may not re-enter.
- Students are to have their parent or guardian pick them up no later than 15-minutes after the conclusion of the activity. Students whose parents fail to pick them up punctually will not be allowed to attend future after school activities.
- **Eligibility:** Only those enrolled and in good standing at Cedar Heights may attend. You need to attend at least 3 periods of school the day of an activity. Students must have transportation from all activities. In most instances, students will not be allowed to attend if they are not [in good standing](#).
- **Time:** All ASB and PTSA sponsored events will start directly after school unless otherwise noted.

Students who fail to comply with the rules will be asked to leave and parents will be notified. Students who are asked to leave must do so. Further disciplinary action may be taken, including suspension and exclusion from future events.

Academic Honesty And Plagiarism

Plagiarism is using someone else's work and passing it off as your own.

"In doing research, you will be consulting the work of others and using the ideas in your own work. Academic Honesty demands that when you quote directly, or you want to use another person's idea, you must give them credit by citing the original source. Copying or simply rewriting without acknowledging the source constitutes plagiarism."

~from the Ontario School Library Association, 2002

Plagiarism may result in a zero for the assignment and/or disciplinary action.

Fund-Raising/Sales by Students

Cedar Heights students are not to participate in fund-raising activities on the Cedar Heights campus or buy and sell food or other items while at school, unless authorization has been obtained from the Cedar Heights administration.

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ATHLETICS

Our athletic program consists of four seasons as follows:

- 1st Quarter: Football and Girls Volleyball*
- 2nd Quarter: Boys Basketball and Girls Gymnastics*
- 3rd Quarter: Girls Basketball and Wrestling*
- 4th Quarter: Track*

Kent School District Standard Application for Student Athletes:

Forms are available in the main office.

Due to budget cuts, there will be no Athletic bus.

All students may turn out for all sports. We have 7th grade teams in football, boys' basketball, girls' basketball, and volleyball. All students must register before they can turn out, which includes the following:

- *Turn in correctly completed athletic registration/physical form (available in main office).*
- *Pay the catastrophic insurance fee, or show proof of insurance.*
- *Have a physical exam by a doctor **after June 1, 2011**, which will be good for your middle school yrs (7th & 8th).*
- *Students must maintain a cumulative 2.0 GPA to participate.*
- *Purchase your ASB card. GO TEAMS GO!*

Conduct & Control For Student Athletes

For on or off campus violations in regard to use of tobacco (including smokeless), alcohol and/or substance abuse for in and out of season athletes, the middle schools will apply sanctions which coincide with the Kent School District Athletic Code for Middle Schools and Senior High schools. The Athletic Code will be explained to athletes by the team coach. Violations and subsequent sanctions are clearly explained in the Student Athletic Code Handbook. Violations include constructive possession to actual possession/use/sale. Sanctions for those violations range from athletic suspension to athletic expulsion for middle school students. In-school violations may also be subject to Kent School District Drug/Alcohol sanctions in addition to Athletic Code sanctions. Please refer to the Kent School District 2011-2012 Student Athletic Handbook for specific conduct and control for athletes.

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2011-2012 Athletic Schedule

Season 1 Sports

Football 8th

9/21/11 CH@MA
9/28/11 TJG@CH
10/5/11 CH@MK@FF
10/12/11 NW@CH
10/19/11 CH@MJ
10/26/11 MC@CH

Football 7th

9/21/11 MA@CH
9/28/11 CH@TJG
10/5/11 MK@CH
10/12/11 CH@NW
10/19/11 MJ@CH
10/26/11 CH@MC

Volleyball

9/22/11 MC@CH
9/27/11 TJG@CH
9/29/11 CH@MK
10/4/11 CH@TJB
10/6/11 NW@CH
10/11/11 CH@MJ
10/13/11 CH@MA
10/18-10/25/11 Play-offs

Season 2 Sports

Boys Basketball 7th/8th

11/29/11 MC@CH
12/1/11 TJG@CH
12/6/11 CH@MK
12/8/11 CH@TJB
12/13/11 NW@CH
12/15/11 CH@MJ
1/10/12 CH@MA
1/12 -1/20/12 Play-offs

Gymnastics

12/1/11 CH@MK
12/7/11 MA@CH
12/14/11 NW@CH
1/11/12 CH@MJ
1/19/12 CH@MC
1/20/12 JV League Meet @ MA
1/25/12 Varsity League Meet @ MA

***Reminder to parents and students:
All middle school sports are pay-to-play.***

****Scholarships are available for students who can demonstrate financial need.***

Season 3 Sports

Girls Basketball 7th/8th

2/16/12 MC@CH
3/1/12 TJG@CH
3/6/12 CH@MK
3/8/12 CH@TJB
3/13/12 NW@CH
3/15/12 CH@MJ
3/20/12 CH@MA
3/23-3/29/12 Play-OFFS

Wrestling

2/16/12 CH@MC
3/1/12 CH@MC
3/6/12 MK@CH
3/8/12 TJB@CH
3/10/12 Tournament
3/13/12 CH@NW
3/15/12 MJ@CH
3/21/12 MA@CH
3/24/12 Round Robin @ TJH
3/31/12 Conference Meet @KWHS

Season 4 Sports

Track & Field

5/2/12 CH@TJG
5/9/12 CH@CH@MC
5/16/12 MA@CH
5/23/12 MK@CH
5/30/11 MJ@CH
6/6/12 Conference Prelims @FF
6/7/12 Conference Meet @FF

KEY:

CH = Cedar Heights
MA = Mattson
MJ = Meridian
MC = Mill Creek
NW = Northwood
CH = Cedar Heights
TJ = Tahoma Junior High
KW = Kentwood High School
FF = French Field

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ATTENDANCE POLICY AND PROCEDURES

Regular attendance is important to every student's success at Cedar Heights. Truancy and repeated tardiness will not be tolerated. The information below is designed to provide students with information about the attendance policy.

What you need to know about the BECCA BILL:

According to Washington State Law, school districts are required to track the number of student absences and notify parents when their children have violated attendance procedures.

Basic guidelines for the Kent School District:

- After one unexcused absence, the parent or guardian must be notified. An unexcused absence is one that is four periods or longer that the parent has not excused by providing a note or informing the school by phone within 48 hours.
- After two unexcused absences in a month or ten unexcused absences in a school year, the district is required to file a petition with the juvenile court alleging a violation.
- Parents who fail to get their children to school may be fined \$25 a day or sentenced to volunteer in the child's school.
- Children who refuse to return to school can be found in contempt of court and sentenced to community service or a week in juvenile hall.
- Documentation of attendance violations shall be reported to the district superintendent by each school at the end of the grading period.
- The superintendent will then compile the data and prepare an annual report for the Office of the Superintendent of Public Instruction.
- Fines shall be used exclusively to enforce this law.

