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Dear Kenroy Students and Parents,

Welcome to a new school year. In this handbook you will find information regarding all policies and procedures that help ensure that Kenroy Elementary School is a safe environment for learning.

The purpose of this handbook is to familiarize you with our guidelines and procedures. These reflect the most current research on creating a school environment where academic achievement can flourish. We know that high level learning takes place best in an environment where all adults in the school, regardless of role, appreciate that they are teachers to all the children and where all members of the school community feel safe and respected. We know that safety and respect grow when expectations and procedures are clear and consistently reinforced.

Creating and maintaining a quality learning environment involves everyone - parents, students, teachers, support staff, and community members. We are very proud of the commitment to quality schooling and to the support shown by all those in our school family. They are essential ingredients in our school's success.

Please take some time to review this handbook with your child. If you have questions, please let us know. We welcome any and all feedback regarding this handbook and about any aspect of our school.

We are looking forward to another terrific school year!

The Kenroy Staff

Kenroy Elementary School

Our School Mission

The Mission of Kenroy Elementary School is to create a quality education within a positive, safe and caring environment.

KENROY ELEMENTARY SCHOOL

Kenroy Elementary School is one of five elementaries in the Eastmont School District and is located in the center of the district. Currently we are serving 357 K-4 students. Built in 1958, it has been considered a walk-in school in recent years. Kenroy was named for the first names of two men who sold the school site to the district.

DISTRICT MISSION

The mission of the Eastmont School District is to maximize the potential of all students by:

- Ensuring students develop and demonstrate academic excellence.
- Developing partnerships with students, parents, staff and community.
- Providing a safe and secure learning environment for students and staff.

DAILY SCHEDULE

7:45 - 8:30 Zero Hour
8:15 - 8:35 Before School Supervision
8:15 - 8:35 Breakfast served
8:35 Warning Bell
8:40 School Begins

9:40 - 9:55 Recess, AM Kindergarten M, W, F

10:25 - 10:40 Recess, Grades 3 - Primary Playground

11:55 - 12:25 Lunch Recess, Grades K, 1, 2 - Primary Playground

12:30 - 1:00 Lunch Recess, Grades 3 & 4 - Intermediate Playground

2:05 - 2:20 Recess, Grade 2 - Primary Playground

2:05 - 2:20 Recess, Grade 4 - Intermediate Playground

2:25 - 2:40 Recess, All Day Kindergarten, Grade 1

3:25 Dismissal Bell

KINDERGARTEN

All Day 8:40 - 3:25
A.M. 8:40 - 11:20

LUNCH

K-H	11:12	4-S	12:01
K-F	11:15	4-SS	12:03
2-S/Haugan	11:18	4-P	12:05
2-P	11:21	3-H	12:07
2-R	11:23	3-W	12:09
2-KG/Spar	11:25	3-B	12:11
1-W	11:27		
1-T	11:29		
1-K	11:31		

At 8:35 am each morning a warning bell rings to let students know it is time to enter classrooms and get set for the school day. Children arriving after the 8:40 bell will be marked tardy unless buses are running late. There is supervision outdoors starting at 8:15, but we do encourage students not to arrive prior to 8:25 unless they are on an early bus.

PROGRAMS AND GROUPS

PTO (Parent Teacher Organization)

Every parent who has a child in Kenroy School automatically becomes a member of our PTO. There are no requirements or dues. The Kenroy PTO is a very active group that works hard to enrich the lives of our students. Watch for updates and information in the bulletin, **TIGER TALES**, sent home on orange paper every month.

Kenroy Elementary PTO Officers: 2008-2009

President	Lisa Van Well
Co-Vice Presidents	Poppy Kelly & Crissy Clay
Secretary	Lisa Haar
Treasurer	Maria Barnes
Publicity	Poppy Kelly
Community Relations	Cindy Bertomeu
Teacher Rep	Andrea Roberts and Shannon Schmitten

Eastmont BOARD OF DIRECTORS

Mrs. Annette Eggers
Mr. Chris Gibbs
Mrs. Cindy Wright
Mrs. Jan Cetto
Mr. Brad Hawkins

Your elected representatives meet regularly during the school year on the second and fourth Monday of each month at 7:00 P.M. Meetings are normally held in the District Board Room in the Administration building, 460 Ninth Street N.E., with occasional meetings held at individual school locations. Interested patrons, parents, students and teachers are welcome to attend. Your participation makes a difference.

