



KAHLOTUS SCHOOL DISTRICT

Elementary School Parent Handbook and K-12

Resource Guide

2024-2025 School Year



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Kahlotus School District Vision:

Learning to Live; Living to Learn

About this Handbook

Kahlotus School District has provided you and your student with this comprehensive guide about our schools, academic programs, support services and behavioral expectations so that you can make the most of your child's educational experience. If you have questions, we encourage you to talk with your child's teachers, counselor principal or superintendent. The most current information including school board policies, the student calendar, menus, bus transportation, and much more may be found on the District website or by calling (509) 282-3338 This handbook is not inclusive of all rules and regulations.

Our Schools

Kahlotus School District #56:

100 West Martin Street
Kahlotus, WA 99335
P.O. Box 69
Kahlotus, WA 99335

Phone: (509) 282-3338
FAX: (509) 282-3339

Superintendent: Dr. Andie Webb

Website: www.kahlotusd.org
Facebook: facebook.com/kahlotusd/

Kahlotus Elementary: K-6

Preschool	Ages 3-5
K-1	Mrs. Cochrane
2-3	Mrs. Miller
4-5-6	Mrs. Van Hollebeke

Principal: Mr. Mark Bitzer

Kahlotus Secondary School: 7-12

English	Mrs. Ellis/Mr. Nelson
Math	Mr. Huebner
Science	Mrs. Garr, Mr. Bitzer
Social Studies	Mr. Nelson
PE/Health	Mr. Bitzer
Art/Music	Mr. Nielsen
CTE	Mrs. Ellis/Mr. Kane

Principal: Mr. Mark Bitzer

Scheduled Day

Breakfast 7:35-8:00 AM*
Elementary/Middle/High School
8:05 AM-2:40 PM

Preschool
8:00 AM-11:30 AM

Early Release Wednesdays

Breakfast 7:35-8:00 AM*
Elementary/Middle/High School
8:05 AM-1:10 PM

*Breakfast Grab/Go until 8:30 AM

ABOUT OUR SCHOOLS

School Board of Directors

The Kahlotus School Board of Directors is a group of five community members elected to represent the community in setting policies and directing school programs. Members are elected for a four-year term or appointed for a two-year term.

The School Board meets the third Tuesday of each month at 7:00 pm during the spring/summer and 6:00 pm during the late fall/winter. All meetings are held at the high school located at 100 West Martin Street. The board will function through (1) Regular Board Meetings, (2) Special Board Meetings as well as Study Sessions, and (3) Emergency Meetings. All meetings are open to the public and everyone is welcome and encouraged to attend.

Individuals with disabilities who may need modifications to participate in a meeting should contact the superintendent's office at 509.282.3338 . Please visit the district website for more information from the board including agendas, minutes and policies.

Frequently Requested Numbers and Email

Administration Office	509-282-3338 ♦ FAX 509-282-3339
Dr. Andie Webb, Superintendent	andie.webb@Kahlotusd.org
Connie Smith, Office Manager	CSmith@Kahlotusd.org
Mark Bitzer, Principal/Athletic Director	markfbitzer@Kahlotusd.org
Hillary Wheeler, Special Education Director	hilary.wheeler@ESD112.org

Registration Information

Age Requirement

All students who will be 5 years of age by August 31 are eligible to enroll in Kindergarten at Kahlotus School District. First grade students must be six years old on or before August 31. For those students with birthdates between September 1 and October 15, Early Entrance may be permitted based on results of assessments and observations administered by the District. For more information on Early Entrance to Kindergarten including eligibility, the application and assessment process, please contact the district office at 509.282.3338. The District also offers preschool.

What to bring to register your child for school

- ✓ Students who are enrolled in Kahlotus Schools at the end of one school year are continued to the following school year unless the District is notified of transfer or withdrawal.
- ✓ Students transferring from another school district should bring a withdrawal sheet or report card from their previous school
- ✓ Proof of immunization as required by state law
- ✓ Childs Birth Certificate

***Without proof of immunization at the time of registration, your child may not be able to attend class until the requirements are met.**

Student Assignment to Classes

As we are a small school district, our elementary classes are combined and will have multiple grade levels or age levels in the rooms. Preschool is grouped by age (3-5), Kindergarten and 1st grade are together, 2nd and 3rd grade are together and grades 4, 5, and 6 are together. In 2024-2025, the 6th grade will have some classes with the middle school to support transition and academic focus for both grades 5 and 6.

Parent Support Groups/Booster Clubs

Parent support groups are an essential part of our school community. Parent groups meet monthly and offer support to benefit students to provide such things as library books, playground equipment, field trips, assemblies, book fairs and special classroom or school events. We hope to have a formal parent group this year. We will be sending out information this fall.

Home Schooling

Homeschool students are welcome to attend the Kahlotus School District part-time and access a variety of services including academic classes, testing services, and programs such as athletics. Parents who elect to homeschool must complete an Intent to Home School Form annually and submit the form to the Administration Office.

Guardianship and Custody

When a student's legal guardianship requires clarification, please contact your school principal or counselor. The school will **require** documentation from the student's legal guardian to protect all parties. When child custody is an issue, the school will operate according to the formal documentation from the court system that is on file.

State and federal laws require that schools treat both parents equally regarding school visitations and access to student-related information. Exceptions include court orders limiting access. If a parent is not allowed to have contact with the child, a copy of the court order specifying the restriction must be submitted to the child's school.

Attendance Laws

Compulsory Attendance Law

Good attendance is critical to your child's success at school and is supported by Washington State Attendance laws which state that children aged eight to eighteen are required to attend school. Six and seven year olds who are enrolled at school must also attend regularly under the same law. Please refer to RCW Chapter 28A.225 for the full version of the law.

BECCA Law

Regular attendance is essential to the learning process. When students are absent, they miss out on valuable learning opportunities. Students, parents, teachers, and administrators must work together to ensure the continuity of learning time. Families whose students are experiencing attendance problems should stay in touch with the attendance secretaries and with counselors.

Good attendance is critical to your student's success in school. When students are absent or late, they fall behind in their studies and may find it difficult to catch up with their peers. Ensuring that students arrive on time, ready for class is one of the most important roles that families play. Regular attendance teaches students valuable lessons about responsibility—a character trait they will need when they enter the world of work.

School attendance is guided by District policy and the Washington State Attendance law. The intent is to reduce student trancies from school by requiring interventions such as parent conferences, community truancy boards (CTB) and referring students to the juvenile court system. The following summarizes the state law:

Schools are required to:

1. Notify parents when their student has one unexcused absence during a month.
2. Schedule a conference with parents when a student has two unexcused absences during a month.
3. Enter into a contract to improve student's attendance or be referred to a community truancy board when the student has five unexcused absences in a month.
4. Notify juvenile court when a student has five unexcused absences during a month.
5. Notify the juvenile court when student has 10 unexcused absences or more during a school year.
6. File a contempt motion if student is not in compliance with a court order resulting from a truancy petition.