What can parents/guardians do?

If you are concerned about your child's attitude toward school and his/her attendance record, contact your child's teachers, counselor, attendance office and/or school principal. With the combined insights in your child's needs and interests, we can work together to design an individualized plan to help your child stay in school. You may be asked to attend an **Attendance Workshop** if it is determined that your child's attendance is affecting their grade or if the student is going to be petitioned to the King County juvenile courts for failing to comply with the attendance laws (Becca) as part of the intervention process

Absences

If you are to be absent from school, have a parent or guardian call the Attendance Office at **253-373-7621**. Absences due to personal illness, injury, quarantine or death in the family are considered excused. Upon return from an excused absence, a student should check with each teacher to receive instructions for make-up work. Most other absences are considered unexcused. The school is not obligated to provide for, or accept, make-up work for absences considered unexcused.

Students who have been absent from class for any reason other than school sponsored and directed activities must bring a note to explain their absence. Admit slips will be issued before school at the attendance office. In order to avoid being tardy to class, students needing admit slips are to report to the attendance office immediately upon arrival to school.

- **Students who do not bring a note after 2 days will be assigned detention/ISS.**
- **Students who are absent or arrive at school two hours after the start of the school day are not eligible to participate in after school activities.**
- **Cedar Heights Middle School reserves the right to require a doctor's note regarding illness or medical appointments.**

Early Dismissal

Students are to submit parent requests for early dismissals to the Attendance Office no later than before school on the day needed. **THE LATEST EARLY DISMISSAL WILL BE AT 2:30 PM.** Excused early dismissals will be issued for pre-arranged dental or doctor appointments. Other requests by parents for students to leave school early will be granted, but may be considered unexcused. **STUDENTS WHO FAIL TO PROPERLY CLEAR WITH THE ATTENDANCE OFFICE BEFORE LEAVING THE CAMPUS WILL BE CONSIDERED TRUANT.**

Family Trips

In addition to illness, family emergencies, doctor/dental appointments, and authorized school activities cleared in advance, school district policy allows for occasional excused absences on the part of an individual student, if deemed appropriate by the school principal. The principal, or his/her designee, may authorize an absence for prearranged family trips only after the following guidelines have been met:

- *The request must be made by the parent or guardian in writing to the attendance administrator at least one week prior to the trip.*
- *The request shall explain the nature and purpose of the trip.*

- Teachers may request that make-up work be completed prior to the trip. Otherwise, all make-up work must be completed within a time period the teacher requests after the student returns.
- The student must take the notification of absence form to each teacher prior to the trip.
- If the absence occurs at the end of a semester, all course requirements must be completed prior to leaving school and before the semester ends.
- Even if the absence is considered excused, it may adversely affect a student's grade..
- Family vacations are not automatically approved, and may be considered unexcused. Please refer to Absences (above) for the policy regarding unexcused absences.
- **Vacations exceeding 5 school days will not be excused. Work from unexcused absences may not be made up.**

Tardy Policy

Students at Cedar Heights are expected to arrive to class on time and be seated when the bell rings, with binder, planner, paper, pen, pencil and to be prepared for learning.

Students who are tardy to class will be asked by their teacher to fill out a tardy slip. These slips will be sent to the office.

Tardy - Late Arrival (after 8:35 a.m.):

Late arrivals, due to illness, medical appointments, or family emergency will be excused. The attendance office will fill out a regular admit slip for excused late arrivals.

Students who have an unexcused (missed bus, alarm clock failure, car trouble, traffic, etc.) late arrival will:

1. Report to the attendance office,
2. Fill out a School Tardy form,
3. Have the form signed by the office staff, and
4. Report immediately to class.

Tardy - Classroom:

Students not in their seats when the bell rings will be considered tardy. Each tardy will be reported to the office and will accumulate quarterly. Students will start with a clean slate at the beginning of each quarter.

Tardy Consequences The following disciplinary action will result from quarterly accumulated tardies:

- 3rdAfter School Detention
- 6th1 day ISS,
 - Loss of Assembly Privilege
 - Level III
- 10th1 day ISS
 - Loss of Assembly Privilege
 - Level III
 - Tardy Contract
- 12th +... 1-3 days of Out of School Suspension (OSS) per contract for additional tardies beyond 10.
 - Loss of Assembly Privilege
 - Level III

Truancy

Students who miss any part or all of a school day without a legitimate excuse are considered **truant**. Administrative action will be taken for each such instance. Sanctions for truancy include ISS and notification under the Becca Bill. Truancy is defined as not reporting to school when parents/guardians expect you to be there, or not reporting to or remaining at assigned area after arrival on campus. Students who leave the assigned area without permission will be treated as truant. Truancies will also be reported to the juvenile court as required by state law. **Discipline will be assigned at the discretion of the administrator. Repeat violations are subject to progressive discipline.**

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BUS RIDING RULES

According to state law, the bus driver is in charge of the bus and passengers. You must obey the driver promptly and willingly, or you may lose your bus riding privileges. Video/audio recording systems are installed on regular routes as a means to monitor and document student behavior. All students must have their school picture identification card to ride the bus. If these are lost, it is the student’s responsibility to purchase a replacement from the cashier. The number for KSD Transportation is: (253)373-7442. **An Activity Bus will be available on Thursdays only for the 2011-12 school year.**

CASHIER

The cashier is located next to the main office and is at your service to take fees during the hours posted. Checks will be accepted in the exact amount of fee to be paid and made payable to Cedar Heights Middle School. **A fee list is available through the cashier’s office and as part of the orientation packet; items may be purchased on-line.** SORRY, no change for vending machines will be issued.

Fine Policy:

Here at Cedar Heights you will be using many items that belong to the school. These include laptops, tools, books, instruments and many other kinds of materials. If you lose or damage school property or equipment, you will be fined a fair repair or replacement value. Please note that if you are using school equipment or materials and they are stolen from you, it is still your responsibility to pay for them. Laptops and textbooks are one of the big items you must look after; cover them, keep them in their cases, don’t mark them up and don’t leave them lying about. Annuals and activity privileges may be withheld until fines are paid. Fines are recorded on a student fine card. This becomes a matter of record and unpaid fines will require that you come in person with parent/guardian to review and pay your fines at the end of the year.

As part of the district’s commitment to being good stewards of taxpayer dollars, KSD Policy #6119 and Procedure #6119P address overdue bills.

