

# Mary M. Knight School

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<http://www.marymknight.com>



## 2023-2024

### Student Handbook

School District #311

# Mary M. Knight School District Staff List 2023-2024

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EMAIL: FirstInitialLastName@mmk.wednet.edu(EXAMPLE: mmallery@mmk.wednet.edu)

	Position	Name	Extension
<b>District Office &amp; Administration</b>	School Board of Directors	Mike Bateman-President Amanda Gonzales Alexander Ushman Cynthia Brehmeyer Jill Edgin	
	Superintendent	Matt Mallery	x102
	Principal/Federal Programs	Joshua Stoney	x119
	Dean of Students/Athletic Director	Tom Kerr	x120
	Business Manager	Laurie Seymour	x113
	Student Data & Child Nutrition	Kitty Brehmeyer	x101
	JH / HS Office / Athletic Secretary	Barb Beste	x117
<b>Elementary School</b>	Preschool	Barbara Lohman	x142
	Kindergarten	Kennedy Fieldstad	x132
	Grade 1	Doug Richert	x133
	Grade 2	Jackie Jewett	x134
	Grade 3	Deanna Niles	x135
	Grades 4	Susan Daniels	x129
	Grade 5	Josie Dewey	x130
<b>Junior High &amp; High School</b>	Grades 6	Pat Ferguson	x131
	Social Studies/Metals	Todd Plaisance	x105
	English/Language Arts	Kristine Barratt	x124
	Title I Mathematics	Karen Ehler	x128
	Mathematics	Connie Bingham	x128
	Physical Education	Rick Winters	x106
	Science	Simone Kemp	x139
	CTE Business Education	Garrett Johannes	x104
	CTE	Kristine Cole	x126
	Special Education	Colin Nelson	x141
	K-12 Counselor	Alexandra Fisher	x115
	Library/Health Room Assistant	Darlene Henson	x122
	Nurse	Linda Warren	x114
	Custodians	Scott Dewey Ron Schmidz Ron Larson	x143
	Bus Drivers	Toby Lane Jamie Gerou Teddy Rothrock Steve Bailey	x123
	Paraeducators	Darlene Henson Alyson Johnson Paula Goeders Ashlee Hughes Kiah Oien Adam Piekkola Linda Bailey	x122 x136 x142 x128 x128 x130
	Food Service	Becky Lofgren Heidi Wertz	x103

**COMMUNICATION:**

Ongoing communication is a critical element of flexible and remote learning. The following tools will be used to communicate with families:

Communication Tool	Purpose	How to Access the Tool
Mary M. Knight website	To provide updated information regarding the continuing education plan, announcements, resources and access to individual school websites and principals and teachers webpages.	<a href="https://www.marymknight.com/">https://www.marymknight.com/</a>
Mary M. Knight Facebook	To provide updated information regarding the continuing education plan, announcements, resources.	<a href="https://www.facebook.com/MMKOwls">https://www.facebook.com/MMKOwls</a>
District Automated Phone Notifications	To provide updated information regarding the continuing education plan, announcements, resources	MMK will call the main telephone number on file. Please make sure the telephone that you want to receive robo calls is on file with the office.
Google classroom	The place where the teacher places assignments and announcement	Follow the instructions above for accessing the teacher web page. Go to the teacher web page and follow the instructions for accessing Google Classroom
Google Meet	Communication tools that might be added to the plan	

## OWLS Culture: Values for Success



Dream Big! Mary M. Knight's namesake and founder is quoted as saying "I hope with all my heart that Mary M. Knight School will always be, as now, the place where dreams come true, educationally and socially". Our school is here to provide each student with the knowledge, skills, motivation, and confidence to achieve his/her dreams.

We will work together this year to continue to develop our OWLS' PRIDE.

O	Ownership	P	Personal
W	Willingness	R	Responsibility
L	Leadership	I	in
S	Success	D	Daily
		E	Efforts

We are excited to have a new year upon us! As your MMK staff, we are here to support your learning and your dreams! Remember that MMK is a great place to be where everybody knows your name and cares about you! We are here to help you take your learning to the next level.

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# **I. Code of Conduct**

## **A. INTRODUCTION**

### **PURPOSE**

Mary M. Knight School District's mission and purpose is to ensure that all students have the knowledge, skills, motivation, and confidence to be successful citizens. We know that in order to achieve this purpose, we must be a community of learners and leaders united to enrich the lives of each member of our school community. This means that students, staff, parents, and community must work together to create a school experience that is engaging, exciting and supportive of each student's growth.

### **ROLE OF STUDENTS**

The primary role of students is to learn. Each student has the responsibility to learn and to support the learning of others in the school. Students take responsibility to learn when they:

- Are present and prepared.
- Have a positive attitude.
- Try their best—even when the learning is difficult.
- Treat staff and students with dignity and respect.

### **ROLE OF TEACHERS**

The role of teachers is to ensure that all students learn at high levels. Teachers at Mary M. Knight:

- Have high expectations for all students and support each student in reaching those expectations.
- Know what is essential for students to learn at their grade and in their content.
- Know what that learning looks like in student performance.
- Effectively assess learning and use the information to adapt teaching.
- Provide intervention and extensions for students that are not learning or have already learned.
- Are prepared each day.
- Persevere along with students.
- Build a classroom community and school culture supportive of student learning.
- Treat students and staff with respect.
- Communicate with students and parents regarding celebrations and concerns.
- Continue to learn and grow.

### **ROLE OF ADMINISTRATION**

The role of administration is to serve Mary M. Knight by creating partnerships with staff, students, families and the community focused on the learning of each student. The administration:

- Promotes growth in academic learning and positive behaviors.
- Allocates resources focused on student learning.
- Celebrates continual improvement and growth.
- Establishes high expectations for staff and students.
- Ensures that all students learn at high levels.



- Continues to learn and grow.

## **ROLE OF PARENTS**

Education is a shared responsibility. Parents and families actively involved in the educational process:

- Set high expectations for their child.
- Make sure their child is in school every day and on time.
- Communicate and work collaboratively with staff.
- Talk with their child each day about what they are learning at school
- Encourage their child to complete assignments.
- Attend conferences and participate in family opportunities.
- Support and reinforce school expectations, encourage appropriate behavior, and celebrate learning.

## **B. STUDENT RIGHTS**

*A right is a privilege to which one is justly entitled.*

### **EQUAL EDUCATIONAL OPPORTUNITY (POLICY 3210)**

Mary M. Knight School District shall provide educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, religion, creed, color, national origin, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability (RCW 49.60 Law Against Discrimination). District programs shall be free from sexual harassment.

Policies expressly prohibit behavior on District property that will damage the dignity, self-esteem, integrity, safety, and/or disrupt the educational process of any individual. Anyone with an allegation of a violation may initiate the process outlined in the procedures for policy 3210.