Absences & Tardies

When Should Illness Keep a Student at Home?

Families often wonder when students should stay home from school because of illness. For many families, deciding what to do can be even more difficult because of parental work responsibilities and a lack of child care.

Reasons to keep your child at home include:

- A fever of 100 degrees or more. Children should be fever free, without medications, for 24 hours before returning to school.
- Vomiting or diarrhea. Children should be symptom free for 24 hours before returning to school.
- Unknown rash that may be related to a disease such as chicken pox or if the cause of the rash is unknown. Consult your family physician before sending your child back to school.

Excusing Absences

Parents are expected to send a written note, or call the school, to excuse all absences. Students may be excused from a class period or day of school for an illness, family emergency, religious observances, or medical appointments. Your school principal works with families to determine whether absences will be considered excused or unexcused and in doing so, considers your rights as a parent to make essential decisions regarding your student's attendance. However, the District is obligated to follow the attendance law and report unexcused absences to the juvenile court system as noted above.

Students who acquire an excessive number of excused absences may be placed on an attendance contract and reported to the juvenile court system.

Pre-arranged Absences

If you wish to pre-arrange your student's absence from class, you must obtain and complete a pre-arrangement form from the school office explaining the reason for the absence. The principal will determine whether the absence will be excused, giving consideration to the student's performance in class and previous absences. If the principal approves the absence, your student will be permitted to make up the work missed.

Unexpected Absences

When illness or family emergencies result in an unexpected absence, you need to call your school's office within 24 hours to inform staff of your student's absence or the absence will be considered unexcused. In some cases, the principal may require that you provide a written excuse for documentation purposes.

Tardies

Students are expected to arrive to class on time. At the High School and Middle School levels, students who arrive after the designated start time are considered tardy. Students who arrive 10 or more minutes late to class are considered absent for that period.

Late Arrivals/Early Dismissals

Students who must leave the school during the day must check out through the school office. We require that parents either send a note with your child or call the school for an early release or late

arrival. Students who leave school without authorization will be considered truant and in violation of the attendance law. Parent permission is required for all students, including 18 year olds, who wish to leave campus.

SCHOOL SAFETY

Commitment to Safe Schools

The Kahlotus School District Board of Directors, administrators, and staff are committed to creating a positive and safe learning environment for all students. To ensure such an environment, the School District requires and models mutual respect, proper behavior, openness, and fairness.

Harassment, Intimidation and Bullying

The Kahlotus School District recognizes that bullying is a widespread and persistent problem in society that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address this problem and to ensure that our schools are safe and positive places for growing and learning.

It is the policy of the Kahlotus School District to be committed to maintaining a safe and civil educational environment for all students, staff or others involved in school district programs or activities free from harassment, intimidation, and bullying. Individuals will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. This means any image or message (written or electronically transmitted), verbal or physical act that is intended to harm or intimidate and has the effect to substantially interfere with a student's education or create an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school. Harassment, intimidation, and bullying in any form are unacceptable and are against District policy and state and federal law. Students who engage in such activity on school grounds or off campus, and disrupts school operations or the learning environment, shall be subject to school disciplinary action and possible criminal prosecution. Any student who believes he or she has been the target of harassment, intimidation, or bullying is strongly encouraged to report incidents to a parent, guardian, staff member or trusted adult and notify school officials as soon as possible

Warning signs that a child is bullied:

Many children do not tell their parents or adults at school about being bullied. It is important that adults look for signs of bullying so that appropriate intervention can be initiated.

Warning signs:

- Comes home with torn, damaged, or missing belongings.
- Has unexplained cuts, bruises, and scratches.
- Has few friends,
- Seems afraid of going to school,
- Has lost interest in school,
- Appears sad, moody, teary, or depressed,
- Complains frequently of headaches, stomach aches, or other physical ailments,
- Has trouble sleeping,
- Experiences a loss of appetite.
- Appears anxious and suffers from low self-esteem.

What to do if you suspect that your child is being bullied:

- Talk with your child. Tell your child that you're concerned and that you'd like to help.
- Ask questions to get the discussion going.
- Talk with your child's teacher, counselor or principal. Teachers are usually in the best position to understand the relationships between your child and other peers.
- If your child is being bullied, take quick action and contact the school immediately. If you don't suspect that your child is being bullied, stay vigilant to other possibilities or other problems that your child may be having and stay in touch with school officials.

What does the District do to address bullying?

- **Teach/Inform students:** Students are given age-appropriate information about bullying, prevention strategies, and ways to identify and report bullying. Each school displays information about how to report bullying.
- **Staff training:** Staff receives annual training on the school district's policy and procedures, including staff roles and responsibilities, how to monitor common areas, and the use of the District's incident reporting forms.
- **School Compliance Officer:** Each school has a designated compliance officer to oversee the implementation of anti-harassment policies and procedures. Contact your school office for more information.
- **District Compliance Officer:** Mark Bitzer, markbitzer@kahlotusd.org
The District Compliance Officer oversees implementation across the district and serves as a resource.

Sexual Harassment

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer/Compliance Officer: Mark Bitzer, markbitzer@kahlotusd.org

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. This district is committed to a positive and productive education and working environment free

from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Nondiscrimination & Complaint Procedure

What is discrimination?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- Ancestry/National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender, including gender expression or identity
- Mental or physical disability
- Honorably discharged veteran or military status
- Other distinguishing characteristics

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The District Compliance Officer, Mark Bitzer, will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter. The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal. The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction (OSPI) if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

Harassment/ Nondiscrimination/Equal Opportunity

The Kahlotus School District is committed to a positive and productive working and learning environment, free of discrimination. The District prohibits sexual harassment, harassment, intimidation, and bullying of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, teacher or student. For more details see School Board policies 5010 and 5011. The District's compliance officer, Mark Bitzer, markfbitzer@kahlotusd.org or designee, can be reached at 509.282.3338.

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Partnership with Law Enforcement

The school district may partner with the Franklin County Sheriff's Department regarding assistance with emergency plans, truancy, discipline, and de-escalation.

Release of Information to Police

State and federal law requires the District to cooperate with police during an active investigation by providing student records when a student is under investigation and the information is deemed necessary.

Investigations and Searches

Investigations and searches are carried out in a manner that is consistent with applicable legal restrictions and requirements and with school district guidelines and procedures. Administrators or designees may search students and their lockers, belongings, and vehicles parked on campus with reasonable suspicion when necessary for the health, safety, or welfare of the students and the school. All student storage areas (e.g., lockers, desks, cubbies) remain the property of the school, and the school has and retains access at all times. The District may also conduct unannounced searches using dogs trained to uncover drugs, alcohol, weapons, and other contraband. RCW 28A.600.210-240.

Reporting Child Abuse and CPS

It is the legal and ethical responsibility of a school employee to report, in good faith, suspected child abuse or neglect to the appropriate authorities. The Kahlotus School District will cooperate with Child Protective Services (CPS) and/or law enforcement should they choose to interview students at school regarding reports of abuse. See School Board Policy 4310 and 4320 for full information.