HEALTH SERVICES

If your child has any special health problems (diabetes, allergies, etc.) please notify the child's teacher and the school office. This information should also be written on the back of your enrollment card. District regulations prohibit us from giving any medications without written permission by the parent and the doctor. We have forms for this in the office. If your child must have medication during school hours, please contact the office for more information.

FOOD ALLERGY AND LIFE THREATENING HEALTH INFORMATION

Eastmont School Board has recently addressed district policy regarding food allergies.

The following are highlights of this policy:

- A child with a life threatening food allergy should **NEVER eat a food item at school** that has not been provided by their parent or guardian or food services.
- It is the families' responsibility to notify the school of the child's allergies and to work with the school to develop a plan that accommodates the child's needs throughout the school day.
- Parents/guardians should provide safe snacks for classroom parties and other special events.
- Students should not share or trade food or eating utensils with others.
- Students should eat their own snack or treat at classroom events or parties that their parent has provided
- Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Students should notify an adult if they are being picked on or threatened by other students as it relates to their allergy.

For a complete understanding of district policy regarding food allergies, see School Board Policy and Administrative Procedure 3413.

BREAKFAST / LUNCH PROGRAM

Breakfast Program - Breakfast will usually be a "cold" breakfast of either cereal, muffin, roll, yogurt, some type of fruit and milk or juice. Breakfast will be served before school from 8:25 to 8:40. Students will eat in their classroom during opening activities.

Breakfast Prices: Reduced Breakfast is free
Regular Breakfast \$1.25

Lunch Program - A nutritious and well-balanced hot lunch is served each day. The cost for a single lunch is \$2.05, which includes a beverage. Milk may be purchased separately for \$.25. Lunches are served in our lunch/library hallway. Lunches may be paid in advance and this method is encouraged as it helps our lines move faster and relieves the burden of children carrying money to school everyday. The simplest, safest way to pay is with a check (made out to **Eastmont Food Services**) brought to the lunch hallway in the morning before school (8:25 - 8:40) in a sealed envelope with "Kenroy School," your child's name and your child's teacher's name on the outside. If your child qualifies for reduced price lunch, there is no longer a charge for students in grades K - 3. Students in grade 4 eligible for reduced-priced lunches will pay \$.40. Forms are sent home at the beginning of the school year and additional forms are also available in the school office.

At the beginning of the year all students are issued a "lunch credit card" identifying their own name, grade, and teacher. These cards are kept in the lunch hallway. Each class passes through the hall for lunch, and if students want to purchase a lunch or milk, they find their card in their classes' card holder. The students then give their cards to the lunch worker who scans them. As a class, students then return to their classrooms to eat.

COUNSELING AND STUDENT ASSISTANCE

Mr. Don Keener is our school psychologist/counselor. He provides both the group and the individual counseling at Kenroy Elementary. He typically offers changing family and friendship groups, and classes for children dealing with the loss of a loved one. Students must have parent permission to be in these groups.

For individual guidance counseling, students often come, many spontaneously, to talk about a variety of personal issues, like friendship, safety, school work, specific

conflict situations, etc. Often these issues are resolved in one, two or perhaps three counseling visits. If further counseling is requested or if the issues raised are of a serious nature, then parent contact is generally made. Any interested party may refer a student for counseling. If you have questions or concerns, please call or stop in and visit with Mr. Keener.

STUDENTS WITH SPECIAL NEEDS

Special Education: At Kenroy we offer two different types of services: 1) In-class assistance where children stay in the classroom and support staff provide assistance, and 2) A pull-out program where students are provided with a more intensive remediation program in our resource room. Our special education teachers are Mrs. Mary Graves, Mrs. Melissa Stucky, Mrs. Holly Haugan, and Mrs. Anne Sparling. Mr. Don Keener is our school psychologist. Please feel free to contact us should you have questions regarding special education services.

Speech and Language: Speech and language services will be provided to students who qualify, and we have occupational therapy and physical therapy services available as well.

Reading and Math: Extra assistance in math and reading is available through our Title I and Learning Assistance Program (L.A.P.) for qualifying students. Miss Natalie Hoback serves as our Reading Specialist and focuses her attention on helping our students in grades 1 - 4 in the reading process.

Migrant and Bilingual: Our Bilingual Para-Educators will help provide assistance in language and other subjects for qualifying students through our Migrant and Bilingual Education programs.

For more information on any of our programs, please contact our school office.