### **TRANSGENDER STUDENTS (3211)**

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression. To that end, the board recognizes the importance of an inclusive approach toward transgender students with regard to official records, confidential health and education information, communication, restroom and locker room accessibility, sports and physical education, dress codes and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

### **PRIVACY AND PROPERTY RIGHTS (3230)**

Students should not bring items to school that are forbidden in policy or law. Students have no right or expectation of privacy as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy. School

officials may inspect school district property at any time with or without specific reason. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

## **FREEDOM OF EXPRESSION (3220)**

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

The administration and faculty have the obligation to maintain an environment conducive to the free exchange of ideas and to study and learning. Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom, and transportation activities.

## **RIGHT TO DUE PROCESS**

When addressing instances of alleged student misconduct, the district follows the applicable sections of Chapter 392-400 of the Washington Administrative Code (WAC). In pertinent part, those sections read are shown in Exhibit 1 at the end of this handbook.

## **C. STUDENT POLICIES AND EXPECTATIONS**

### **Drop-Off/Pick-Up Procedures**

Parents who drive their students to and from school should use the main entrance of the secondary building unless administrative approval for necessary accommodations. At no time should a student cross in front of a running vehicle while reporting to or leaving the school grounds. Parents are requested to call the office prior to picking up their student. These procedures are in place to ensure the safety of our students. Your cooperation in following them is greatly appreciated.

### **After-School Activities Pick-up**

Students must be picked up promptly when after-school activities are completed. Staff supervising after-school activities will contact parents by phone to remind them to pick up students promptly, if late pick up is a problem.

Only those students actually participating in after-school activities may remain after school. Siblings and friends need to have other arrangements and may not wait after school, as there is no one to supervise them.

### **Parking During Drop-Off/Pick-up**

Parking spaces are available in the secondary school parking lot. In consideration of others, and for safety reasons, please do not park in the student bus zone. The students unload from the buses at 7:50 am in front of the secondary building. Students load buses in front of the elementary building at 3pm.

## ASSEMBLIES

Students are required to attend all assembly programs that occur during their regular class schedule unless specific approval provided otherwise. Failure to attend shall be considered truancy, and disciplinary action may be administered.

The classroom teacher will take attendance and monitor behavior. Assemblies all have a purpose and are educational. Students should be attentive, quiet, and respectful as directed or needed.

## BREAKFAST AND LUNCH PROGRAM

MMK is a Community Eligible School. One breakfast and one lunch will be provided daily at no charge to all students.

By district policy, a student will be allowed to charge (credited) up to \$4.00 for extras such as second meals, water, juice, or entrée only. Milk will also be available for those who wish to purchase it, either during breakfast or lunch serving time. Notices are sent home when a student has reached the \$4.00 charge limit.

If parents or other guests are planning to have lunch at school, we must be notified no later than 9:15 a.m. on the day you plan to have lunch.

**IMPORTANT! Food Allergies or Reaction:** The school must be notified of any problem foods so the appropriate paperwork can be completed to make alternate meal components available. This may involve your child's physician.

Program benefits and services are available to all children without regard to race, color, sex, disability, age, or national origin.

## BULLYING AND HARASSMENT (POLICIES 3207 AND 3207P)

**Harassment, Intimidation, or Bullying (HIB)** is an intentional electronic, written, verbal, or physical act that:

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

**Bullying** is defined as negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power**—Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people

- **Repetition**—Bullying behaviors happen more than once or have the potential to happen more than once.

All students deserve a safe learning environment. As such, harassment, intimidation, and bullying will not be tolerated.

### **Procedures for Dealing with Bullying:**

### **See Something, Say Something**

If you see something that doesn't seem right, say something and talk with a staff member. All students will receive anti-harassment, -intimidation, and -bullying instruction in the beginning of the year. Incident reports are available in the administration and school offices.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement may be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

### **Counseling Service**

A counselor is on the school staff to serve students. This person works with the student to plan courses and schedules; give academic, vocational, and career guidance; administer tests and interpret the results.

### **BUS GUIDELINES**

Bus ridership is a privilege. Students who ride the bus to and from school should be at the appropriate stop approximately five minutes before the scheduled arrival time of the bus. Once aboard the bus, all students are expected to follow the directions of the bus driver and the district behavior and discipline guidelines. Students who do not follow bus expectations or driver requests may be suspended from bus privileges. The primary concern of every driver is the safe transportation of students to and from school.

If you would like your student to ride the bus to another location other than his/her regular destination, ***please send a written request/contact*** to the office by 2:00 pm. The student will be given a bus note to give to the bus driver. The school office will retain the original note.

### **CELL PHONES AND OTHER TECHNOLOGY (POLICY 2022)**

**ELECTRONIC DEVICES & ELECTRONIC COMMUNICATION DEVICES** (*i.e., I-Pods, headphones, laser pointers, cell phones*): Electronic devices and electronic communication devices are not to be seen or heard inside the classroom unless the teacher has approved it for instructional purposes. These devices should also not be seen or heard during class time anywhere in the school. Students may use their electronic devices during their designated lunch time, passing periods, and before and after school. Students will either leave their electronic devices at home, or if they are brought to school, must keep it secured in the locker or if brought in the classroom, stored in the cell phone holder designated by the teacher.

Electronic items are easily stolen. The school is not responsible for stolen items. Any technology items such as, but not limited to bluetooth speakers that are deemed as disruptive or inappropriate for school may be asked to be put away or confiscated. Refusal to follow this guideline may result in appropriate disciplinary action actions.

### **CLOSED CAMPUS (POLICY 3242)**

We have a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until the bus picks them up.

### **COMPUTERS AND THE INTERNET (POLICY 2022)**

Students will be issued a Chromebook in order to access their education program at Mary M. Knight. Students are expected to be responsible for school technology equipment and use the device strictly for educational access only. Any intentional damage to district issued technology, students will be assessed a fine.

Use of the Internet and other technology are for legitimate educational purposes only. Students shall adhere strictly to District policies regarding its use. Students will receive an Internet Agreement in the yearly registration packet.

### **DANCES**

#### **Policies and Guidelines Regarding School-Sponsored Dances**

All guests are to pre-register. Admission for most dances will be paid prior to the event.

- School rules apply: no smoking, chewing, vaping, drinking, and petting, obscene language, etc. If a student is sent home, parents will be notified, if possible.
- Students shall not leave the dance once they have entered. The rule is "Once in, stay in; once out, leave campus."
- The campus is off limits to any persons not attending the dance. **NO LOITERERS** admitted to the lobby.

A guest who is 20 years of age or older, may be admitted at the discretion of the administration. Students who bring a guest must fill out and return the dance guest form prior to the dance. The form is available in the office. Two MMK staff members must be present at all dances.

### **DRESS CODE-POLICY 3224 (GENERAL RULES)**

DRESS CODE WILL BE ENFORCED IF ADMINISTRATION DEEMS IT AS A SUBSTANTIAL DISRUPTION TO THE LEARNING ENVIRONMENT

Clothing worn to school should:

1. Not create a hostile or emotional environment for others due to race, gender, nationality, cultural heritage, or religion
2. Not interfere with or distract from the educational process (as deemed by administration or designee)

*Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:*

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;*
- B. Damage to school property will result from the student's dress; or*
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.*

*For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district.*

### **DRIVING ON SCHOOL GROUNDS (POLICY 3243)**

STUDENT PARKING LOT RULES: Students are responsible to know and abide by the rules.