School Emergencies

Each school has developed a crisis plan to address emergencies. As a parent, you play an essential role in helping to keep children safe. Please become familiar with the following procedures so that you can help the school staff respond effectively when emergencies arise:

School emergencies: what our families should know

- The District will have an "Emergency Info" page on the District website which will include all updates/communication to parents. This will be updated regularly.
- The decision to close school, for a crisis situation or weather related condition, is the responsibility of school administrators. The exception is a formal "state of emergency" declared by the Governor or local Health Department.
- Each school has a team in place that has first aid training and that can remain at school after hours if needed.
- The district has counselors trained in emergency response and has access to regional counseling services if needed.
- The District works with local and county level emergency management organizations, including fire and law enforcement, to coordinate emergency preparedness plans.

- During an emergency situation, local radio and TV stations will carry up-to-date announcements. You can also get information from the district website or at www.flashalert.net
- Stay calm. Do not rush to school to pick up your child. Emergency personnel will prevent you from entering the school and your presence will interfere with safety procedures.
- Please listen to instructions through the media/web pages and act accordingly. Do not call the school as the phones will be used for the emergency situation and staff members will be busy taking care of student needs. Messages to the media will be updated as needed; for instance, when, and where you can pick up your child.
- If the school is in a lockdown, no one (other than emergency response teams) is allowed to enter the school. This is for your child's safety. Please do not come to the school but listen to the radio/TV for the time and place where you can pick up your child.
- Do not call your child's cell phone. A ringing phone can divert a child's attention away from important safety instructions and during a lockdown, it could alert intruders to a child's whereabouts.
- Once the emergency situation is over, any adult coming to the school to pick up a child must have identification. This is for your child's safety so we can track who has picked up the child. Students who normally walk home will be allowed to do so only after the police have determined the area is safe. Under some conditions, students that normally walk may need to be picked up. Depending on the situation, high school students who drive may need parent permission to leave campus and drive home.

Make sure your child's emergency information is current. Whenever you move, change phone numbers or change emergency contact names, notify the school immediately.

Unexpected Early Dismissal

In very rare cases, an emergency may warrant closing schools early in the day. Whenever possible, students who ride the school bus will be transported home. Parents who provide transportation will be contacted. Listen to the local radio and TV stations, check your email, social media or log onto our website for information.

Fire Drills, Earthquake and Lockdown Practices

State law requires all schools to practice fire drills, earthquake drills, Shelter-in-Place drills and lockdown drills during the school year so that students know what to do should a dangerous incident occur during the school day.

Weather Related School Schedule Changes

Inclement weather conditions can cause school closures or a late start.

Changes to the school schedule due to adverse weather conditions are normally posted on the website and available for radio and TV stations by 5:30 am. Check the district website, your email and social media for changes to school open/close.

Late starts: 1 or 2 hour late starts are implemented to allow road conditions time to improve. Do not bring your child to school earlier than the delayed opening time as there will be no student supervision available.

Closures: If conditions are extreme and there is little chance of roads becoming safe for travel, school will be cancelled. When school is closed, all after school activities (athletics, concerts, etc.) are also cancelled.

Bus transportation: Always keep in mind limited bus routes may NOT be announced - light snow or unexpected ice may close roads without warning. Keep in mind that because conditions can change rapidly and vary from one area to another throughout the District, some roads may be closed to school buses without notice.

Parents always know the conditions in their own neighborhood best and are urged to use their judgment in sending children to school in severe weather. Always make sure schools have up-to-date phone numbers (home, work and cell) for parents and emergency contacts.

On rural roads, we will make every effort to reach the bus stop, but if the conditions are dangerous to staff or student, or the road is impassable, students may not be picked up on that day. We will make every effort to stay in contact with the families and update them.

OUR EDUCATION PROGRAM

Academics

The District created goals that describe what students should know and be able to do upon graduation. To meet those goals, the District has established a teaching and learning system that takes into account each student's learning style, assesses each student's progress, and responds to individual student learning needs. Our educational program includes the following:

- Clearly defined educational goals based on state standards that identify the skills and knowledge students should acquire at each grade level.
- Frequent and consistent evaluations of student performance to improve what and how we teach each student.
- School Performance Reports that inform parents and community about our learning goals, what we do to improve student performance, how we use District resources effectively to improve student achievement, and how to be involved in our schools.
- Professional development based on student performance and need so that teachers are current regarding educational research and best practices.
- Support for students who need specialized instruction.

More detail about the district's educational goals, instructional programs, assessment results, and our Performance Reports may be found on the District's website.

Parent-Teacher Communication

Open and frequent communication about your child's progress is extremely important to establishing a successful home-school relationship. If you have questions or concerns, please feel free to contact your child's teacher by phone or email.

While teachers strive to maintain positive communication with parents, concerns can sometimes arise. If this happens, it is important to model constructive problem-solving behavior and demonstrate respect in expressing thoughts and feelings. Please avoid involving children in disagreements.

Strategies for Parents

- Listen to your child and when there are complaints, remember there are two sides to every story
- Decide if calling the teacher is necessary—a cooling off period may be all that your child needs
- Talk directly to the teacher in person or by phone; check the facts, define the problem and prepare a solution
- Avoid criticizing teachers in front of children

Teachers will...

- Listen to your concerns and ask clarifying questions
- Avoid a defensive response
- Ask you to call or come back if agreeable solution is not reached
- Work with you to find a solution
- Principals will mediate conflicts between parents and teachers if the above communication strategies fail

If attempts to resolve the problem are not met with a satisfactory resolution, please contact the principal to discuss your concerns.

HIV AIDS Education

In compliance with state law, all students in grades 5-12 receive annual HIV/AIDS education using materials that meet the requirements of the AIDS Omnibus Act and are part of the adopted curriculum. Certified teachers deliver the instruction in a co-educational setting. By law, students automatically participate unless a parent attends a preview session and submits an exclusion request. Excluded students will be given an alternative activity.

We will also offer a preview of instructional materials for 4th and 5th grade human growth and development, as well as the new comprehensive sexual health curriculum for grades 6-12.

Opting Out of Health Classes

Kahlotus School District offers a health education curriculum that maintains, reinforces, and enhances students' health knowledge, skills, attitudes, and practices. Optimal health and reduction or elimination of high-risk behaviors are the goals. Parents may request to inspect the District's health curriculum and instructional materials any time during school hours. Parents will be notified when health courses have been scheduled and may request that their child be exempt from a specific portion of the

program. Students who are granted an exemption will be assigned an alternate educational assignment.

Challenging the Curriculum

If you disagree with any teaching methods, activities, or presentations, you may challenge by following these complaint procedures:

- Most complaints can be resolved by informal discussions between the parent and the staff member involved. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with both parties.
- If the problem is not satisfactorily resolved at the school level, the parent should contact the superintendent's office. The superintendent may ask for a written complaint that describes the problem.
- If the problem involves a staff member, the matter will be referred to the superintendent for potential resolution. If that fails, the matter may be referred to the School Board.