The Eastmont School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability in education programs, services and activities. Inquiries regarding compliance and/or grievance procedure may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

Title IX/Chapter 28A.640 RCW Officer: Mrs. K. C. Kwak (509) 884-6852

Section 504/ADA Coordinator: Mr. Ron Hage (509) 884-8333

SPECIAL EVENTS AND NOTICES

OPEN HOUSE

Open House is scheduled for Thursday, September 18, 2008 from 5:30 - 7:00 P.M. Classroom curriculum will be reviewed in grades K-2 at 5:30 P.M. Classroom curriculum for grades 3 - 4 will be reviewed at 6:15 P.M. In addition, classrooms will be open for viewing for the remainder of the time when teachers are not reviewing curriculum. Dinner will be available for purchase from PTO.

SCHOOL PICTURES

Each year we offer individual pictures in the fall and group pictures in the spring. Individual pictures will be taken on October 22, 2008. You will receive more information in the Tiger Tales newsletter.

PARENT CONFERENCES AND REPORT CARDS

Report cards to parents are issued every thirteen weeks. Year-end report cards are sent home with children on the last day of school along with an indication of their classroom assignment and supplies list for the coming year.

You will be scheduled for Parent-Teacher Conferences in the fall and spring at which time you will receive report cards. Note on your calendar that conference days will be October 27 - 31 and March 14-27 for half day Kindergarten. There will be no school for half day kindergarten students on these days. For students in All Day Kindergarten and grades 1 - 4, conference days will be October 29 - 31 and March 26 - 27. There will be no school for all day kindergarten and students in grades 1 - 4 on these days. Any parent wishing to have additional conferences may contact the teacher to make arrangements. Teachers prepare carefully for these conferences and we appreciate the tremendous level of involvement by our parents. Virtually 100% of our parents participate in these conferences and every fall and spring we see it make a difference for our students.

TRIMESTERS

The Eastmont School District elementary school year is divided into trimesters. The end of trimester dates for this school year are November 14, February 27, and June 5.

POLICIES AND PROCEDURES

ENROLLMENT CARD

Each year you will receive a form to confirm the information on your student enrollment form. It is extremely important that this form is updated by parents and returned to school immediately. The card will give us the information necessary to reach you if your child should become ill or be injured at school. If information changes during the year, please notify the office.

ADMISSIONS POLICY

To enter kindergarten, a child must be five (5) years of age on or before August 31. A birth certificate or other proof of age must be checked upon initial enrollment in kindergarten or first grade. All students must meet state immunization requirements before admission.

CLASSROOM ASSIGNMENTS

Prior to the end of the school year, our teachers, the principal, counselor and special program teachers, begin the process of placing students in classrooms for the coming school year. Our goal is to establish classrooms that meet the educational needs of all our children. We consider placement to be one of the most important things we do and the Kenroy staff takes a great deal of time, effort and care in developing classroom rosters that result in offering every child equal consideration in the placement process. Your input is very important in the decision process. Parent Input Forms are provided upon request every spring.

SCHOOL BOOKS

Books owned by the district are loaned to the students and it is their responsibility to properly care for them. Any student who misuses a book will be fined. Complete destruction or loss of a book will result in a charge based on the replacement value of the book. All books must be returned to school if found and the payment may be refunded. This applies to library books as well as textbooks. A textbook typically costs the school \$20 - \$35 and must last for six to seven years. A student will not receive his/her report card until books are returned or paid for.

STUDENT RECORDS

We maintain student records necessary for the educational guidance and welfare of our students, for orderly and efficient operation of school, and as required by law. This information is treated in a professional and confidential manner. If you would like access to your child's file, simply fill out a *Request to Gain Access to Student Records* (available in the office), and make an appointment with the principal who will review the records with you, and if requested, help you interpret them.

MOVING OR CHANGE OF ADDRESS

If at any time you change your address or phone number, please let us know immediately by calling or sending a note to school to update your information. This not only helps us respond as quickly as possible in injury cases, it helps ensure smooth communication between school and home.

If you are planning to move, please notify the school as soon as possible, indicating:

1. The last day of attendance.
2. Approximate location to which you are moving.
3. If known, the new school your child will attend.

DUPLICATE SCHOOL INFORMATION

We try to be sensitive to the needs of all family structures. If your child is part of a multiple family and double notices/information is preferred, please note that

on the enrollment card or let the office know. We will do our best to meet your needs.

ABSENCES AND EXCUSES

It is required by state law that each absence from school be explained by a note or phone call from the parent or guardian. Be sure to call in the morning when your child will be missing school. If we don't hear from you, a staff member will call you to verify the absence. Extended absences, excused or non-excused, usually negatively impact student academic progress.