Any outstanding debt not paid within seven weeks of the bill’s due date will be turned over to the district’s collection agency. Also, all non-sufficient fund (NSF) checks will be subject to \$25 fees. By asking parents to pay their fair share, the district can more effectively provide necessary services to meet the needs of all of our students.

CLASSROOM & TIERED DISCIPLINE PROCEDURES

Classroom rules will be posted in each classroom. Tiered Discipline is a progressive disciplinary system utilized in the classroom setting. The following are considered Tier 1 Offenses, and are examples of common discipline issues seen in the classroom:

<input type="checkbox"/> Tier 1 – Classroom Teacher Writes Referral, assigns Discipline (Level 1)	<input type="checkbox"/> Tier 1 – Classroom Teacher Writes Referral; Admin will assign after school detention (Level 2)	<input type="checkbox"/> Referral Written – Administrator will assign discipline up to and including suspension (Level 3)
<input type="checkbox"/> Rude/Discourteous	<input type="checkbox"/> Non-Compliance – failure to follow a reasonable request.	<input type="checkbox"/> Overt Defiance/ Non-Compliance
<input type="checkbox"/> Inappropriate Language – General	<input type="checkbox"/> Inappropriate Language- Profanity	<input type="checkbox"/> Verbal Attack Directed at Adult
<input type="checkbox"/> Disturbs Class, Wastes Time	<input type="checkbox"/> Continued misbehavior after Level One Class Disturbance	<input type="checkbox"/> Extensive/Persistent disruption of class instruction/learning
<input type="checkbox"/> Disregard of Class or School Rules	<input type="checkbox"/> Continued misbehavior after Level One Disregard for Rules	<input type="checkbox"/> Physically Dangerous Act
<input type="checkbox"/> Not Prepared	<input type="checkbox"/> Damage/Deface Property	<input type="checkbox"/> Illegal Act
<input type="checkbox"/> Tech Violations – Laptop forgotten, not charged	<input type="checkbox"/> Tech Violations – Repeat violations; Inappropriate web searches: Games	<input type="checkbox"/> Tech Violations – Damage; Inappropriate web searches; pornography

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CLOSED CAMPUS

Cedar Heights is a "closed campus". This means that students are not to leave once they have arrived. This applies before classes begin at 8:35 a.m. If, for example, your bus arrived at 8:15 a.m., or your parents drop you off at 8:00 a.m., you are not to leave campus. If you do, you will be considered truant.

COMPUTERS

Information on computer use at Cedar Heights can be found in the Publication and Electronic Systems Use Permission Form. <http://www.kent.k12.wa.us/cms/lib/WA01001454/Centricity/Domain/11/documents/2022PElectronicResources.pdf>

All middle school students receive laptops the first week of school. Rules and expectations will be reviewed during the month of September. Before students are released to take laptops home, they will be required to pass the "driver's license" test and parents need to complete the safety requirements. Please check the website and newsletters for more information.

COUNSELORS

The counseling office is available to help you in a variety of ways. It is best to make an appointment. Drop by before school to do this and the counselor will send for you.

DEFINITIONS of COMMON ABBREVIATIONS

Throughout the handbook you will see the following abbreviations: LD, ASD, ISS, and OSS.

- LD = Lunch Detention. A teacher assigned consequence for low-level classroom misbehavior, lunch detention students are placed in a separate seating area during lunches. They are expected to be quiet and to help clean the commons at the end of lunch.
- ASD = After School Detention. Assigned for 2nd column Tier 1 Behaviors, Misbehavior with Substitute Teachers, and at the discretion of the administrator. Students are told that sub issues will result in ASD, no questions asked.
- ISS = In School Suspension. Assigned for a variety of issues (failure to attend ASD as assigned; truancy; 6+ tardies, etc) at the discretion of the administrator. Not an alternative to OSS. Students serving ISS are no longer considered to be in Good Standing for 30 days upon their return to their normal schedule.
- OSS = Out of School Suspension. Student serves their suspension at home. During the suspension they are not allowed to be on any Kent School District property. Students serving OSS are no longer considered to be in Good Standing for 30 days upon their return.

EXPECTATIONS - ASD/ISS

- Student must be working on school assignments or reading if all work is done
- Drawing is not an acceptable task unless it has been assigned by a teacher
- All school rules apply
- No eating, drinking, or gum
- Students must bring the following materials:
 - All textbooks
 - Reading Material
 - Homework Assignments
 - Supplies including pen, pencil, paper, laptop
- **Transportation at the end of ASD is the responsibility of parents and students.**
- **Students who fail to comply with any part of this contract will be placed on Out of School Suspension (OSS).**

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DRESS EXPECTATIONS

Personal Appearance – Per Kent School District Policy #3224

Students are expected to dress comfortably in a manner that is conducive to learning, orderliness, and safety.

- During the instructional day, all clothing must be modest with NO indecent exposure. Do not wear midriff tops, tank tops with straps less than three inches wide [your ID card is 3 ¼ inches wide], strapless shirts, or halter tops. Shirts should not be worn more than 3 inches below the collar bone; an excessive amount of cleavage is not appropriate in an educational setting.
- No inappropriate messages (e.g., tobacco, alcohol or illegal substances, weapons, vulgar words/slogans, confederate flag, sexual innuendo, etc.).
- Gang related attire is prohibited: this includes bandanas of any color; color blocking; etc..
- Pants must be worn at the waist.
- No excessively long belts.
- No chains hanging from pants.
- Pajama pants are not permitted.
- Shorts and skirts must be below the fingertips, with no tears, rips or holes in clothing above the finger-tip, with or without leggings.
- Tops must be to the waist, and can be sleeveless – straps will be at least three inches wide (your ID card is 3¼ inches wide).
- Attire or grooming that disrupts the educational process or which perpetuates a hostile environment is prohibited.
- Students are asked not to carry combs or picks in their hair during the school day, 8:15-3:15.

The principal or assistant principal will make a final determination, if necessary, regarding the appropriateness of the clothing. If the clothing is determined to be inappropriate the student will be asked to change and school discipline may be assigned. Students are expected not to receive repeated/multiple warnings concerning their personal appearance.

Hats, visors, hoods, bandanas, headbands, scarves, sunglasses, gloves, etc.:

In keeping with Kent School District Board Policy, these items are not to be worn during school hours except when a student is in a school athletic uniform which includes that item and/or is participating in a designated school event. If you choose to wear or display these items on campus, they will be confiscated and stored until parent pick-up. Exceptions will be made for students with bona fide religious dress requirements.

HALLS AND STAIRWAYS

To ensure the safety of all students and staff, remember to treat others with respect while in the halls and stairways. Also remember:

- Do not block the halls, stairways or doorways.
- Use a conversational speaking volume inside and out.
- If an adult asks to speak to you, stop and talk with that person.
- Use the right hand side of doors, stairways and halls.
- Help keep the building clean, inside and out, by using trash cans.