If the complaint involves curriculum or supplemental materials, the parent should follow the procedures outline in Policy 2020, Selection and Adoption of Instructional Materials.

Report Cards and Progress Reports

Report cards are issued at the end of a semester for elementary school students and each quarter at the middle and high schools. Additionally, you may access progress reports at any time during the school year.

Skyward Family Access

Parents can check their child's records anytime using the Skyward Family Access online system, which stores records that include grades, attendance, assignments, and discipline. Parents may obtain a username and password from the district to access this information. You can find a link to Skyward Family Access on the district website.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled in November. Parents are encouraged to attend to learn about student instructional needs and to celebrate accomplishments. You may also schedule additional conferences throughout the year by making an appointment with your child's teacher or counselor.

Educational Support Services: When Your Child Needs Assistance

The level of educational support that students receive is determined by state and federal mandates, teacher recommendations, and parental involvement. The district will use a Response to Intervention (RTI) model of services designed to meet the needs of all learners.

Identifying What Children Should Know and When

Kahlotus School District's curriculum requires students to learn the skills and knowledge identified in state standards. Instruction is designed to assist students in mastering state objectives. For more information on performance and grade level expectations, visit the State Superintendent of Public Instruction website at <http://standards.ospi.k12.wa.us/default.aspx>.

Assessing Whether Students are Meeting the Standards

Teachers regularly assess student learning to determine what and how they should teach so students will learn required concepts and skills. Teachers use observation, student performance, classroom tests, and district and state assessments to determine progress.

Providing Interventions

When assessments show that a student's performance is below grade level, teachers provide instruction to address the area of concern. The range of educational support that students receive depends on the level of difficulty they are experiencing. For children who have difficulties, the district offers a variety of interventions that may include small group instruction, tutoring, or participation in supplemental programs. These programs include Special Education, Title I, and Learning Assistance Program (LAP).

Special Education

Sometimes students do not respond to in-class interventions and are in need of more intensive educational assistance. The district offers a special education program designed to meet these children's needs. Students who are evaluated and qualify for special services are typically operating well below grade level and need specialized instruction to meet grade level expectations. An Individualized Education Plan (IEP) is developed to plan instruction for an eligible student.

Title I and LAP

These programs are operated in Kahlotus schools based on state and federal funding. Programs offer additional instruction and interventions for students who need academic support in math and reading.

Teacher Qualifications

You have the right to request information about the professional qualifications of your student's teachers. Contact the Office at 509.282.3338 for information.

English Language Learners

Each school will survey new students for English language proficiency. If indicated, a member of the District's staff will then administer an assessment. The school will notify you if it determines that your child needs specialized language instruction. You are encouraged to become an active participant in your child's language instruction.

Homeless Students

If you have lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be eligible to receive help through a federal law called the McKinney-Vento Act.

Under the McKinney-Vento Act, children in transitional situations have the right to:

- Attend either the local school or the school of origin, if this is in their best interest; the school

of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.

- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.

Homeless students will be provided district services for which they are eligible, including pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Local Liaison: Timber Frohreich

email: tfrohreich@kahlotusd.org

National Center for Homeless Education

Toll-free Helpline: 800-308-2145

Highly Capable Services

Highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments.

Students may be nominated by parents, peers and/or members of the community to qualify for the District's Highly Capable program. Nominators will complete a behavioral characteristics questionnaire, and teachers will provide information that includes classroom performance and general achievement levels. The District will screen each nominee using reading and math measures to identify students who qualify for further assessment. Prior to conducting the assessment, the principal or designee shall obtain written parental permission.

Nominees identified through the screening process will be assessed using multiple criteria from a variety of sources and data, including tests that measure cognitive ability, academic achievement and evidence of exceptional creativity. Test results shall be maintained. The students selected for participation in the program will be determined by a multidisciplinary committee which includes a classroom teacher or if possible, a highly capable teacher, the program director, a psychologist or other individual who can interpret cognitive and achievement test results, and other professionals as deemed desirable. The multidisciplinary committee will review data of nominated students. They will select those students who meet the criteria and would benefit the most from the program. The District will:

1. Notify the parents of those students who have been selected. Parents shall receive a full explanation of the procedures for identification, program options and the appeal process.
2. Obtain parental permission to place identified students in the program before any special services programs are provided to student.

ADDITIONAL SCHOOL SERVICES

Cell Phones, Ear Buds, and Other Technology

The use of cell phones, ear buds, and other technology are discouraged at school due to the potential disruption of the learning environment. All schools reserve the right to confiscate electronics if school rules are violated. Depending on the infraction, electronics may be confiscated and retained until a parent or guardian can pick them up.

Students who bring telecommunication devices to school are required to adhere to the following policies:

- The school district assumes no responsibility for the loss, theft or destruction of electronic devices
- Students will not send, share, view, or possess texts, emails, video, or pictures that are sexually explicit while on school grounds, at school sponsored events, or on school buses. Violators will be subject to disciplinary action. NOTE: Possession of sexually explicit material with juvenile content is a felony.
- Students and parents consent to the search of electronic devices at school or school sponsored events when school officials have a reasonable suspicion that a search will reveal a violation of school rules.
- Students will not use devices to copy or transmit images of classwork or homework (including, but not limited to, quizzes and tests) to other students.

Please talk to your child about the school rules and model behavior by not calling or texting your child during the school day. If you have an emergency and need to contact your child, please call the office and we will be happy to relay the information. Your child is also allowed to make emergency calls from the office to a parent/guardian at any time. *The District is considering a no cell phone policy*

Cell Phone Safety

Cell phones can make communication a lot easier and can be very helpful in emergencies. Today, cell phone communication has become a sub-culture with its own language. The lack of adult supervision can lead to harassment, bullying, and even legal problems that can result in felony convictions.

Texting has also developed its own language using acronyms and slang to keep outsiders guessing about what is being said. There are websites dedicated to keeping up with the codes to help parents monitor what their children are saying Sample acronyms:

PIR	Parent in room	LMIRL	Let's meet in real life
RUSOS	Are you in trouble	YBS	You'll be sorry
182	I hate you	143 or ILY	I love you
MOS	Mom over shoulder	CD9	Parent Watching

Acronyms are constantly changing so parents are encouraged to keep up with the newest information

Internet and E-Mail

Computer and Internet access

The District provides student access to the District computer network for internet services. All students must obtain parental permission and must sign and return a Network Use Agreement to their school before the District assigns them an account to access the District's computer network. Access enables students to explore thousands of libraries, databases, and Web sites. The District provides students with internet access to further educational goals and objectives.

Students who use computers and other electronic devices that are non-school issued have no expectation of privacy in files, disks, documents, etc., that have been created in, entered in, stored in,

downloaded from, or used on the District wireless network system. Students must submit their computer hardware and software or electronic device for examination upon request made by district staff without exception.