- It is a privilege to park on school grounds, NOT A RIGHT. Violations may result in suspension of parking privileges, towing of vehicles, and/or suspension from school.
- Any form of unsafe driving will result in loss of this privilege and appropriate discipline.
- The speed limit is 5 miles per hour on school grounds. The first offense for students speeding on school grounds will result in a one-week suspension of parking privileges; the second will result in a one-month ban. The Fire Department has indicated that no parking will be allowed by the fire station. Our concern is for the safety of students.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
- All student automobiles must be registered with the office. Registration includes proof of insurance and student license.
- Once parked, vehicles are to be locked and not returned to until the end of the school day.
- All students riding in private vehicles must have permission slips on file in the office. Drivers carrying students without permission will be subject to suspension and loss of driving privileges.
- The school is not responsible for the student's vehicle or contents.

### **FINES AND DAMAGES**

Student's grades, diploma, and transcripts may be withheld until the student or parent/guardian pays for fines or damages. All fines or fees must be paid by 3:00 p.m. on the day of the event/activity that the student wishes to participate in. Students owing fines are prohibited from participation in extra-curricular, athletic, and any other school events until fines are paid or arrangements have been made to satisfy such debt.

### **LOCKERS**

No lockers will be utilized or assigned at the elementary or secondary level unless specific authorization and modifications are deemed appropriate by administration.

1. Lockers are school property and are subject to search consistent with Washington State Law.

- A. The school principal or principal's designee may search all student lockers at any time without prior notice and without a reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.
- B. If, as a result of the search, there is a reasonable suspicion that a certain container or containers in any student locker contain evidence of a student's violation of the law or school rules, the principal or principal's designee may search the container or containers according to the provisions of RCW 28A.600.230(2).

### **PROHIBITED ARTICLES**

Problems arise each year because students have articles which are hazardous to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to knives of any type, water pistols, matches, lighters, firecrackers, and laser pointers. These items will be taken from the student and returned upon parental request. The conduct of student searches may occur when reasonable grounds are identified for prohibited items. All student searches will occur as aligned with district policy and procedure (policy 3230).

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

Students are encouraged to maintain social distancing at all times during the school day or school-sponsored activities, to include sporting events, no unnecessary physical contact will be allowed. The principal and teachers will determine what is unnecessary. Intimate displays of affection should be reserved for more private times and places.

### **SEXUAL HARASSMENT (POLICIES 3205, 5013 AND 6590)**

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

#### **Responsibilities**

If a teacher, administrator or other staff person suspects that sexual harassment is or may be occurring during school or at school-sponsored activities, he or she must take immediate steps to see that the matter is addressed, even if the problem is not within his or her area of responsibility. Any student who believes that she/he has been sexually harassed is encouraged to file a complaint.

### **THEFT AND VANDALISM**

The school is not responsible for loss, damage, theft, or vandalism of a student's personal property. Students are encouraged to leave items that are expensive or have special meaning at home.

Students who destroy or vandalize school property will be required to pay for losses and damages. If a student willfully destroys school property, suspension may be necessary.

## D. STAFF INTERVENTION & DISCIPLINE

### BEHAVIOR MANAGEMENT CHART

Intervention	Behavior Management Actions
1. Classroom (pre-intervention)	<ul style="list-style-type: none"> <li>• OWLS CULTURE – Classroom behavior expectations</li> <li>• Written, posted, taught, and reviewed classroom behavior management (classroom rules, behavior expectations, etc.)</li> <li>• Redirection/proximity</li> <li>• One-on-one conversations discussing with the student to identify ways to help the student successfully meet expectations</li> <li>• Review the rules/expectations (community circle)</li> <li>• Explain and model wanted behavior</li> <li>• Modifications of classroom (seating charts for example, job)</li> <li>• Calming Station (or Chill Hill)</li> <li>• Team with another teacher (buddy room)</li> <li>• Restorative Practices</li> <li>• Simple in-class behavior plans/agreements</li> <li>• Call parents while student is in class (not in front of other students)</li> <li>• Teacher academic interventions (before/after-school help, tutoring, IEP if applicable, etc.)</li> <li>• Refocus Process</li> </ul>
2. Internal Teaming & Plan Development (interventions)	<ul style="list-style-type: none"> <li>• Meet with team to discuss plan ideas</li> <li>• Discuss with SPED teacher if the student has an IEP</li> <li>• Call parents/guardians to provide information about student behaviors, ask for help and suggestions, inform of possible school consequences. Document with notes</li> <li>• Input from other teachers who have that student (not on email)</li> <li>• Input from administrator for problem solving</li> </ul>
3. Partnering Meetings	<ul style="list-style-type: none"> <li>• Parent/student/teacher problem-solving conferences involve administrators as well. Discuss problematic behaviors, make a plan to correct the behavior.</li> <li>• Outside agency meetings and support</li> </ul>
4. Referral to Administrator	Administrator will counsel and apply consequences on a step basis. Parents will be notified. See DISCIPLINE CHART.
5. Administrator-In itiated Parent Meeting	Discuss and develop a plan to correct behavior and increase student success. The plan could include a behavior contract. Inform parents about past behavior and potential future consequences.

Staff members will follow the following behavior management interventions before referring the problem to administration.



## DISCIPLINE CHART

Severity of offense and cumulative offenses may induce greater discipline, progressive. All procedures and practices aligned with student discipline including definitions, procedures, and due process are aligned and follow state washington administrative codes and district policy 3241 and procedure 3241P.

<b>CODES:</b> (A) Substance/Risk Assessment, (D) Detention, (E) Expulsion, (R) Restitution, (S) Suspension, (CD) Confiscation for the day, (CP) Confiscation-Return to parent, (EE) Emergency Expulsion, (LP) Loss of Privileges, (PC) Police Contact, (RC) Restorative Conference/Contract, (ISS) In-School Suspension, (LTS) Long-term Suspension, (STS) Short-term Suspension			
<b>Violation</b>	<b>Definition</b>	<b>Severity/ Frequency</b>	<b>Consequences</b>
Academic Dishonesty / Plagiarism	All forms of cheating, plagiarism, and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  D/LP/RC  EE/LP/ISS/ LTS/STS
Alteration of Records/ Forgery	Falsifying, altering, or destroying a school record or any communication between home and school.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  EE/RC/ISS/STS  EE/LTS/STS
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse. Including leaving school property without appropriate approval.  *See attendance Policy	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/RC/LP  D/RC/LP  Truancy Court
Bullying, Intimidation  *See HIB policy	Intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, 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 the school.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  EE/RC/ISS/STS  EE/LTS/STS