Hall Passes:

Students need to be in class. **No hall passes will be granted during the first and last 10 minutes of class.** If you must be out of class, you need a valid pass. Students requesting to leave class must use the passes included on the planner pass page for the current quarter only. Students may use only school approved, teacher provided passes. Students must sign in and out with the teacher. **Teachers at all times have the prerogative to deny a student permission to leave class.**

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HEALTH SERVICES

Immunization Law

In order to protect you from a number of childhood diseases, Washington law requires that all children admitted to public school be immunized against diphtheria, tetanus, Pertussis (whooping cough), polio, measles, rubella (German measles), mumps and chicken pox (or have had chicken pox). If you have any questions, ask in the nurse's office.

Nurse

The schedule of the school nurse is posted on her office door. Any student may see her by making an appointment through the counseling office. Students who suddenly become ill should always communicate this to a staff member so that assistance can be provided. If you become ill at school, you should obtain a hall pass from your teacher to report to the Health Room. **DO NOT REPORT DIRECTLY TO THE HEALTH ROOM BETWEEN CLASSES.** Go to your next class and get a pass. Under no circumstances should you leave campus without clearing through the Attendance Office.

Student Medication

It is more desirable for medication to be administered at home. Medications should rarely be administered in school. The only exceptions involve special cases where it is deemed absolutely necessary that the child must have the medication to stay in school. When possible, the parent and physician are urged to design a schedule for giving medication outside of school hours. Medication is defined to mean all drugs, whether prescription or over-the-counter. If medication is to be taken during school hours the following must be on file: 1) a written statement from the student's physician identifying the medication, dose and how long to be taken; 2) a written statement signed by parent(s) requesting the school to administer the medication, and 3) the medication must be in the prescription bottle. These will be taken to the nurse's office immediately upon arrival at school.

INCENTIVE PROGRAM: In Good Standing

The Level System – An Incentive Plan for Cedar Heights

<i>Good Standing</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>
<ul style="list-style-type: none"> ◦No Levels ◦No Referrals ◦No Tardies -No Tech Violations 	<ul style="list-style-type: none"> ◦1 Level 1 Offense ◦1 Office Referral ◦Tier I Tech Violation 	<ul style="list-style-type: none"> ◦2+ Level 1, 1 ASD – OR- ◦2+ Office Referrals ◦2+ Tech Violations; Inappropriate Searches; Games 	<ul style="list-style-type: none"> ◦Multiple Levels OR- ◦1 Level 3 – OR- ◦6+ Tardies ◦ ISS or OSS ◦ Tech Violations; inappropriate searches; pornography

Most students at Cedar Heights are well behaved and In Good Standing; most students will do the right thing. Too often these students are taken for granted. The Good Standing Incentive Program recognizes these students and provides them with special prizes and opportunities. Incentive Activities will be held throughout the year. Choose to do the right thing and stay In Good Standing!

The Level System is designed to encourage and reward appropriate student behavior. The chart above outlines how the Levels are assigned. The behavior of the student over the past fifteen school days determines a student’s Level. Students are informed of their Level Status weekly. See Classroom and Tiered Discipline Procedures [HERE](#).

In Good Standing – This student demonstrates responsible self-management and consistently meets behavioral expectations. Students who are In Good Standing are recognized regularly with special privileges such as free treats at lunch, drawings for prizes, etc...Most Cedar Heights students are In Good Standing or on Level 1.

Level 1 – A student on this level is not excluded from regular activities; however, they are not recognized as being In Good Standing. A Level 1 student rarely has difficulty meeting behavioral expectations but may have one or two minor infractions, including Level I Tech Violations, in the last 15 days, or is working down from levels 2 or 3.

Level 2 – A student on Level 2 is restricted from attending assemblies or sporting events, and possibly field trips, but may participate in supervised after-school activities such as athletics, study groups and club meetings. Athletes may participate in

athletics. Otherwise, students on Level 2 or 3 are expected to leave campus directly after school. A Level 2 student is one who is having difficulty meeting the behavioral expectations and has been cited several times for various misbehaviors, including Level II Tech Violations, in the last 15 days.

Level 3 – Students at this level will be restricted from participation in ALL extra-curricular school activities, including assemblies and must check with administrators regarding their eligibility for after school athletics and study groups. Otherwise, students on Level 3 are expected to leave campus directly after school. This student has consistent difficulty meeting behavioral expectations, including Tech Expectations.

Students who are suspended or commit Level 3 infractions are automatically placed on Level 3 and cannot participate in any school activities for up to thirty school days. The thirty days begin at the end of the suspension period. As long as there are no other infractions or suspensions during the next fifteen days they will then move down to Level 2. Students who have worked themselves up to a Level III Tech Violation will also be on Level 3 of the discipline model.

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LOST AND FOUND

Please note that the school is **NOT** responsible for your lost or stolen articles. **We advise you not to bring items of value to school.** Also, as a suggestion, you might want to mark with a permanent marking pen your clothing, coats and etc.. This enables us to return lost items to you.

Items that are found are located in the cafeteria or in the office.

LUNCH TIME

During lunchtime, you need to be in the lunchroom, the bathrooms outside the cafeteria, or outside with supervision. The halls are not a place to hang out; students are asked not to do so. While in the lunchroom please remember:

- Long tables seat 16 students.
- Enter the commons, find a seat and wait quietly for announcements.
- The supervisor will dismiss tables after announcements are done.
- Keep hands, feet and your food to yourself.
- Use a conversational tone of voice.
- Walk from place to place.
- Stay within the red lines outside.
- Put all trash in garbage cans and clean your area.

Also, all food and beverages need to be consumed in the cafeteria. No food or beverage in the halls or classrooms. If you need to go to the office, library, or use the phone, check with the cafeteria supervisors.

NUISANCE ITEMS

Colognes, Scented Lotions, and Body Sprays:

We do not want these items at school due to possible misuse or accidental breakage. For some people, perfume, scented lotions and/or cologne (spray or bottle) is a pleasant scent, whereas for others, these could trigger allergic reactions. Please leave these items at home. These items will be confiscated and disposed of if brought to school.

Electronic Devices – Cell Phones, iPods, Handheld Game Systems etc.

Electronic devices designed and used for educational purposes may be permitted with administrator approval; otherwise, they are not allowed. Personal stereo headphones are not permitted out of backpacks during school hours, 8:15 am to 3:15 pm. A reminder to parents that electronic devices such as cell phones, iPods, MP3 players, hand held games, cameras, etc. are not allowed at school. They can be disruptive as well as creating a security problem because of potential for theft or loss. We will confiscate these items and will not release them to students.