Student Responsibilities

By signing the Network Use Agreement, students agree to act in a considerate and responsible manner. The network is available to conduct research, save student work and files. Access is a privilege, not a right, and therefore entails responsibility. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. All users will comply with all District regulations and will honor signed agreements.

Students who violate the Internet-use rules set forth in the regulations will be subject to disciplinary action and/or suspension of network use. Students are expected to review the Network Use Agreement before using school computers or the District network. Examples of misuse include, but are not limited to:

- Sending, displaying, or printing offensive messages, materials, photos, or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Sending threatening, inflammatory, or violent communications
- Offering for sale, purchase, or use of any prohibited or illegal substances
- Damaging computers, computer systems, computer networks, or wireless systems
- Downloading games, MP3, or music-base files
- Violating copyright laws
- Using another's password or ID
- Hacking
- Trespassing in another user's folders, work, or files
- Using technology, computers, scanners, or other peripherals to produce counterfeit reproductions
- Buying or selling on E-bay or similar auction sites
- Displaying or printing instructions for making weapons or conducting illegal activities
- Wasting resources intentionally
- Damaging, destroying, or deleting software or the work of another individual or group
- Engaging in any other activity inconsistent with the stated intent of this computer network or wireless agreement

Teacher Supervision

During the instructional day, teachers supervise student use of the District internet system in a manner that is appropriate to the student's age and circumstances of use. Outside of school, families bear the responsibility of guiding their students in the use of the internet much as they exercise guidance over television, telephones, movies, radio, and other potentially offensive media.

Student IDs and Passwords

The District provides each student with a unique Internet ID and password for that student's use only. Students shall not share their passwords with anyone else, nor shall students use anyone else's password, regardless of how the password is obtained. Students who suspect that someone has discovered their password should contact the school principal immediately.

Protection of Identifying Information

When sending electronic messages on the District network or to users outside the network, students shall not include information that identifies themselves or other students. Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall identify themselves by first names only.

Filtering Software

The District has installed filtering or blocking software to restrict access to Internet sites containing material harmful to minors. The software works by scanning for objectionable words or concepts as determined by the District. However, no software is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or administrator. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or administrator immediately. Students shall not tamper with the filtering service. Students shall not use the District network system to access material that is inappropriate.

Internet Safety Tips

The internet can be a valuable tool for work, school, or personal use. The District closely monitors student computer use during the school day and filters are used to block unsafe internet sites. Staff is not to have students as friends on Facebook or have personal communication with students on Facebook, Twitter, Instagram or other social media sites. Messages should only be to all members of a student group (i.e., the entire athletic team or entire club) and not to individual students and communicate only school related information. Below are safety tips that can be used by students here at school and at home.

For Students

- Never give out any personal information including name, address, age, phone number, or password
- Don't agree to meet someone you have met online without an adult
- Never email pictures of yourself to strangers
- Don't respond to a threatening message
- Remember that people online may not be who they say they are
- An email you send to one person can be forwarded to hundreds without you knowing so think twice before sending any message
- Don't send threatening or bullying messages
- Tell a parent, guardian, or trusted adult if you feel don't feel safe

For Parents

- Talk to your child about internet safety

- Establish guidelines for internet use and monitor the time spent on computers
- Learn about parental controls
- Put computers in family areas rather than in bedrooms or behind closed doors
- Report offensive or suspicious behavior to your internet provider and local police
- Be very aware of websites such as myspace.com that have limited controls
- Print out copies of offensive emails for reporting purposes; do not delete the original email even if you have a hard copy so the police can track the source
- Contact the police if your child receives violent threats or obscene messages

The following domain(s) are the only websites sanctioned as official school district sites:

Website: www.kahlotusd.org

Facebook: <https://www.facebook.com/kahlotusd>

Instagram: <https://www.instagram.com/kahlotusschooldistrict/>

Any other sites that may include blogs, webpages, podcasting, or other forms of internet communication are not sanctioned by the Kahlotus School District and are not considered a school sponsored activity or learning tool.

Health Information and Services

Health Room

The district provides training to staff that can provide basic first aid, medication administration, and health support to students. If your child becomes ill or injured while at school, a staff member will evaluate the symptoms and, if necessary, will call you to pick up your child. In addition, the district employs a Licensed Nurse to develop care plans and support for students with more serious medical needs. It is critical schools have current contact information including emergency contacts. If your child has a life-threatening condition, contact your school office immediately so a medical plan can be established.

Immunizations

All students must have the appropriate immunizations to enroll and participate in school. Students may be exempted from immunizations if they have submitted a signed medical certification by a physician or religious exemption

Medications

We encourage parents to give their children medications at home whenever possible. Giving medication at school should be reserved for chronic or acute health situations. Medications can be administered at school only with signed doctor's orders and must be delivered to the school in the original prescription bottle. Over the counter medications such as cough drops and pain relievers also require authorization.

Student Nutrition Services

Breakfast and Lunch

Kahlotus School District offers breakfast and lunch programs to its students. The Food Service staff prides itself on serving delicious menus that follow U.S. Department of Agriculture's nutrition guidelines as well as the district's own Nutrition Policy.

Food Guidelines

The Health Department offers the following guidelines for food in classrooms or for any school related activity:

- Always practice good hygiene when offering food in classrooms, including teaching your child diligent and effective hand washing. Hands must be washed before setting up the event, after using the restroom, after sneezing or coughing, and as necessary when food is being served.
- Limit the types of food you send to school. Cakes, breads, cookies, and other non-potentially hazardous baked goods are preferred. Food prepared from a commercial source is subject to state and local inspection and therefore more desirable than food made in private homes.
- Because of the difficulty of providing adequate refrigeration, do not send any foods containing custard or cream fillings. Commercial fruit pies are fine, but do not send pumpkin or other custard pies made with eggs.
- Meat dishes, meat-filled pies, and potato or macaroni salads are prohibited.
- Do not send any home canned products.

- Fresh fruit can be sent only if it is washed and cut immediately before it is to be served. All cut melons are considered potentially hazardous and must be kept refrigerated.
- Never send unpasteurized milk or juice of any kind, especially apple juice or cider. Commercially canned or bottled, pasteurized juice is preferable to drinks mixed at home.
- Food served to children should be served with tongs, spatulas, or other utensils. Disposable utensils and cups are preferable. Minimize the handling of all paper cups, plates, napkins and utensils.

Bus Transportation

Kahlotus School District provides bus services for our students. Bus routes, stops, and pick-up/drop-off times are determined by the transportation department. Questions regarding your child's transportation can be directed to the transportation supervisor, Connie Smith at (509) 282-3338.

Transportation Changes

If you need to change the bus that your child normally rides, you must write a note or call the school. If there is no note or phone call, your child will be required to go home on the regular bus. Please call prior to 11:00 AM to make transportation changes ***as changes made late in the day may not be able to be honored.***

Field Trips and Activities

Permission Forms

If your child's teacher is planning a field trip, parents will be sent a field trip permission form that must be signed and returned to school. Otherwise, students will not be allowed to participate in the field trips. Siblings cannot attend field trips with chaperones without prior consent from administration. In specific instances, chaperones must have filed a Washington State Background Clearance form with the school.