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Violation	Definition	Severity/ Frequency	Consequences
Discriminatory Harassment  *See HIB policy	Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  EE/RC/ISS/STS  EE/LTS/STS
Disruptive Conduct/ Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school. This may include, <b>but is not limited to</b> : <ul style="list-style-type: none"> <li>• Causing a disturbance or disruption on school grounds, at school activities, or on District provided transportation, including substantially interfering with any class or activity;</li> <li>• Bomb scares or false fire alarms that disrupt the school program;</li> <li>• Disruptive and/or dangerous conduct on a school bus that endangers others;</li> </ul>	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP /RC  D/LP/PC/RC/ ISS/STS  EE/LP/PC/ ISS/LTS/STS
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption to the educational process at the school. Clothing or jewelry that is gang-related, displays or promotes alcohol, tobacco, drugs, weapons, illegal actions, or obscene and vulgar messages, or promotes activities that violate school regulations are not allowed.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	CHANGE CLOTHES  D/LP/RC/ISS + CHANGE CLOTHES  EE/RC/ISS/STS + CHANGE CLOTHES
Extortion/ Blackmail and Coercion	Extorting or attempting to extort any item, information, or money. Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  LP/RC/ISS/STS  EE/PC/ISS/ LTS/STS

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<b>Violation</b>	<b>Definition</b>	<b>Severity/ Frequency</b>	<b>Consequences</b>
Failure to Cooperate/ Willful Disobedience	Failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes but is not limited to, non-compliance, defiance, and disrespect.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  D/EE/LP/RC/ ISS/STS  EE/LP/PC/ LTS/STS
False Allegations	Reporting a false incident or falsely corroborating misbehavior of others that did not occur while in school, on District property, transportation, or premises provided by contractors or agents of the school district, or during school-sponsored activities.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  D/EE/LP/RC/ ISS/STS  EE/LP/LTS/ STS
Fighting / physical aggression	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, and recording and/or distributing images.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  EE/RC/ISS/STS  EE/PC/ISS/ LTS/STS
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school-sponsored event.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  EE/LP/ISS/STS  EE/LTS/STS
Lying	Telling or writing untruths.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  D/RC/ISS/STS  D/EE/LTS/STS

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Violation	Definition	Severity/ Frequency	Consequences
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which may negatively impact the school environment. Examples include but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyberbullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/R/LP/RC  EE/PC/ISS/STS  EE/PC/LTS/ STS
Physical Aggression / inappropriate physical contact/horseplay	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  A/EE/PC/ISS/ STS  A/EE/PC/ LTS/STS
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the "Student Electronic Agreement". This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to District browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/R/LP  R/EE/LP/PC/ ISS/STS  R/EE/LP/PC/ LTS/STS

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<b>Violation</b>	<b>Definition</b>	<b>Severity/ Frequency</b>	<b>Consequences</b>
Sexual Harassment	Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. Harassing conduct includes repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance; or any offensive or abusive physical contact, including offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct).	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/LP/RC  EE/PC/ISS/STS  EE/PC/LTS/ STS
Sexually Inappropriate, Vulgar or Lewd Conduct	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/CD/LP/PC/ RC  EE/CD/PC/ ISS/STS  EE/CD/PC/ LTS/STS
Theft/ Robbery/ Possession of Stolen Property	Taking school district property or the property of another without permission. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/R/LP/RC  R/EE/PC/ISS/ STS  R/EE/PC/LTS/ STS
Threats	Expressing by words or actions intended to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device. A threat may be communicated directly or indirectly; an actionable threat may threaten immediate physical injury or future physical injury to others; an actionable threat may threaten either immediate or future physical damage to the property of another person or the school district.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	A/D/CD/LP/ RC  A/CD/EE/ISS/ STS  A/CD/EE/PC/ LTS/STS

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<b>Violation</b>	<b>Definition</b>	<b>Severity/ Frequency</b>	<b>Consequences</b>
Tobacco, Smoking or use of Vaping device	Possessing, using, or distributing of any tobacco product, or chemicals, or any other product that has a similar flavor or physical effect of nicotine substances.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	A/D/RC/STS  A/EE/RC/ ISS/STS  A/EE/RC/LTS STS
Trespass	Entering or remaining unlawfully in school buildings or on any part of the school or District property without authorization.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/R/LP  R/EE/LP/PC/ ISS/STS  R/EE/LP/PC/ LTS/STS
Unauthorized Use of Cell Phones or other Electronic Device	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	CD/LP  D/CP/EE/LP  D/CP/EE /STS
Vandalism/ Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	D/R/RC  R/EE/PC/ISS/ STS  E/R/EE/PC/ LTS/STS

- A. Exceptional Misconduct: Any conduct which materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short-term or long-term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline including restorative justice practices if they so decide. A student who engages in Exceptional Misconduct may be subject to discipline, short-term suspension, emergency removal, or emergency expulsion, and may be short-term suspended or emergency expelled without prior use of corrective action by the District. Law enforcement may be informed.

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<b>Violation</b>	<b>Definition</b>	<b>Severity/ Frequency</b>	<b>Consequences</b>
Arson Destruction of Property/	Lighting a fire, causing any fire to be started, or setting fire to school property	Minor/ Initial	D/R/EE/PC/ STS

Vandalism		Moderate/ Repeated	D/R/EE/PC/ LTS
		Major/ Persistent	E/R/EE/PC/ LTS/STS
Assault - (RCW 9A.36)	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	Minor/ Initial	EE/PC/STS
Violence With or Without Major Injury	<u>A major injury</u> is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.	Moderate/ Repeated	EE/PC/LTS
*Serious Bodily Injury	*An incident specific to students eligible for special education services that results in the serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code	Major/ Persistent	E/EE/PC/LTS
Dangerous Weapons and Other Unsafe Items Possession of a Weapon	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge, or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Students who possess a weapon or who carry, exhibit, display, or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, results in the intimidation of another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion. Principals may pre-authorize the use of replica weapons or props incapable of firing any projectile in district-approved plays or school activities.	Minor/ Initial	A/D/EE/PC/S TS
		Moderate/ Repeated	A/EE/PC/LTS/ STS
		Major/ Persistent	A/E/EE/PC/ LTS



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Violation	Definition	Severity/ Frequency	Consequences
Drugs/ Alcohol Possession/ Use  Alcohol Illicit Drug Marijuana	Possessing, using, or being under the influence of drugs/alcohol while walking/riding to/from school, attending school, on school grounds, on school transportation, or during school-sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), marijuana-infused produces, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	A/EE/PC/ISS/ STS  A/EE/PC/LTS/ STS  A/EE/PC/LTS
Drugs/ Alcohol Sell/Buy/ Transfer  Alcohol Illicit Drug Marijuana	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school-sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), marijuana-infused produces, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	A/EE/PC/STS  A/EE/PC/LTSS TS  A/EE/PC/LTS
Endangerment of Others/Self	Acting in a manner that endangers students, staff, or community members. This also includes tampering with a fire extinguisher, falsely setting off a fire alarm or calling 911 for reasons other than the intended purpose of the alarm. Verbal or written indication of a bomb or other incendiary device on school property. Engaging in behavior such that the student's presence poses an immediate and continuing danger to themselves (including harm to self/suicidal ideation).	Minor/ Initial  Moderate/ Repeated  Major/ Persistent  SELF HARM	A/EE/LP/PC  A/EE/PC/STS  A/EE/PC/LTS  A/PC + EMERGENCY REMOVAL