Confiscated items can only be picked up by a parent/guardian in the front office during normal school hours.

Energy Drinks:

High sugar and super-caffeinated drinks such as Rock Star, Red Bull, Monster, etc., are unhealthy for middle school children, both physically and emotionally. The feeling of energy is quickly followed by a crash that young adolescents are ill-equipped to handle. Therefore, we do not allow these items on campus. These items will be confiscated and disposed of. Please do not bring these items to school.

Skateboards, Inline Skates, Heelies, Toys:

Any item that is disruptive to the educational process and environment is not allowed at Cedar Heights. These items include, but are not limited to: Skateboards, inline skates, chains, spikes, and toys including laser pointers. In accordance with School District Policy, skateboards, skates, bicycles, and scooters may be used as transportation to school but may not be used on campus at any time. Bicycles must be locked up in the bike rack during school hours. Helmets are recommended.

Confiscated items can only be picked up by a parent/guardian in the front office during normal school hours.

A Note Regarding Confiscated Items:

Students are encouraged not to bring items to school that will be confiscated (see above). All reasonable effort will be made to secure confiscated items. Items are logged into the main office by the teacher and placed in a locking cabinet and the parent will be asked to sign the log when they pick it up. Cedar Heights Middle School and our staff are not responsible for personal items.

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OUT OF BOUNDS

In order to keep students out of difficulty with school authorities and parents, please note that these areas are "out of bounds" if there is no teacher supervision:

- The playing fields and tennis courts.
- The faculty parking lots

Students who are in the above areas after reporting to campus are truant and subject to discipline.

PUBLIC DISPLAY OF AFFECTION (PDA)

Inappropriate or excessive overt demonstrations of affection like kissing, extended hugging (beyond the 3 second rule) or fondling is not allowed. "Inappropriate" is defined as causing others to be uncomfortable or offended with your behaviors. Students who continue will be subject to school discipline.

TELEPHONE

Students are not to use the phones in classrooms to call home when they are sick. Teachers have been advised to have students use an office phone with permission.

VISITORS

Signs stenciled on the doors of our building state clearly that all visitors to Cedar Heights must register in the main office. This is to protect our campus and you. Students are **NOT** permitted to bring visitors to school.

Special Deliveries:

We do not have the staff available to deliver or store items for birthdays or other special events. In addition, they can be a disruption. The following items are not allowed: balloon bouquets, flowers, gifts, birthday cakes or other food items.

Please do not deliver these items to school; they will not be accepted. Save them for at home, where your child may enjoy them.

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SELF DISCIPLINE AND SCHOOL DISCIPLINE

Cedar Heights Middle School has established a tradition of self-discipline that includes making positive choices for yourself and others, courtesy, cooperation, friendliness, and an attitude of respect for people and property.

In the event that you need help with self-discipline, you will receive appropriate progressive consequences for your behavior. Consequences may include parent notification, conflict resolution contracts, lunch detention, after school detention, parent conferences, custodial duty, or in-school or out of school suspension for a short or long period of time, and/or expulsion from the district. The consequences earned will depend on the seriousness of the inappropriate behavior and the number of previous offenses.

A suspension of any type will cancel your participation in after school events for the duration of your suspension, and earn you a Level 3.

Here at Cedar Heights we will always provide a safe, secure learning environment that is free of unnecessary disruption, intimidation and bullying. The school will not tolerate groups of people who are joined together to promote or participate in illegal activities, since these groups may cause disruption of the educational environment, injury and/or intimidation of students and staff. Any person or persons who act in such a way as to initiate, advocate or promote activities which threaten the safety or well being of persons or property on school grounds, or which disrupt the school environment, will be subject to district discipline policies and regulations.

EXCEPTIONAL MISCONDUCT

Kent School District policies and Cedar Heights Middle School Student Expectations are established to preserve the integrity of the classroom and school order. Failure or refusal to comply with written rules and regulations established for the governing of the school constitute sufficient cause for discipline, up to and including suspension or expulsion. Violations of school district policy, state law, and Cedar Heights Middle School Student Expectations are considered “Exceptional Misconduct” and will result in corrective action/sanctions. It is the policy of the Kent School District to consider each of the following offenses a “zero tolerance” offense. Action will be taken for every offense.

- Arson
- Disruptive or provocative dress
- Assault-battery
- Criminal acts as defined by law
- Defacing, misuse or destruction of property
- Defiance of school authority
- Disruptive behavior with obscene or profane language, gestures or materials
- Fighting or fight involvement
- Harassment
- Intimidation or extortion
- Non-Compliance – failure to follow the reasonable request of any adult
- Possession, use, sale, or delivery of illegal chemical substances, or those purported to be the same, including alcoholic beverages, or possession of paraphernalia, or coming to school under the influence.
- Theft/Stealing
- Tobacco use or possession
- Truancy
- Weapons possession or use

Alcohol and/or Substance Abuse Violations Are Defined As:

Possession, use or sale of alcohol, controlled substances (or those purported to be the same), and over-the-counter and prescription medications, or possession of paraphernalia on or off campus.

Being under the influence will be considered the same as being in possession.

At off-campus events where drugs, alcohol or controlled substances are evident, athletes who have made a willful choice to remain at the event are in violation of the rule.

Sanctions will carry over from 7th to 8th grade.

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Unsafe Student Behaviors

The following will receive discipline, up to and including suspension:

- Running, pushing or shoving others anywhere on campus is not allowed.
- Any type of physical activity between two students (horseplay/play fighting) that could lead to injury is not allowed.
- In order to prevent serious injury to staff or students, snowball, rock, pinecone and etc., throwing will NOT be permitted on or near the Cedar Heights campus. Violations will result in disciplinary action.

Obscenities/Profanity

Students are expected to use appropriate language at all times. Students using obscene gestures, possessing pornographic material, or using profanity, will receive appropriate disciplinary action up to and including long-term suspension. This type of behavior is not only inappropriate, but may be determined to be harassment.

BULLYING and HARASSMENT

Cedar Heights Middle School has a zero-tolerance policy for harassment and bullying. It is the policy of the Kent School District that all students should be able to attend and learn in a school setting that is free from all forms of discrimination due to creed, race, age, color, religion, sex, handicap or national origin. Bullying and harassment are prohibited in the workplace and school and may result in a suspension. Please feel free to email any staff member regarding bullying or harassment. If we don't know, we can't help.

BULLYING:

Bullying is when one or more people repeatedly harm, harass, intimidate, or exclude others.