ATTENDANCE

Daily, on-time attendance is vital to a child's academic success. Today's educational requirements necessitate consistent classroom attendance. Research has shown that solely reading textbooks and completing pencil/paper answers do not result in strong problem solving and thinking skills for today's world. When a child is absent, there is no way they can make up the discussions and group interactions. Children must be present to interact with presentations, work cooperatively in small groups, and brainstorm strategies in order to become efficient, capable citizens.

With this rationale, the Kenroy Elementary School staff has adopted the following attendance policy to promote success for its student body.

EXCUSED ABSENCES - Children are expected to be PRESENT and ON TIME every day school is in session. The few exceptions are as follows and are considered EXCUSED ABSENCES:

- An illness where the child is running a fever (e.g., flu, bronchitis, pneumonia)
- The child is experiencing intestinal discomfort (e.g., vomiting, diarrhea)
- An illness necessitating medication that cannot be delivered at school
- An infectious disease (e.g., chicken pox, pink eye)
- A family emergency (e.g., death)

Parents need to contact the office each time their child is absent. Classroom teachers will make every effort to provide missed work for the above; however, it is important to remember that skills presented in class can seldom be mastered by completing a worksheet at home. Parents need to call early in the school day to

give the classroom teacher reasonable notice to have work ready to be picked up in the office at the end of an EXCUSED absence day.

Upon the student's return to school, if you have not yet made contact with the office regarding the absence, please send a note written and signed by a parent/guardian with the following information: Student's first and last name, date(s) of absence, and reason for absence.

EXCESSIVE EXCUSED ABSENCES - Kenroy Elementary School considers absenteeism excessive when it significantly interferes with a student's academic performance.

- Absences of over five (5) consecutive days should be verified by a doctor's note.
- Absences of over ten (10) days will require a parent conference with the school principal. An attendance contract is put in place.
- Absences of over twenty (20) days, the school will file a petition with the prosecutor's office. At this point, any absence not accompanied by a doctor's note is unexcused.

UNEXCUSED ABSENCE / TRUANCY - When a child is absent for non-illness or non-emergency reasons the absence will be considered an UNEXCUSED ABSENCE. Teachers are not responsible for preparing materials prior to such absences. However, if independent work materials are used in the classroom during the absence, they will be saved for the child's return. Absences may affect a child's grade. A student is TRUANT when they are absent from school without the knowledge and consent of parent/guardian or school officials and an Unexcused Absence will be given.

Kenroy Elementary School, like all public schools in the state of Washington, must adhere to the Becca Bill (E2SSB5439). As a result, we are mandated by law to make parent contact upon a student's first unexcused absence.

- Parents must be contacted after one truancy.
- A conference with a parent (by phone or in person) must be scheduled after two unexcused absences.
- We are obligated to assist parents to help eliminate the causes of the truanancies.

- Upon the third unexcused absence, we shall file a petition with the prosecutor's office.

PRE-ARRANGED EXTENDED ABSENCE - Kenroy Elementary School strongly discourages students taking extended vacations during the school year, or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc. Prior to an extended absence the following should be understood:

- A letter of request outlining reasons for the absence, expected duration, and departure date, must be written to the school.
- Final approval must be completed by the principal prior to the absence.
- The teacher is not responsible for preparing work prior to a pre-arranged extended absence but independent work materials will be saved for the child's return.
- A child's grade may be affected by the absence

TARDIES - Children arriving TARDY miss vital information that sets the course of the school day. Arriving late also disrupts the classroom work of those children who are engaged in their assignments. Additionally, pulling students from class early disrupts the exiting child as well as the rest of the class. Dental appointments, lessons, etc., need to be scheduled for AFTER dismissal time or during the lunch/recess break. Parents whose children are tardy more than two times any quarter or leave early more than two time any quarter, will be asked to meet with the principal to develop a plan to improve attendance. Excessive tardies may result in a truancy petition filed with the prosecutor's office.

As with most things in this world, there are unexpected exceptions. Our staff is willing to work toward appropriate attendance problem solutions.

CHILDREN LEAVING SCHOOL

If your child comes to school and has an appointment and needs to be taken from school, please write a note the day of the appointment to the teacher and your child will be sent to the office. PLEASE DO NOT GO THE CLASSROOM OR PLAYGROUND TO PICK UP YOUR CHILD. IT IS IMPORTANT THAT STUDENTS CHECKOUT THROUGH THE OFFICE. Should you send someone else to pick up

your child, please provide written notification to the office of your plans as we are very careful about the location of our children at all times. We request that you not remove your child from school during the school day unless it is absolutely necessary.