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Violation	Definition	Severity/ Frequency	Consequences
Firearms violation of RCW 28A.600.420 Possession of a Weapon	<p>Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which an explosive may fire a projectile. It also includes any form of explosive or gas device or as defined in Policy 3239 or Other firearms as defined by the Gun-Free Schools Act.</p> <p>1. The school official shall place the student on emergency expulsion in accordance with WAC, Chapter 392-400.</p> <p>2. The school official shall notify the parents/guardians and request an immediate conference.</p> <p>3. Unless otherwise provided by law, in cases involving the carrying or possession of a firearm or an air gun onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, the administrator/designee shall, without exception, expel the student. In cases involving other weapons, the school official shall place the student on long-term suspension unless expulsion is warranted under the circumstances; provided, however, for students in kindergarten through grade four, the student shall be placed on a short-term suspension of up to ten school days.</p> <p>4. The school official shall notify appropriate law enforcement personnel. In cases involving weapons other than a firearm or an air gun, the school official may initiate a transfer of the student to an appropriate program.</p>	Minor/ Initial	E/EE/PC
		Moderate/ Repeated	E/EE/PC
		Major/ Persistent	E/EE/PC
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership who, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. criminal gang intimidation in violation of RCW 9A.46.120: gang activity on school grounds in violation of RCW 28A.600.455;	Minor/ Initial	D/EE/PC
		Moderate/ Repeated	EE/PC/ISS/ STS
		Major/ Persistent	E/EE/PC/LTS
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	Minor/ Initial	EE/RC/STS
		Moderate/ Repeated	EE/LTS
		Major/ Persistent	E/EE/LTS/ STS

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<b>Violation</b>	<b>Definition</b>	<b>Severity/Frequency</b>	<b>Consequences</b>
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	R/EE/PC/STS  R/EE/PC/ LTS/STS  R/E/EE/PC/ LTS
Inhaling Toxic Fumes (RCW 9.47A)	Intentionally smelling or inhaling, or possessing for the purpose of smelling or inhaling, or selling, offering to sell, delivering, or giving with knowledge that it will be used for smelling or inhaling, the fumes of any type of substance defined in RCW 9.47A.010 or to induce any other person to do so, for the purpose of causing a condition of, or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, paralysis, stupefaction, or dulling of the senses of the nervous system, or for the purpose of, in any manner, changing, distorting, or disturbing the audio, visual, or mental processes.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	A/EE/PC/STS  A/EE/PC/ LTS/STS  A/EE/PC/LTS
Paraphernalia Possession/Use	Possessing or using any devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.) that may be used to deliver a banned or controlled substance such as tobacco, nicotine, drugs and/or alcohol. Paraphernalia also includes any item that can be used to ingest or conceal tobacco, drugs, and/or alcohol.	Minor/ Initial  Moderate/ Repeated  Major/ Persistent	A/LP/PC/STS  A/EE/PC/STS  A/EE/PC/LTS

## COMPLAINT PROCEDURE

MMK School has established the following guidelines for parents/guardians or students wishing to address concerns. Please comply with the following procedures:

1. First, speak with the teacher or staff involved.
2. Second, speak with the principal or designee.
3. Third, speak with the superintendent.
4. Last, if there is still no resolution, ask to address the School Board of Directors at their next regularly scheduled meeting.

The MMK school district has established policies and procedures guidelines for any grievances for disciplinary actions for school discipline, short-term suspensions (Policy 3241) and long term suspensions and expulsions (Policy 3241). Any parent/guardian wishing should refer to the following district policies for procedures to do so

## II. Attendance (Policies 3121 and 3122)

### ATTENDANCE

Daily attendance and active participation in class is a critical part of the learning process. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences.

- **Notification of absences** – The school attendance secretary shall attempt to telephone daily the parents or guardian of any student absent from school unless there has been prior notification by the parent or guardian. **Parents/Guardians must provide a written note, email, or phone call to the school explaining their student's absence(s), as identified in school policy 3122.** The district reserves the right to verify excuses when there is sufficient evidence that an abuse of this policy exists.
- Truancy (any willful, unauthorized absence) shall be treated as a disciplinary matter.
- If any student who is required to attend school under the laws of the State of Washington fails to attend school without valid justification repeatedly or for an extended period of time, MMK will take steps outlined in policy and WAC.

### EARLY SCHOOL DEPARTURE

If it becomes necessary for your student to be excused early, please send a note of explanation to the school office. When picking your student up early, please call the secondary school office. ***Do not go directly*** to the classroom. Following this procedure enables the school staff to ensure that students are released to the proper persons.

## III. Health and Safety

### A. EMERGENCY PROCEDURES

#### **DRILLS: FIRE, EARTHQUAKE, AND OTHER EMERGENCIES**

Students and staff shall participate in emergency drills for evacuation, shelter in place, lock-down, and lock-out throughout the school year. Students must follow the direction of the staff quickly, and in an orderly manner.

Instruction on dangers and drills for students shall be conducted at the start of the school year and periodically thereafter.

#### **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In case of serious illness or injury, the school shall attempt to notify parents/legal guardians according to the information provided on the *Registration Update Form* that is included in the yearly packet. Parents/legal guardians are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents/legal guardians or to another person as directed by the parents/legal guardians on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact the emergency medical personnel if necessary, and will attempt to notify the student's parents/legal guardian whenever the student has been transported for treatment.

#### **EMERGENCY SCHOOL CLOSURE INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of school or delaying opening of school and early dismissal of students. Remote learning can be delivered in the event of a school closure.

In case of an emergency early release we will auto-call emergency contacts. You must opt-in to receive auto-calls. All students will be expected to follow the procedure on their **Emergency Information Form**. Please tune into your local TV/radio station. The district will make every effort to post information on the school website and PTO Facebook page.

## **B. HEALTH**

### **CHILD ABUSE AND NEGLECT**

Because child abuse and neglect are both violations of children's human rights and an obstacle to their educational development, the Board directs that staff be alert for any evidence of such abuse or neglect. Staff members are legally responsible for reporting all suspected cases of child abuse and neglect. For that reason, under state law, staff members are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so. Staff need not verify that a child has been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect must be reported (RCW 26.44.030(1)). Legal state authorities are responsible for investigating each case and taking such action as is appropriate under the circumstances. Given that staff members in the Mary M. Knight School District are required to report possible/suspected child abuse/neglect issues to Child Protective Services, we want you to know some examples of what we must report. Unusual or substantial bruises, sub-standard winter clothing, continual and excessive hunger, and statements of abuse by a student are just a few of the indicators that we are required to report.

### **MEDICATIONS**

Adult office personnel must dispense all medications through the office. The office must have a Medications Authorization Form, which has been signed by the student's medical provider and includes dosage and instructions. All medication must be brought to the office by the parent/guardian in the original prescription bottle. Medications brought to the school office by students cannot be accepted.

### **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and developing a management plan for the control of this substance. The Management plan is available for public inspection in the district office.

### **COMMUNICABLE DISEASES**

Parents/legal guardians of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infection, strep infections, and tuberculosis. Parents/legal guardians with questions should contact the school office.

Students should be without fever for 24 hours before returning to school.