Field Trip Transportation

Students who travel to a school sponsored event must be transported in a district vehicle and may not travel in any private vehicle unless the student's parent is driving. Parents may not transport any students other than their own children to a school sponsored event. Parents who transport children other than their own to a school sponsored event, even with their parents' or guardians' permission, assume a legal responsibility and will not be covered by the district's insurance.

Volunteering and Visitors

We want to make your involvement in your student's academic career easy and rewarding. Students become more vested in their education when they see the significant adult in their lives involved at school. Volunteers function in many different capacities, including one on one or small group tutoring, field trip chaperones, at home material prep, and reading with students. Visitors must sign in the school office before proceeding to any classroom and wear an identifying sticker. Visitors are to enter and exit by the main entrance of the school only. Students are not allowed to bring guests to school.

Student Property

In the interest of protecting student property, students are asked to not bring anything to school which distracts from school or that may pose a problem due to value. The school cannot be responsible for the care and safety of personal articles such as skateboards, roller blades, trading card, sports equipment, cell phones or other electronic devices. Laser pointers and magnets are not allowed at school. Textbooks are school property loaned to students. Fees can be assessed for damaged or non-returned textbooks. The school does not assume responsibility for lost or otherwise misplaced articles.

Withdrawals

When moving out of the district, please notify the office staff. Student records will be forwarded upon receipt of a request from the student's new school. For secondary students, all fees and fines must be paid before an official transcript is released.

STUDENT CONDUCT

Behavior Mission Statement

EACH STUDENT SHALL STRIVE FOR ACADEMIC EXCELLENCE IN AN ENVIRONMENT WHICH DEVELOPS POSITIVE SELF-ESTEEM AND ENCOURAGES INDIVIDUALS TO REACH THEIR FULL POTENTIAL AS RESPONSIBLE CITIZENS.

District Belief Statement

The district adheres to a philosophy of developing programs, providing class offerings, providing teacher in-service and develop instructional strategies to allow students to become responsible citizens. Instructional strategies will contribute to the students' economic well-being and to that of their families and community. The student's self-esteem will be enhanced to enjoy a productive and satisfying life. To these ends, the goals of the Kahlotus School District, with the involvement of parents and community members, shall provide opportunities for all students to develop knowledge.

- Safety is the top priority of the Kahlotus School District.
- Teaching and Learning shall be the priority in the classroom.
- All students have the right to an education and the responsibility to uphold that right for others.
- All students and staff have the right to a safe, secure learning and working environment.
- Students and staff are responsible for demonstrating respect for each other.
- All students can learn to be self-managers of their behavior and are accountable for their actions.
- Exceptional misconduct will not be tolerated in the Kahlotus School District.

Disciplinary/Corrective Actions

Consequences for misconduct can range from a verbal warning or training to suspension or expulsion. Consequences are determined on a case-by-case basis and take into consideration the student's age, severity of the infraction, disability, discipline history, state and federal laws.

Discipline/Corrective Action Records

Student disciplinary/corrective actions are recorded in the school database and may be referred to when determining eligibility for school activities, future disciplinary/correction actions or behavior interventions. Discipline/corrective action information remains part of the student's private educational records and is only available to parents and specific individuals as outlined in privacy laws.

Discipline/Corrective Action Appeals Process

Parents and students have the right to appeal a disciplinary/corrective action decision by first meeting informally with the school principal. If an acceptable resolution is not reached, a written appeal may be made to the Superintendent.

Physical Restraint

Physical restraint is sometimes necessary when a student is a danger to himself or others. Every attempt will be made to utilize de-escalation techniques before resorting to physical restraint. Physical restraint will be performed by trained personnel or an available adult to maintain safety. Kahlotus has on-site staff who have been trained for appropriate restraint.

Dress Code

Students' choices in matters of dress should be made in consultation with their parents. A material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district, causes damage to the school property or results in a health or safety hazard. Examples of prohibited/inappropriate dress include the use of lewd, sexual, drug, tobacco, alcohol, violence or gang-related messages, pictures or innuendos. The principal shall request the student to make appropriate corrections. Further action may be taken, if circumstances so warrant. Parents will be notified.

Student Discipline/Corrective Action Procedures

Teacher's Responsibilities and Authority

Teachers are responsible for establishing and maintaining a classroom environment focused on learning, as well as for enforcing student conduct expectations. Teachers have the authority to administer disciplinary actions for any student who disrupts the learning environment or who does not meet student conduct expectations.

Teachers are essential partners in determining appropriate disciplinary actions, and thus may make recommendations to the principal following student misconduct.

Principal's Responsibilities and Authority

Principals are responsible for maintaining a learning-focused environment, and must enforce student conduct expectations, school rules, and state and federal laws. When student misconduct or unlawful behavior occurs, principals are charged with conducting a fair and thorough investigation that takes

into account the individual circumstances, severity of the misconduct and the level of disruption caused to the learning environment in order to determine appropriate consequences. Principals have the authority to discipline, suspend or expel any student for any violation of student conduct expectations.

All discipline, short-term suspensions, long-term suspensions or expulsions shall be administered in compliance with state law and the rules of the state Board of Education, WAC 392-400.

Definition of Misconduct

Disruption to Program: disruption of the learning environment or program by bomb scares, false fire alarms, firecrackers, etc.

Harassment/Intimidation/Bullying: intentional hurtful, threatening verbal, written or physical conduct. It is unsolicited or unwelcome conduct. Includes digital/cyber bullying.

Abusive Behavior: angry refusal to comply creating confrontational situation or display of violent behavior after directive given; verbally abusive behavior.

Defiance/Failure to Comply: repeated/deliberate failure to comply with a reasonable request from a staff member. Refusal to obey instructions, policies, rules or regulations of the school.

Assault/Fighting: intent to do serious physical harm (actual or attempt to hit, strike or make contact directly or indirectly with an object).

Dangerous Conduct poses danger to another, includes dangerous use of motor vehicles on school grounds, school activity, or endangering students on a school bus.

Lewd, Obscene or Profane Language, Gestures, Materials: deemed significantly harmful/disruptive to the learning environment. Includes images, digital materials or sounds. Includes gang imagery or symbols.

Possession/Use/ Distribution of Tobacco: possession, use or sale of tobacco.

Possession/Consumption/Use/Distribution of Alcohol/Drugs or Chemical Substances, including drug related items or imitation of drug use/use of paraphernalia.

Possession of Potentially Dangerous Item/ Explosive Device including toys that resemble dangerous items/weapons (gun, knife, firecracker, bullets, etc.).

Possession/Use of a Gun/Lethal Weapon - RCW 28A.600.420, RCW 9A.04.110. **May be grounds for expulsion up to one year, as well as contacting local law enforcement.**

Sexual Misconduct includes possession or transmission of sexually explicit pictures, video, etc. possession/transmission via cell phone, internet or other device.