Bullying is unfair and one-sided. It is a negative action when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words, or in other ways. In order to use the word bullying, there should also be a certain imbalance of power or strength, in other words, the person who is subjected to the negative actions has difficulty in defending himself/herself... (see Bullying at School, pp.17-19).

Cedar Heights Rules Against Bullying

- **We will not bully others.**
- **We will try to help students who are bullied.**
- **We will make it a point to include students who are easily left out.**
- **When we know somebody is being bullied, we will report to an adult at school and an adult at home.**

Bullying Consequences

First Offense – Behavior is identified, and investigated. The student will have a meeting with a designated staff member. The student will take home a copy of the **Think About It** letter. The student will have their parent sign it, and will return it to school. This letter will be placed in the Assistant Principal's file.

Second Offense – Behavior is identified, and investigated. The student will meet with an administrator and they will place a phone call home. At the discretion of the administrator appropriate consequences will result, including loss of privileges, a letter of apology to the victim, and may include suspension. A second letter will be sent home, and the signed copy will be placed in the Assistant Principal's file; all copies will be placed in the student's cumulative file.

Third Offense – Behavior is identified, and investigated. A parent conference will be required. At the discretion of the administrator appropriate consequences will result, including suspension; all copies will be placed in the student's cumulative file.

Fourth Offense – Suspension and progressive discipline; all copies will be placed in the student's cumulative file.

HARASSMENT:

Sexual Harassment: Occurs when sexual or other gender based physical or verbal conduct interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile or offensive work or school environment. Sexual harassment includes offensive sexual flirtations, advances or propositions, continued or verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, any offensive or abusive physical contact or otherwise making another individual feel threatened or uncomfortable.

Racial Harassment: Occurs when racial or other ethnic based verbal conduct or use of physical gesture(s) interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile or offensive work or school environment. Racial Harassment includes racial slurs, regardless of intent, gestures, name calling, taunting, teasing, jokes, demeaning comments or graphic representations (e.g. swastikas, confederate flags), or otherwise making another individual feel threatened or uncomfortable.

Notification Procedures: If you feel you have been harassed, you have a right to file a complaint that will be investigated. Please report your complaint to any adult in the building. If that adult is not an administrator, the adult must report your complaint to an administrator.

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Compulsory Attendance Law

Parents of any child eight years of age and under eighteen years of age will cause such child to attend school and the child will have the responsibility to attend for the full time when school may be in session, unless the child is enrolled in an approved private school or is receiving home-based instruction. If a parent enrolls a child who is six or seven years old in a public school, the child is then required to attend and that parent has the responsibility to ensure that the child attends school while it is in session.

Exceptions may be granted by the superintendent for children who are fifteen years of age or older if the child has the following circumstances:

- The student is physically or mentally unable to attend school;
- The student is attending a residential school operated by the Department of Social and Health Services;
- The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
- The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to R.C.W. 13.64;
- The student has met graduation requirements;
- The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district will not require enrollment in coursework which exceeds the enrollment time necessary for a student to meet established course, credit and test requirements for high school graduation.

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Kent School District Discipline Policy

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

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

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

Emergency removal shall continue only until the danger or threat ceases or the principal imposes discipline, suspension, or expulsion. The principal shall meet with the student as soon as reasonably possible following the student's removal in order to initiate corrective action and not later than the commencement of the next school day.

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

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DEFINITIONS

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

Emergency Removal: Immediate removal of a student from class or activity because, in the opinion of the teacher or administrator, that student poses either an immediate and continuing danger to him/herself, other students, or school personnel, or poses a threat of substantial disruption to the educational process.

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

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

Long-Term Suspension: A suspension for more than ten (10) consecutive school days.

Expulsion: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for an indefinite period of time. Emergency Expulsion is immediate removal of the student from school for posing an immediate and/or continuing danger or disruption.

Exceptional misconduct: Is a violation of school district rules of student conduct which is so frequent in occurrence or so serious in nature and/or is so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short- or long-term suspension.

DISCIPLINE

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

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

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

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

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

Emergency Expulsion: This sanction may be imposed if the expelling authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to him/her self or others or is a threat of substantial disruption to the educational process. The expulsion shall continue until a hearing is held and a final determination reached or until the danger or disruption has been determined to no longer exist. Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: The written notice must be delivered or post marked within 24 hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible; the student or parent shall have ten (10) school business days in which to submit a written request for a hearing.

Hearing Procedure for Long-Term Suspension and Expulsion: Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by an officer appointed by the superintendent. Documentary and other physical evidence may be inspected by students, parents, and school authorities prior to the hearing. The students shall have the following rights at the hearing:

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

Appeal Procedures to Board of Directors: Notice that the student wishes to appeal the decision from the hearing shall be provided to the superintendent's office within three (3) days of receipt of the hearing decision. The board of directors shall schedule and hold an informal conference to review the matter within ten (10) school business days from the receipt of the appeal. The suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

- A long-term suspension or non-emergency expulsion may be imposed during the appeal period of no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;
- An emergency expulsion may be continued during the appeal period so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and
- Any days that a student is temporarily suspended or expelled before the appeal is decided, shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

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

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

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Students with Disabilities

Decisions made regarding corrective action or sanctions upon students in the abovementioned groups will be made following special education programming and legal procedures. The superintendent or designee shall have the authority to discipline, suspend, or expel students. The superintendent or designee shall direct the identification of conditions under which a teacher may exclude a student from his or her class and shall also designate which staff have the authority to initiate or to impose discipline, suspensions, or expulsions.

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

the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules deprive themselves of the opportunity to learn and interfere with the progress of others. All students shall submit to the rules of the district. Refusal to comply with written rules and regulations established for governing the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to correcting action or punishment:

- "Expulsion" is the exclusion from school or individual classes for an indefinite period.
- "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
- Short-term suspension is for a period of ten (10) consecutive school days or less.
- Long-term suspension exceeds ten (10) consecutive school days.
- "Discipline" constitutes all forms of corrective action or sanction, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline will not adversely affect specific academic grade, subject or graduation requirements, so long as all required work is performed.

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

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

Knowledge of the disability is defined as:

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

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**GUIDELINES FOR
SCHOOL SANCTIONS**

Each offense listed below is considered a "zero tolerance" offense. Action will be taken for every offense as indicated in the range of sanctions listed below. Zero tolerance means that the action is not tolerated in any measure or amount.

WAC 392-400 stipulates the following restrictions for suspensions:

Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, it is recommended that parents be contacted prior to the sanction. When there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, emergency removal or emergency expulsion may be appropriate.