## **DRUG PREVENTION PROGRAM — INFORMATION FOR PARENTS AND STUDENTS**

The MMK School District has a strict policy against the use of illegal drugs and alcohol by both students and staff. This policy is in accordance with federal law, which mandates that all school districts receiving federal funding must have drug prevention policies and programs. The MMK School District has implemented various programs to educate students about drugs and alcohol, tailored to their age and development level. These programs also include clear guidelines prohibiting the possession, use, and distribution of illegal substances within the school premises or during school activities. Violations of these guidelines will result in disciplinary actions, ranging from expulsion to legal prosecution if necessary. It is important to note that compliance with these standards is mandatory, and anyone with questions about the programs or policies can contact the superintendent.

In line with the no-use policy, the possession, consumption, use, storage, or distribution of drugs, alcohol, and similar substances is strictly prohibited within the school premises, during school activities, or while using district-provided transportation. This prohibition extends to controlled substances, medications, stimulants, depressants, mood-altering compounds, and even simulated compounds that produce intoxication or euphoria. It also includes marijuana and substances containing marijuana, as well as legally-prescribed drugs that students are not authorized to possess on school grounds. Students who enter school grounds or participate in school activities under the influence of drugs or alcohol are also subject to disciplinary action. The policy equally applies to the possession or use of items used for drug or alcohol consumption. The policy outlines specific sanctions based on the severity of the offense, with different suspension periods for elementary and secondary students. Mitigating factors, such as lack of prior misconduct or small quantity of substances, may lessen the severity of the punishment, while aggravating factors like previous disciplinary issues or intent to distribute substances can lead to more severe consequences. Expulsion may be considered in cases involving significant aggravating circumstances, in consultation with the superintendent's designee.

### **HEAD LICE**

Head lice may be contracted by anyone, clean or dirty, wealthy or poor. **PLEASE** instruct your student that he or she is not to share clothing, hats, combs, or other personal articles on the bus or at school.

### **IMMUNIZATIONS**

Immediately upon enrollment in the district, the student's parent shall complete a certificate of immunization status, distributed by the Washington Department of Health. The certificate shall be made a part of the student's permanent record.

If a student has not received any or all of the required immunizations, he or she shall submit evidence of the initiation of an immunization schedule and be placed in a "conditional admittance" category. He or she may remain in school provided that there is documentation that the immunization schedule is being maintained. Failure to maintain the schedule or submit documentation shall be sufficient cause to exclude the student from school.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician that there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons shall be granted upon request of the parent. In May 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school

and child care entry. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily during an epidemic. Parents/ legal guardians will be notified of the reasons for the exclusion. A hearing will be afforded upon request. Please contact the school nurse with any questions you may have.

### **MENINGOCOCCAL VACCINE INFORMATION**

Washington State law RCW 28A.210.08 requires that beginning with sixth grade entry, every public school in the state shall provide parents with information about meningococcal disease and its vaccine at the beginning of each school year. Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. High fever, headache, and stiff neck are common symptoms. These symptoms can develop over several hours, or they may take one to two (1-2) days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. Some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). There are vaccines against Hib, against some serogroups of *N. meningitidis*, and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective. You can contact the school nurse at 360.426.6767 if you have any questions or contact your own physician.

### **MEDICATION AT SCHOOL**

It is the policy of MMK School District and Washington State Law, to not give medicine to pupils at school, except at the request of **both the physician and the parent**. If a student needs medicine during a school day, this can usually be given before school, after school, and at bedtime.

When it is necessary for the student to take medication during the school day, these procedures are followed:

1. The parent obtains the request from the school, completes, and signs the form.
2. The parent will send or take the form to the physician for orders and signature.
3. The parent will bring to the school, the completed form and the medicine **in the original container**, sending only the required number of doses needed.

Students are not allowed to bring the medication on the school bus.

NOTE: Due to changes in the state law, all medication, both prescription and non-prescription (over-the-counter medications, cough drops, etc), fall under these same rules. The school will not administer any medication without a physician's signature.

***A complete copy of the Medication Policy is available upon request at the superintendent's office.***

## C. SAFETY GUIDELINES

### BICYCLES

Students may ride bicycles to school; however, the school will not accept responsibility for the safety of the bicycles. Students must walk them to the bicycle rack as soon as they arrive at school, and park them for the duration of the day. Students should dismount their bikes, walking them onto school grounds when arriving, and walk them off grounds before mounting. Motorized bikes, skateboards, and roller blades are not permitted. ***PLEASE HAVE YOUR CHILD WEAR A HELMET.***

### WALKING

Parents are encouraged to instruct their children in proper walking procedures, especially since there are no defined sidewalks or pathways in the areas of our school. All students who walk must remember that they must not arrive before 7:50 a.m. as no supervision is available.

## IV. Educational Programs and Requirements

### ASB STUDENT COUNCIL

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals or personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration.

All powers of the council are subject to the advisor's approval. Student government does not operate the school. It is a shared responsibility; the superintendent, principal, and teachers are responsible for the operation of the school. If members of the faculty believe that proposed activities are against the best interests of the school, they may veto them.

### PROMOTION AND RETENTION

The MMK School District believes that a student must learn and master the basic skills of reading, writing, and arithmetic. A student should also develop a feeling of self-worth and learn civic rights and responsibilities. Guidelines have been developed in assessing student progress in meeting these goals. Please feel free to talk with your child's teacher or the principal regarding this matter. Any decision regarding a student's retention is a collaborative process involving key stakeholders who are dedicated to the child's educational journey.



## HIGH SCHOOL GRADUATION REQUIREMENTS (POLICY 2410)

The board will award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma will be awarded, with no distinctions being made between the various programs of instruction which may have been pursued.

The board will establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education:

Subject	Number of Credits Required for Graduation
	Class of 2024 and Beyond
English	4
Math	3
Science	3
Social Studies	3
Health & Fitness (one class must include training in CPR and use of AED)	2 (Health 0.5 Phys Ed 1.5)
Arts	2 or 1.0 Arts and 1.0 Personal Pathway Requirement
Career Technical Education (CTE)	1
World Language or Personalized Pathway	2
Electives	5
Total	25

### ADDITIONAL CREDIT INFORMATION FOR CLASS OF 2024 AND BEYOND:

Credit requirements conform to career and college-ready graduation requirements.

#### **Math (3 credits required)**

The following courses are required: Algebra 1/Integrated Math 1, Geometry/Integrated Math 2, and a third credit of math chosen by the student based on his or her interest and *High-School-and-Beyond Plan* and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

#### **English (4 credits required)**

Successful completion of courses taught to the state's essential academic learning requirements as defined by written district policy, or satisfactory demonstration of student proficiency/competency of the state's essential academic learning requirements as defined by written district policy.

### **Science (3 credits required)**

At least two (2) labs are required and a third credit of Science chosen by the student based on the student's interest and *High-School-and-Beyond Plan* and approved by the parent or guardian. If the parent or guardian is unavailable, or does not indicate a preference, the school counselor or principal will approve the course.

### **Social Studies (3 credits required)**

The following are required: U.S. History and Government; Contemporary World History or Geography and Problems; 0.5 credits of Civics (content may be embedded in another Social Studies course); and 0.5 credits of Social Studies elective.