RESTRAINING ORDERS/PARENTING PLANS

If you possess a restraining order against another person or if you have a parenting plan, it is **very important** that you provide our office with the most current documents bearing the signature or stamp of a judge. *We are legally unable to deny parent contact with a child unless the proper legal documents are on file in our school.*

SCHOOL PARTIES

Two holiday parties are held each school year, Christmas and Valentine's Day. If you want to celebrate your child's birthday at school, please check in advance with the teacher. Please **DO NOT** hand out invitations to home parties at school unless **EVERY** child in the class is included.

We have requested that balloon bouquets and flower arrangements **NOT** be sent to school for your child. It is fun to do, but there are concerns about other children's feelings and the impact on the learning environment. Bouquets and balloons are not allowed on the buses.

APPROPRIATE CLOTHING

Dress and appearance must be neat and clean and must not present a safety problem or cause a distraction. Leggings and other tight pants must be covered by fingertip-length shorts or a long untucked top. Make-up, long dangly earrings, sunglasses, batting gloves, hats (indoors), as well as clothing with inappropriate language or logos depicting alcohol, tobacco, illegal substances or illicit behavior, or advocating prejudice, violence or substance abuse are not allowed.

If the teacher and principal decide that the clothing is unacceptable or disruptive to the educational environment, we will call home and ask you to bring other clothing.

Also, be aware of the possibility of your child innocently copying gang styles and markings (e.g. neck tattoos, bandannas, chained wallets, baggy clothing, etc.). Gang related clothing is not allowed.

In the winter months it is especially important that children have adequate warm clothing. It is important to be sure that names are clearly marked on coats, boots, and other clothing.

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

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

If the student's dress or grooming is objectionable under these provisions, and the guidelines set by the school, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate corrective action. Students may be suspended. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine.

Legal References:

WAC 180-40-215 Student Rights

WAC 180-40-225 School district rules defining misconduct.

CLOTHING GUIDELINES

Students shall dress appropriately for school. Clothing and personal items which promote or support alcohol, drugs, gangs, profanity, sexual conduct, and violence will not be worn on campus or at any school sponsored activity. Overly revealing clothing is not considered appropriate.

Walking shorts or "Bermuda" style shorts are acceptable. The hems of shorts and skirts must extend to the fingertips when the student is standing in a normal manner. Pant legs must be hemmed or stitched to prevent excessive raveling. Clothing made of spandex-type material is not acceptable.

Clothing that is sexually suggestive will not be allowed at school. All students are expected to wear shirts and blouses that extend, when they are worn, past the belt line, even when their arms are raised or sitting. All shirts must have sleeves and should not be see-through.

Clothing is to fit. Sagging pants or extremely oversized clothing are not to be worn. Pants must be worn at the waist line and cover underwear. It is not appropriate to wear military weave-style belts that hang below the waist. Dusters/trench coats are not allowed at school.

Students are not to wear clothing that is tattered, slit, torn, etc. Clothing must be free of any inappropriate patches, pins, slogans, pictures, etc. References to alcohol, drugs, tobacco, sex or which are derogatory to any group of people or promote violence, are not acceptable.

Hats (unless approved by an administrator for special spirit days), bandannas, hairnets, sunglasses, pajamas (sleep wear), slippers, etc., may not be worn at school. Hats are OK at recess, as long as it is not a disruption.

Body piercing and tattoos are not allowed. Eyebrow rings, nose rings, belly button rings, and tongue piercing are not acceptable.

Bright / unnatural hair-colored dyes and sprays are not allowed.

If a student chooses to wear inappropriate clothing, the student will either call a parent to bring an appropriate change of clothes, be sent home to

change (with parent permission), or wear clothing provided by the school. The school will decide which option is appropriate.

LOST AND FOUND

Lost and found articles are turned in to the office. Marked clothing helps facilitate identification. After a reasonable length of time the articles are donated to various organizations. Please **MARK** everything with your child's name. The child is responsible to come to the office to look for his/her items. Parents are welcome to come to the office at any time to look for lost items.