Violation of Federal, State or Local Law: Arson, Burglary, Extortion, Destruction of Property, Theft, etc.

Definition of Terms

Discipline: all forms of corrective action or punishment other than suspension and expulsion including the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject or activity period.

Corrective Action: includes all forms of support, changes, disciplinary action, removals, detainment exclusions, suspensions, and/or expulsions of a student.

Conversion: All emergency expulsions must be converted to another form of corrective action within ten (10) school days of the emergency expulsion.

Suspension (K-12): denial of attendance at school, activity, subject or class conducted on behalf of the school district.

Short-Term Suspension (K-12): suspension for any portion of a school day up to ten (10) consecutive school days. Students shall be provided make up work and tests and have the opportunity to complete work missed.

Long-Term Suspension (5-12 ONLY): a suspension which exceeds more than ten (10) consecutive school days. No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year. Students shall be provided make up work and tests and have the opportunity to complete work missed. No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester, as the case may be.

Emergency Removal (K-12): A student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal or a designated school authority. The principal or school authority shall meet with the student before the commencement of the school day following the emergency removal and take or initiate appropriate corrective action.

Expulsion (K-12): a denial of attendance for a definite period of time and no longer than one calendar year. A student may be expelled if other forms of corrective action reasonably calculated to modify his or her conduct have failed or there is good reason to believe that other forms of corrective action would fail if employed. Administrators may petition the Superintendent to exceed the one-year limitation.

Emergency Expulsion (K-12): an immediate temporary removal of a student from the educational setting during the time when an investigation is being conducted and consequences or corrective actions are being determined. The superintendent or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to students, school staff or an immediate and continuing threat of substantial disruption of the education process. An emergency expulsion must end or be converted to another form of discipline within ten (10) consecutive school days.

School business day: means any calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the superintendent is open to the public for business. A school business day concludes upon the closure of the superintendent's office for the calendar day.

School day: means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

Time Limits: Any suspension or expulsion from school that lasts more than ten (10) consecutive days must have an end date no later than one calendar year from the time of the suspension or expulsion.

Re-Entry Conference/Re-Engagement Meeting: The district must convene a meeting with the student and the student's parents or guardians to develop a reengagement plan. This meeting

should occur within twenty (20) days of the student's long-term suspension or expulsion, but no later than five (5) days before the student's reentry or enrollment.

Reengagement Plans: The plan shall be written and developed between a school district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and return the student to the educational setting as soon as possible.

Readmission: Any student who has been long-term suspended or expelled shall be allowed to make application for readmission at any time.

Due Process: Suspension, Expulsion, Appeals

District officials will adhere to constitutionally and legally sound procedures of due process.

Short-Term Suspensions of one to ten days; parents shall have the right to an informal conference with the building principal, then the right to a grievance conference with the superintendent/designee within two business days.

Long-Term Suspensions of more than ten days; a written request for a hearing with the superintendent/designee must be received within three business days. A re-entry conference will be held with the district and student/parents within 20 days of long-term suspension.

Expulsions and Emergency Expulsions parent/student may make a written request for a hearing with the superintendent/designee within three business days for expulsion or ten business days for emergency expulsion. A reentry conference will be held between the district and student/parents within 20 days of expulsion. The school has 10 days to convert the emergency expulsion into a different form of discipline. The district will provide notice and afford due process rights for the conversion action. Re-entry conferences and reengagement plans are required. Grievances and/or appeals from decisions rendered may be directed to the Board of Directors.

Exceptional Misconduct

Exceptional Misconduct, as referenced in WAC 392-400-245 and WAC 392-400-260, refers to conduct so serious in nature or so disruptive to the operation of the school that it warrants immediate short-term suspension, long-term suspension or expulsion.

The District Discipline Review Committee comprised of administrators, staff, parents, a board member and student has recommended the behaviors listed above be termed exceptional misconduct for which a student will be disciplined, up to or including being suspended or expelled from school.

NOTE: Student-Parent Handbooks provide more detail and are available at each school and the district website.

REQUIRED NOTICES

ANNUAL REPORT TO THE COMMUNITY UNDER “ESSA”

Every Student Succeeds Act (ESSA), formerly known as the No Child Left Behind legislation, requires school districts to annually report on progress outlining specific information and include state assessment results. The Office of Superintendent of Public Instruction (OSPI) has compiled all the data from all schools in the State of Washington. The reports include:

- State Assessment Test Scores (Smarter Balanced, WCAS, WA-AIM & WaKIDS)
- Student Demographic Information
- Staff Information

The Kahlotus School District reports may be viewed on OSPI’s website at <http://reportcard.ospi.k12.wa.us/>. The School’s Performance Reports and Improvement Plans are posted on the website.

PROFESSIONAL QUALIFICATIONS OF STAFF

Also under ESSA, parents of children in schools that receive Title I dollars have the right to request information regarding the professional qualifications of the student’s classroom teacher(s) and paraprofessionals.

NONDISCRIMINATION

The Kahlotus School District #56 complies with all federal and state rules and regulations and does not discriminate in any programs or activities on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorable discharged veteran or military status, or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability, or access to the Boy Scouts of America or any other youth group listed in title 36 (as a patriotic society), or other distinguishing characteristics. This policy applies to individuals attending any events on District property, whether or not District-sponsored and to any school-sponsored event, regardless of location. All district affiliated programs and activities shall be free of discrimination. District Policies outline the District's full policies and procedures and are on file in the district office for staff, student or community referral. This also holds true for all employment opportunities, admission to and access to, operations of programs, services, or activities with regard to all students who are interested in participating in educational programs and/or extra-curricular school activities, admission, access to services, treatment or employment and all opportunities in programs and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX/RCW 28A640 Officer and/or Section 504 Coordinator. Individuals who may need auxiliary aids for communications, employment, programs and/or services are asked to make their needs and preferences known to the ADA Coordinator. **Forms to file a complaint are available on the District website or by calling 509.282.3338.** The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Mark Bitzer, SECTION 504/COMPLIANCE COORDINATOR, KAHLOTUS SCHOOL DISTRICT, 100 West Martin Street Kahlotus, WA 99335 .

ATTENDANCE REQUIREMENTS (BECCA LAW NOTIFICATION)

Attendance is important for academic success, and unexcused absences may be an early warning sign for unaddressed problems with school and future dropout. When youth fail to attend school,

they are considered truant. Washington law requires children from age 8 to 17 to attend a public school, private school, or to receive home-based instruction (homeschooling) as provided in [RCW 28A.225.010](#). The BECCA state law requires schools to notify the Juvenile Court when students are in violation of this statute. After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

The Kahlotus School District is committed to maintaining a safe and civil educational environment for all students, employees or others involved in school district programs or activities that is free from harassment, intimidation, and bullying. “Harassment, Intimidation, or Bullying” means any image or message (written or electronically transmitted), verbal or physical act that is intended to harm or intimidate and has the effect to physically harm a student or damage a student’s property, substantially interfere with a student’s education or create an intimidating or threatening educational environment, or substantially disrupt the orderly operation of the school. Harassment, intimidation, and bullying in any form are unacceptable and are against District policy and state and federal law. Students who engage in such activity on school grounds or off campus, and disrupts school operations or the learning environment, shall be subject to school disciplinary action and possible criminal prosecution. Any student who believes he or she has been the target of HIB is strongly encouraged to report incidents verbally or in writing to a parent, guardian, staff member or trusted adult. The student, parent, or other adult, should notify school officials as soon as possible and complete an incident report form—these **forms to file a complaint are available at the district office. The District’s Section 504/ADA Coordinator is Mark Bitzer who can be reached at markbitzer@kahlotusd.org** .