### **Arts (2 credits required)**

Performing or visual arts are required. One (1) credit may be a **Personalized Pathway Requirement**, defined as related courses that lead to a specific post-high-school career or educational outcome chosen by the student and based on his or her interests and *High-School-and-Beyond Plan*, which may include Career and Technical Education courses, and are intended to be a focus for the student's learning.

### **World Languages (2 credits required)**

Both credits may be a **Personalized Pathway Requirement**. If the student has chosen a four-year degree pathway in their *High-School-and-Beyond Plan*, the student will be advised to earn two (2) credits in world language.

### **Career and Technical Education (CTE) (1 credit required)**

This credit may be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards.

### **Health and Fitness (2.0 credits)**

.5 credits of Health, 1.5 credits of Fitness. Students MUST earn credit for physical education unless excused per [RCW 28A.230.050](#)

## **ASSESSMENTS**

As a requirement of graduation from high school, students must pass the following state assessments:

- Meeting high school graduation standards on the Smarter Balanced assessment (on-grade level).
- Assessment Graduation Alternatives: Dual Credit Courses, Locally Administered Assessment, Transitions Course (as a Locally Administered Assessment), SAT/ACT/AP/IB, ASVAB.
- Grade Comparison.
- Students will take a high school science exam, the WCAS (Washington Comprehensive Assessment of Science) aligned to the Next Generation Science Standards, in 11th grade. It is not a graduation requirement and students will not need to pass the test to graduate.

**SBAC** refers to the Common Core State Standard (CCSS) assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium.

## NON-CREDIT REQUIREMENTS

2024 and Beyond	
	<i>High-School-and-Beyond Plan</i>
	<i>Certificate of Academic Achievement</i> or <i>Individual Achievement</i> awarded to students who pass the required assessments
.5 credit	Washington State History and Government

### High-School-and-Beyond Plan

Within the first year of high school enrollment, each student will develop a *High-School-and-Beyond Plan*. The plan will be developed in collaboration with the student, parents/guardians, and district staff. The plan should include:

- A career goal;
- An educational goal;
- A four-year course plan for high school; and
- Identification of required assessments.

Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan if necessary, and to advise the student on steps for successful completion of the plan. Whether the student has met requirements for the *High-School-and-Beyond Plan* is determined by the district.

A student receiving special education services who has developed a transition plan as part of their Individualized Education Plan (IEP) may be considered by the district to have developed a *High-School-and-Beyond Plan*.

Running Start is an opportunity open to both junior high students wishing to take high school courses and high school juniors and seniors wishing to attend local 2-year colleges and receive college and high school credit simultaneously.

These options are very demanding of students who should be highly motivated. Requirements for admission into the program include a minimum C+ cumulative GPA and a letter of recommendation from the subject matter teacher. They also include successful scores on the Accuplacer test administered by the community college.

### PROGRAM EXEMPTIONS

Students may be excused from a state required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be required. All requests should be directed to the principal by the parent/legal guardian in writing and include the reason for the request.

## **PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATIONAL RECORDS**

Parents/legal guardians of a minor or eligible student (18 or older) may inspect and review the student's educational records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents/legal guardians shall make a request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearing panel shall consist of the following:
  - The principal or designated representative;
  - A member chosen by the parents/legal guardians;
  - A disinterested, qualified third party appointed by the school board.
2. The hearing shall be private. Persons other than the student, parents or legal guardians, witnesses, and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He or she shall hear from the staff and from the parents/legal guardians to determine the point or points of disagreement regarding the educational records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the educational record. Such actions are to be made in writing to the parents/legal guardians.

If, after such a hearing is held as described above, the parents/legal guardians are not satisfied with the recommended action, the parents/legal guardians may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for the appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parents/legal guardians or eligible students may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Compliance Office, U.S. Department of Education, Washington D.C., 20202.

## **NOTICE OF EDUCATION PROGRAMS**

Mason County has schools that provide educational programs for developmentally delayed children ages birth to twenty-one. If you have children who may qualify for these services, please contact the office to arrange for screening.

## **WORK EXPERIENCE**

The use of work experience as a part of the educational program of students should be regarded as part of the secondary school curriculum. The following are the basis upon which credit may be granted for work experience.

- The student must have a good credit standing and passed their sixteenth birthday.
- The work experience shall be specifically related to the school program of the student.

- Credit given for work experience shall represent growth in the student, and the type of work done should have definite educational value.
- The job in which experience is gained shall provide varied experience.
- A work experience as a planned part of a school subject may be included in the credit given for that subject (e.g. sales training class).
- One (1) work credit may be granted for not less than 360 hours of work experience related to a student's school program. No partial credits can be awarded.
- An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school and all required paperwork.
- The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.

## V. Athletics and Extracurricular Activities

### ATHLETIC/ACTIVITY CODE (P3247)

Each student participant must have the district packet filled out and turned into the Athletic Director before a participant may be issued equipment, turn out (physically practice), or participate. This packet includes:

- A physical examination form, which must be completed by a physician at your own expense (for athletes only). A physical is valid for 24 months from the date of the physical. This form must be on file with the Athletic Director before the first practice.
- A parental permission form, which must be signed by a parent or guardian for an athlete to participate. This form also has a space to indicate if the athlete has read the *Guidelines for Student Athletes*. This signed form indicates that the parent or guardian and the athlete understand rules, regulations, and the training requirements. Participation will be denied to anyone not signing this form.
- An *Emergency Information Card* for that sports season/activity year including Medication Authorization to administer needed medication.
- For athletes only: Evidence of paid enrollment in the school-sponsored athletic insurance program or a parent/guardian signed insurance waiver for that sport and school year must be on file with the Athletic Director before you are allowed to participate. School insurance forms may be obtained in the JH/HS office. The waiver form can be found on the *District Participation Form*.
- All district  ***fines must be paid***  before a participant can participate in a contest/activity
- All participants shall attend all practices, meetings, contests, etc. unless excused by the coach or advisor.
- Any participant who is injured or becomes seriously ill enough to require a doctor's attention will be required to have a doctor's permission to resume activity (WIAA policy).

## ACADEMIC ELIGIBILITY POLICY

Each student athlete must maintain a 2.0 GPA on a 4.0 scale with no F's. Any 'F' or GPA below 2.0 will automatically place the student on probation for two weeks. If a student has an F or GPA below 2.0 after the 2 weeks probation, the student is disqualified from playing/competing in an athletic contest. The student is eligible to play/participate when he/she meets the criteria described. Grade checks will be completed every other Friday. Eligibility will run from Monday to Monday.

Any student who has earned two semester F's will be ineligible to participate in games/contests for five (5) weeks as outlined in the WIAA Handbook. Incompletes may be made up for credit during the first five weeks of the subsequent semester. The student shall be ineligible for competition until the incomplete(s) are cleared.

Grade checks will take place every two weeks beginning with the second week of school. Students must be passing all their classes at each grade check during the sports season. Any student athlete not passing all their classes will be allowed a two-week probationary period to raise their grades. During this probationary period student athletes will be allowed full participation with the understanding that if they are not passing all their classes at the next grade check they will be ineligible for competition until passing grades have been met as described above.