School Discipline that includes but is not limited to, School Service or Detention.	Short-Term Suspension 1-10 School Days	Long-Term Suspension 11-20 School Days	Long-Term Suspension 21 or More School Days	Emergency Expulsion	Expulsion
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ARSON:

Intentionally or recklessly setting a fire.
There are considerations:
1. Extent of fire
2. Intent
3. Amount of damage
4. Potential harm

Does not require a conviction.

	<u>Elementary</u>			**	**
			<u>Secondary</u>		

ASSAULT:

Physical and verbal threats or violence directed toward a person.

Actual or attempted hitting, beating or other wrongful physical contact inflicted on another. Length of suspension will depend on the severity, circumstances, and degree of abuse of the assault.

Does not require a conviction.

	<u>Elementary</u>			**	**
			<u>Secondary</u>		

<p><u>BULLYING, INTIMIDATION, OR EXTORTION:</u></p> <p>Intentional threatening or hurtful verbal or physical act that violates Policy 3207. In addition, the removal of property from another through threats, force, or violence is prohibited.</p>					
	<u>Elementary</u>				**
	<u>Secondary</u>				
<p><u>CRIMINAL ACTS AS DEFINED BY LAW NOT OTHERWISE LISTED:</u></p> <p>Refer to Criminal Code, R.C.W., Washington Administrative Code</p> <p>Does not require a conviction.</p>					
	<u>All Students</u>				
<p><u>DEFACING, MISUSE OR DESTRUCTION OF PROPERTY:</u></p> <p>Defined legally as malicious mischief; intentional damage to school district property or to property of others, including, but not limited to, school district employees, visitors or students.</p> <p>Restitution will usually be recommended.</p>					
	<u>Elementary</u>				**
	<u>Secondary</u>				
<p><u>DEFIANCE OF SCHOOL AUTHORITY:</u></p> <p>Refusal to obey reasonable directions or requests of any staff member, including volunteers working for the school.</p>					
	<u>Elementary</u>				**
	<u>Secondary</u>				
<p><u>DISRUPTIVE BEHAVIOR OR OBSCENE, PROFANE LANGUAGE, GESTURES OR MATERIALS:</u></p> <p>Includes but is not limited to obscene, profane language, gestures or materials; tantrum-like behavior.</p>					
	<u>Elementary</u>				**
	<u>Secondary</u>				
<p><u>DISRUPTIVE DRESS:</u> (See Policy 3224, Student Dress)</p> <p>Refusal to correct - Refer to: Defiance of Authority, or Disruptive Behavior, or Repeated Violation.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Send home for correction of dress or change attire at school </div>				

<p><u>FIGHTING OR FIGHTING INVOLVEMENT:</u></p> <p>Includes fighting or fighting involvement - instigating, promoting, escalating, failure to disperse, and failure to report a fight that the student is aware of.</p>	<p><u>Elementary</u></p>				<p>**</p>
<p><u>GANG RELATED BEHAVIOR:</u></p> <p>Includes solicitation or recruitment of members, intimidation or advocacy of discrimination. The use of gestures, language, or codes/symbols commonly associated with gang culture, violence or promotion of violence.</p> <p>Includes the presence of any gang affiliated apparel (e.g. shoelaces, bandanas, belts) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicating or implying membership or affiliation with such groups. Any written display of gang affiliation (e.g. graffiti) on personal belongings including clothing, school assignments, notebooks, body, etc.</p> <p><u>Elementary:</u></p> <p>Short-term to long-term</p> <p><u>Secondary First Offense:</u></p> <p>Minimum: long term suspension up to one semester Maximum: expulsion</p> <p><u>Secondary Second Offense:</u></p> <p>Expulsion</p>					
<p><u>HARASSMENT/DISCRIMINATION/BULLYING:</u></p> <p>Unsolicited or unwelcome conduct, either verbal or physical, that can be of a sexual, religious, racial or ethnic nature, or based on disability. Threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.</p>					<p>**</p>

<p style="text-align: center;"><u>ELEMENTARY SCHOOL</u> (Grades K-6)</p> <p><u>POSSESSION/USE/SALE/and DISTRIBUTION:</u></p> <p>Possession and/or use of illegal chemical substances, including alcoholic beverages, possession of drug paraphernalia, possession of any medications/stimulants/depressants or mood altering compounds</p> <p>Possession on school premises or at school-sponsored functions of paraphernalia intended for storage, use, or distribution of such alcoholic beverages, drugs, controlled substances, medications, or narcotics.</p> <p>Attendance at school or school-sponsored event following off-campus consumption of alcohol or controlled substance.</p>						
					**	**

<p style="text-align: center;"><u>MIDDLE SCHOOL</u> (Grades 7-8)</p> <p><u>POSSESSION/USE/SALE/and DISTRIBUTION:</u></p> <p>Possession and/or use:</p> <p>Possession and/or use of illegal chemical substances, including alcoholic beverages, possession of drug paraphernalia, possession of any medications/stimulants/depressants or mood altering compounds</p> <p>Possession on school premises or at school-sponsored functions of paraphernalia intended for storage, use, or distribution of such alcoholic beverages, drugs, controlled substances, medications, or narcotics.</p> <p>Attendance at school or school-sponsored event following off-campus consumption of alcohol or controlled substance.</p> <p>Sale and/or distribution:</p> <p>Sale and/or distribution of or possession with intent to sell/distribute illegal chemical substances, including alcoholic beverages, drug paraphernalia, medications/stimulants/depressants or mood altering compounds:</p> <p>First Offense:</p> <p>Discipline for possession and/or use – long-term suspension not to exceed 30 days. Discipline for sale and/or distribution – long-term suspension not to exceed 90 days. An administrator may draw up a contract with a student, and a maximum of 50% of the suspension may be held in abeyance when the student successfully completes the contract. Expulsion may be appropriate in some cases of sale and/or distribution of illegal chemical substances.</p> <p>Second Offense:</p> <p>Long-term suspension or expulsion</p>						
					Middle School	**
					Middle School	