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off campus at a school sponsored activity.

EQUAL OPPORTUNITY EMPLOYER (EOE)

The District shall provide equal employment opportunity and treatment for all applicants and employees in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, sex, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or any other youth group listed in title 36 (as a patriotic society), or the use of a trained dog guide or service animal by a person with a disability.

WEAPON FREE, DRUG FREE, TOBACCO-FREE

It is a violation of Kahlotus School District Board Policy and state law for any person to carry a firearm or any dangerous weapon (including toys that resemble weapons) on school premises, school provided transportation or areas of other facilities being used for school activities. RCW 9.41.280 states: “...any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state’s public schools...an appropriate school authority shall promptly notify law enforcement and the student’s parent/guardian regarding any allegation or indication of such violation.” Expulsion for weapons related possession not less than one year (may be modified on a case by case basis).

In accordance with Kahlotus School District Board Policy, the possession, use and/or distribution of any illegal drug and/or alcohol or any other illegal chemical substance on school premises or during any school related activity is wrong and harmful physically and mentally as well as detrimental to the educational process. To ensure the safety, health and wellbeing of all students and staff, the Board is committed to the development of a program, which emphasizes counseling, prevention, intervention, rehabilitation, re-entry programs, aftercare support and necessary corrective/disciplinary actions. A complete list of referral agencies is available at all schools. Compliance is mandatory and will be enforced.

In accordance with Kahlotus School District Board Policy, the use of any tobacco product on school district property, which includes school buildings, grounds, district owned vehicles and school buses, is prohibited. This holds true for employees, students, visitors, spectators and patrons. Staff (as outlined in the collective bargaining unit) and students may be subject to disciplinary action for violation of this policy.

FOOD ALLERGIES/FOOD BROUGHT TO SCHOOL BY STUDENTS/PARENTS

Food allergies can be a life-threatening situation. We have several students at our school who have life-threatening food allergies including cinnamon, walnuts, pecans, and peanuts. School staff have been trained to recognize such a reaction and to administer medication (epinephrine) in an emergency. You can help staff and the school by taking advantage of opportunities to learn more about food allergies and by helping your child understand the foods they freely enjoy can be dangerous to others.

Guidelines for Food Served at Room Parties or Brought to School by Students/Parents– Many schools have classroom parties for the holidays or other occasions that include refreshments. In addition, students may often bring treats from home to celebrate a birthday or other special day. Since improperly handled food can be the source of foodborne illness, it is wise to use caution when planning these events

STUDENT PRIVACY (FERPA)

The FERPA (family rights and privacy act) and PPRA (protection of pupil rights amendment) federal guidelines outlines specific student information that can and cannot be released such as "directory information."

Occasionally, we will take photographs/videos of students for use in District or school-produced publications, which may be used in the news media. If you do not wish to grant permission, please check the appropriate box(es) on the FERPA agreement that is included in the enrollment packet or available at your school office. It is important to inform the school office of any changes or updates to your preferences within the agreement annually by October 1.

PUBLIC RECORDS REQUESTS

Kahlotus School District Policy outlines information related to student records, including, but not limited to student/parent access to records. The Kahlotus School District complies with all public records requests as required by RCW 42.56.

HOMELESS CHILDREN AND YOUTH

If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be able to receive help through a federal law called the McKinney-Vento Act. Under the McKinney-Vento Act, children in transitional situations have the right to:

- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.

Homeless students will be provided district services for which they are eligible. Parents or students should contact the Special Education Department at 360.691.7717 for full information.

SPECIAL EDUCATION SERVICES “CHILDFIND” NOTICE

Special Education services are offered to students (age- birth to 21) who meet state and federal guidelines and are in need of specialized education programs. Washington state defines special needs as having concerns with hearing, vision, speech, language, health, nutrition, learning, developmental delay, transportation, behavior management, mental retardation, birth defects, orthopedic or spinal problems, autism or other disabilities. Parents or Guardians of children who might have any of these conditions, or if you suspect a student may need these services, are encouraged to contact Shelley Garr at sgarr@kahlotusd.org.

INSTRUCTIONAL MATERIALS

Kahlotus District Policy refers to the selection and adoption of instructional materials including, but not limited to, reconsideration procedures, criteria, supplemental materials and conditions for loan or sale of materials.

SERVICES FOR HIGHLY CAPABLE STUDENTS

Students may be nominated by parents, peers and members of the community to qualify for the District's Highly Capable program. Nominators will complete a behavioral characteristics questionnaire, and teachers will provide information that includes classroom performance and general achievement levels. The District will screen each nominee using reading and math measures to identify students who qualify for further assessment. Prior to conducting the assessment, the principal or designee shall obtain written parental permission. Nominees identified through the screening process will be assessed using multiple criteria from a variety of sources and data, including tests that measure cognitive ability, academic achievement and evidence of exceptional creativity. Test results shall be maintained. The students selected for participation in the program will be determined by a multidisciplinary committee which includes a classroom teacher or if possible, a highly capable teacher, the program director, a psychologist or other individual who can interpret cognitive and achievement test results, and other professionals as deemed desirable. The multidisciplinary committee will review data of nominated students. They will select those students who meet the criteria and would benefit the most from the program. The District will:

- Notify the parents of those students who have been selected. Parents shall receive a full explanation of the procedures for identification, program options and the appeal process.
- Obtain parental permission place identified students in the program before any special services and programs are provided to the student.

FACILITIES NOTIFICATION

Kahlotus School District Policy outlines the guidelines to ensure the District complies with the requirements regarding pesticide notification, posting and record keeping. This includes the notification that the Kahlotus School District uses Black Berry and Brush Block, Roundup, Surflan, Casron, and Crossbow to control weeds and grasses. Kahlotus School District Policy outlines information related to parent/student rights in administration of surveys, analysis or evaluations in accordance with the new Federal No Child Left Behind Act of 2002 (PPRA).

DANGEROUS WILD LIFE

Please tell your child to be alert for any wildlife while waiting for the bus or walking home from bus stops or out in the backyard playing. If you site wildlife in the area--near the schools or bus stops--please contact the Superintendent's Office. The [Department of Fish and Wildlife](#) has developed information specific to dangerous wildlife and what to do, and not do, if you encounter wildlife. Report wildlife encounters to the Department of Fish and Wildlife during regular business hours call 425.775.1311 or after hours call 911.