## SCHOOL ATTENDANCE PRIOR TO A PRACTICE OR CONTEST (POLICY 3247)

In order to physically participate in practice or games, the participant must be in school attendance the full day of said practice or game. Saturday games or practices are determined by Friday or the last day that school was in session. Any exception must be cleared through the Principal or Athletic Director. Exceptions excusable will be such as medical, dental, funerals, or other exceptional circumstances an administrator or Athletic Director deems appropriate. If an athlete misses all or part of a school day and chooses to go to practice without following appropriate attendance procedure, disciplinary action will be taken.

**NOTE:** Students who continuously miss entire school days or parts of school days may be denied practice or game time if the absences are excessive or for trivial reasons such as sleeping in after games, hair appointments, or other circumstances the Building Administration or Athletic Director deem appropriate.

## VI. Other Parent Information

### COMMUNICATION BETWEEN SCHOOL AND HOME

We believe communication between school and home is essential to helping your child succeed in school. Several ways in which the MMK staff communicates information are listed below:

- **School Calendar** – Your school calendar will provide you with important dates.
- **Facebook**- <https://www.facebook.com/MMKOwls>
- **School Website** – Check us out online at <http://marymknight.com/>
- **Newsletter** – MMK mails a monthly newsletter (with the exception of July) with information on school and student events and information.

- **Automated Phone Call**—Throughout the school year, a pre-recorded phone message will be sent out to all households who have students in the district. It is imperative that accurate and up-to-date phone numbers are given to the school.

### **FAMILY INVOLVEMENT**

The board and administration recognize that family involvement in education has a positive effect on student's achievement and is an important strategy in reducing achievement gaps. The intent of the *Family Involvement* policy #4129 is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning. The district's efforts will include: communicating parenting information, student learning, volunteering, school decision-making and advocacy, and collaborating with the community. We will work with staff and families to identify, brainstorm, educate, and evaluate the effectiveness of family partnership efforts in the district. Visitors to the classroom can occur, but must be pre-approved by administration with a common understanding of the intent of the visit for mutually productive rationale.

### **Lost and Found**

Articles of clothing or other items found on the school grounds are brought to the lost and found, which is located outside the high school office. Any article, which is marked with the student's name, is immediately returned to him/her. All lunch boxes, hats, coats, boots, etc. should be **clearly marked**. The school will discharge any unclaimed items after a few weeks.

### **MONEY**

Students should only bring money to school for specific reasons. Money is often lost, misplaced, or stolen and this causes the student to worry and be upset. Large sums of money should never be sent to school. If money is sent for field trips or classroom activities, please put it in a sealed envelope with the student's name on it.

### **PARENT QUESTIONS AND CONCERNS**

If, at any time, you have questions or concerns about your student's progress academically or behaviorally, please do not hesitate to call. It is essential that you talk to the teacher first, since the vital link in home-and-school communication is that link between parent and teacher. If, after discussing concerns with your student's teacher, there is no resolution, an appointment should be made with the principal.

### **K-9 USE IN SCHOOLS**

The school, from time to time, may request the assistance of the local police agency K-9 unit for the purpose of deterring drug and weapon possession on school property. This constitutes formal notice of such practice.

### **PARENT/STUDENT/TEACHER CONFERENCES AND REPORT CARDS**

Students receive report cards throughout the year. Parents will also receive notifications that include parent conferences. These are two of the most important meetings for you to attend during the school year. These conferences provide your student with the opportunity to share their achievements and challenges and are a perfect opportunity for you to show you are interested in what they do in school, to share their successes and set new goals.

## **PARENT TEACHER ORGANIZATION (PTO)**

MMK's PTO plays a vital role in providing special programs and opportunities for our students. The PTO is actively seeking parents to help with fundraisers such as, but not limited to the Harvest Dinner and Concessions. For more information on how you can support the PTO and the students of MMK, please contact the high school office. We encourage you to come for meetings and see if you can help. Your participation will be greatly appreciated. Accessing the PTO Facebook page is the best way to stay informed.

## **SERVICE ANIMALS**

Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure or performing other special tasks. Service animals are working animals, not pets. Use of a service animal by a student or employee with a disability will be allowed in school when it is determined that the student's disability requires such use in order to assist or accommodate access to the instructional program, school services, and/or school activities. Before a service animal will be permitted in school, on school property, or at school-sponsored events, the student's parent/guardian or the employee must provide a description of the task(s) the service animal is expected to perform in assisting the person with a disability. The district will provide access to a person with a disability who needs a service animal provided that the tasks performed by the service animal are directly related to the disability; and the animal has been individually trained to perform a task, is housebroken; is free of disease and parasites, has a harness, leash or tether so it cannot run free and is under the control of the person with a disability. A service animal must also be licensed and immunized in accordance with the laws, regulations and ordinances of the county, and the state of Washington.

## **RELEASE OF RESIDENT STUDENT**

All requests for inter-district transfers must be coordinated with both the resident district and the non-resident district in which the student seeks admission on a yearly basis. If the request is granted, the superintendent shall notify the non-resident district and make necessary arrangements for the transfer of student records.

## **STUDENT INFORMATION CHANGES**

Please keep the office informed of any changes in address, phone numbers, parent/guardian's employment, guardianship, and emergency information. If you plan to move, please let the office and teacher know as soon as possible.

## **TITLE IX 28A.640 STATEMENT OF ASSURANCE**

The MMK School District No. 311 provides educational opportunity and treatment for all students complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment.

This holds true for all district employment opportunities and for students who are interested in participating in educational programs and/or all curricular and co-curricular programs and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the



school district's Title IX/RCW 28A.640 Officer Laurie Seymour, and/or Section 504 and/or American with Disabilities Act Coordinator, Michael Marstorm.

### **TRANSPORTATION AND IN LIEU OF BUS TRANSPORTATION POLICY**

The school district provides transportation for most students. The parent or guardian of a student in attendance whose house is beyond a one-mile radius and within the boundaries of the MMK School District where bus transportation is not provided within the district boundaries may receive reimbursement for private transportation in lieu of bus transportation.

### **VISITING SCHOOL**

If a student does not attend MMK, they must receive permission from the administration to be on school grounds during school hours. The request to be on campus must be submitted to administration 48 hours prior to the desired date to be in attendance at school. For the protection of the students, all non-students are to report to the office upon entering the building and receive a visitor's pass. The visitor's pass must be clearly visible during all times the guest is on school grounds.

Parents/guardians are welcome and encouraged to visit MMK. We appreciate you contacting your student's teacher prior to visiting the classroom. ***It is essential, however, that you first check-in at the office.***

Individual conferences should not be attempted during class time since teachers are responsible for teaching children and adhering to schedules. An individual conference appointment may be made through the teacher for a time convenient to both the parent and the teacher.

### **VOLUNTEERS**

As partners in education, volunteers are **always** invited and needed to assist students and teachers in a variety of ways. All volunteers must complete a district volunteer application and be approved prior to any volunteer events.

### **WITHDRAWALS**

Please notify the office when you know you will be moving from our school service area. If you give us advance notice, we can help this transition go more smoothly for you and your student.