<p style="text-align: center;"><u>HIGH SCHOOL</u> (Grades 9-12)</p> <p><u>POSSESSION/USE/SALE/and DISTRIBUTION:</u></p> <p>Possession and/or use:</p> <p>Possession and/or use of illegal chemical substances, including alcoholic beverages, possession of drug paraphernalia, possession of any medications/stimulants/depressants or mood altering compounds</p> <p>Possession on school premises or at school-sponsored functions of paraphernalia intended for storage, use, or distribution of such alcoholic beverages, drugs, controlled substances, medications, or narcotics.</p> <p>Attendance at school or school-sponsored event following off-campus consumption of alcohol or controlled substance.</p> <p>Sale and/or distribution:</p> <p>Sale and/or distribution of or possession with intent to sell/distribute illegal chemical substances, including alcoholic beverages, drug paraphernalia, medications/stimulants/depressants or mood altering compounds:</p> <p><u>First Offense:</u></p> <p>Discipline for possession and/or use – long-term suspension not to exceed 40 days. Discipline for sale and/or distribution – long-term suspension not to exceed 90 days. An administrator may draw up a contract with a student, and a maximum of 50% of the suspension may be held in abeyance when the student successfully completes the contract. Expulsion may be appropriate in some cases of sale and/or distribution of illegal chemical substances.</p> <p><u>Second Offense:</u></p> <p>Long-term suspension or expulsion</p>					<p style="text-align: center;">High School</p> <p style="text-align: right;">**</p> <p style="text-align: center;">High School</p>
<p><u>TARDINESS:</u></p> <p>Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student’s tardiness. Take steps to eliminate the tardies, including adjusting the student's school program, or school/course assignment.</p>					<p style="text-align: center;">Secondary</p>

<p><u>THEFT/STEALING:</u></p> <p>Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.</p>					**
<p><u>TOBACCO/NICOTINE CONTAINING PRODUCTS - USE OR POSSESSION:</u></p> <p>Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.</p> <p>First Offense: (Secondary) Complete Tobacco Intervention Packet and attend Saturday School. [Refusal or failure to attend Saturday School and/or complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may be suspended for one (1) to three (3) days.]</p> <p>Second Offense: (Secondary) Three (3) to five (5) day short-term suspension.</p> <p>Third Offense: (Secondary) Six (6) to ten (10) day short-term suspension with days held in abeyance for community service.</p> <p>Fourth Offense: (Secondary) Eleven (11) to twenty (20) day long-term suspension with days held in abeyance for community service.</p>		<p>Elementary</p>			
<p><u>TRUANCY:</u></p> <p>(See Policy and Procedures 3122)</p>	<p>Follow attendance Procedures 3122 outlined for BECCA students</p>				
<p><u>WEAPONS:</u></p> <ol style="list-style-type: none"> Possession of a weapon, or simulated weapon (other than firearm), e.g., clubs, firecrackers, explosives, razor blades, box cutters, etc. Possession of a knife. An object, which is used to intimidate or to injure another person. Possession of a firearm.* 		<p>Elementary</p>			**

In addition to school sanctions, the following actions are very often appropriately imposed:

Restitution: Examples - Arson, Destruction of Property, Extortion, etc.

School Agency Referral: Examples - Chronic Truancy, Vandalism, etc.

Nonschool Agency Referral: Examples - Larceny, Assault, Drugs

Mediation/Conflict Resolution: Examples - Fighting, Physical or Verbal Harassment, Defiance of Authority

Academic Interventions: Examples - Contract School

* Any Kent School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420*, with notification to parents and law enforcement. The superintendent of the Kent School District may modify the expulsion of a student on a case-by-case basis under *RCW 28A.600.010*.

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

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

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Bell Schedules 2011-12

REGULAR DAY

1st	8:35	—	9:30	
2nd	9:34	—	9:38	Announcements*
	9:38	—	10:33	
3rd	10:37	—	11:32	
4th	11:36	—	1:02	
	LUNCHES:			
	11:32	—	12:02	
	12:02	—	12:32	
	12:32	—	1:02	
5th	1:06	—	2:02	
6th	2:06	—	3:01	

DEN TIME SCHEDULE

1st	8:35	—	9:25	
2nd	9:29	—	10:00*	Den Time
	10:00	—	10:50	Class
3rd	10:54	—	11:44	
4th	11:48	—	1:14	
	LUNCHES:			
	11:44	—	12:14	
	12:14	—	12:44	
	12:44	—	1:14	
5th	1:18	—	2:07	
6th	2:11	—	3:01	

**LATE ARRIVAL BELL
SCHEDULE A**

Periods 4-2-6

Den Time: 10:35-11:01

4th Period and Lunch:		11:05—12:45
1st lunch (11:15—11:45)	Class	11:05—11:15 (10)
	Class	11:45—12:45 (60)
2nd lunch (11:45—12:15)	Class	11:05—11:45 (40)
	Class	12:15—12:45 (30)
3rd lunch (12:15—12:45)	Class	11:05—12:15 (70)
2nd Period	Class	12:50—1:53 (63)
6th Period	Class	1:57—3:01 (64)

**LATE ARRIVAL BELL
SCHEDULE B**

Periods 1-3-5

Den Time: 10:35-11:01

1st Period* and Lunch:		11:05—12:45
1st lunch (11:15—11:45)	Class	11:05—11:15 (10)
	Class	11:45—12:45 (60)
2nd lunch (11:45—12:15)	Class	11:05—11:45 (40)
	Class	12:15—12:45 (30)
3rd lunch (12:15—12:45)	Class	11:05—12:15 (70)
3rd Period	Class	12:50—1:53 (63)
5th Period	Class	1:57—3:01 (64)

Am/PM Assembly Schedules

AM Assembly Schedule

1 st	8:35	–	8:39
Assembly Dismissal and Assembly			
	8:39-		9:28
1 st	9:32-		10:05 *announcements
2 nd	10:09 -		10:49
3 rd	10:53	–	11:34
4 th Period	11:37-1:13		
LUNCHES:			
	11:37	–	12:07
	12:07	–	12:37
	12:37	–	1:07
5 th	1:11–		2:04
6 th	2:08	–	3:01

PM Assembly Schedule

1 st	8:35	–	9:17
2 nd	9:21	–	9:26 *announcements
	9:26 -		10:08
3 rd	10:12	–	10:54
5 th	10:58–		11:40
4 th Period	11:44-1:20		
LUNCHES:			
	11:44	–	12:14
	12:14	–	12:44
	12:44	–	1:14
6 th	1:18	–	2:02
Assembly Dismissal and Assembly			
	2:02-2:56		
Dismiss back to 6 th Period			
	2:56-3:01		

INCLEMENT WEATHER DELAYED/ALTERED SCHEDULES

ONE HOUR LATE Schedule

Period 1	9:35-10:19
Period 2	10:23-11:05
Period 3	11:09-11:51
Period 4	11:55-1:25
1 st lunch	11:55-12:25
2 nd lunch	12:25-12:55
3 rd lunch	12:55-1:25
Period 5	1:29-2:13
Period 6	2:17-3:01

TWO HOUR LATE Schedule

Period 1	10:35-11:06
Period 2	11:09-11:40
Period 4	11:44-1:21
1 st lunch	11:44-12:14
2 nd lunch	12:14-12:44
3 rd lunch	12:44-1:14
Period 3	1:18-1:50
Period 5	1:54-2:26
Period 6	2:30-3:01