PLAYGROUND EQUIPMENT

Play equipment is furnished by the school. Pupils are not to bring any toys, bats, balls, etc. to school unless advanced permission is given by the teacher. We ask that students not bring to school their own personal equipment, i.e. basketballs, footballs, baseballs, etc. Bringing things from home can cause great difficulties should the items disappear. It is School Board Policy that **NO** guns or knives, including toy weapons, be brought to school. No roller skates, roller blades, skateboards, scooters, toy guns, toys or electronic equipment (i.e. Game Boys, Walkmans, etc.) are allowed.

KENROY: A WEAPON-FREE ZONE

Kenroy Elementary and all Washington schools have been officially defined as weapon-free zones. The law prohibits possession on school grounds of any dangerous weapon, including guns, knives (including pocket knives), num-chuk sticks, metal knuckles, throwing stars, and air guns shooting BB's or pellets. Any student in possession of a firearm will be automatically expelled from the state of Washington's public schools and law enforcement officials notified. The law has no provision for the age of offenders, so even a kindergartner is expected to know enough to realize that they should never bring a gun or dangerous weapon to school.

Squirt guns and any other toy replicas of weapons are also strictly prohibited.

Threat/threat assessment

Students may not threaten to hurt or kill another student or cause damage to the school. As at airports and other public places, these kinds of words, joking or otherwise, are absolutely not allowed.

The safety of students is our top priority at school. Threats to kill or cause bodily injury to people will be taken seriously. If a threat by a student is received from any source, the principal shall evaluate the information. If she or he has any indication the threat may be legitimate, a review group consisting of the principal and a minimum of three other staff shall be convened as soon as possible. The group shall ideally consist of staff that have regular interaction with the student and the District's school resource officer (SRO) if available; they shall ask key questions outlined on the district threat Assessment Form, to determine whether there is evidence to suggest the possibility of violent action. Depending on the seriousness and nature of the threat, a student may be detained, sent home from school, or emergency expelled while this process is completed.

SCHOOL INSURANCE

Life insurance and insurance to cover medical and dental accidents is available through the school. Pamphlets and information are available in the office. The school district does not carry any insurance that would cover an accident at school, therefore; if your family does not have other coverage, we encourage you to take out the policy offered. Children are supervised as closely as possible at school but accidents can, and do happen. The office has information available regarding free state health care for qualifying families.

STUDENT VISITORS

Allowing our students to bring other children to school causes inconvenience to teachers and some legal concerns. Therefore, we must deny any such requests.

BUS TRANSPORTATION

Bus transportation will be provided for children of all grades who live at least one mile from school. Teachers will assist new students in finding their correct bus. If you have questions or concerns about busing, please call the office (884-1443) or the transportation department directly at 884-4621.

A list of school bus riding rules will be sent home at the beginning of the school year. If your child is a bus rider, you are expected to review these rules with them at least once during the school year.

STUDENT DROP-OFF AND PICK-UP

Your child's safety is extremely important to us and we work very hard to make Kenroy Elementary a school where everyone feels safe and secure. One area of concern is always the parking lot and our drop-off and pick-up zones. We need your help and cooperation in making these areas as safe as possible for our students.

BUS ZONES: Our bus pick-up and drop off is on Fifth Street. This is a **NO PARKING ZONE**.

DROP-OFF/ Please use one of the following options:

PICK-UP ZONES **1. FRONT OF SCHOOL:**

Use the circular drive to drop-off your students. Traffic is one way only. This is a **No Parking Zone**. If you must escort your child into the school, please park in the parking lot and walk in with your child. For picking up you child, please use the circular drive. Again, this is a **NO PARKING ZONE** so please do not leave your car unattended. Children will not be allowed to enter the parking lot without an adult escort. If you park in the parking lot, please have your children wait for you at the flagpole and then personally escort them to your vehicle.

2. KANSAS AVENUE:

Use the yellow striped zone in the morning to drop your child off and after school for pickup-up. However, cars should not be left unattended in this area. Children will be asked to stay behind the fence until you are ready to pick them up. Children will not be allowed to cross Kansas Avenue with out an adult escort.

3. JONATHAN AVENUE:

Student pick-up and drop-off on Jonathan should be to the north of the parking lot exit. When using this area, please use the school side of Jonathan. Please be careful of the crosswalk and do not park in the no parking zones around the parking lot exits.

WALKERS: We ask all walkers to use our crossing guards when crossing the streets around Kenroy. Our guards are at the corner of Kansas and Fifth St. and Jonathan and Fifth St. Please talk to your children about a safe walking plan.

BIKERS: Only students in Third and Fourth Grade may ride bikes to and from school. Bikes must be WALKED while on school property and when crossing streets. All bikes are required to be LOCKED on the racks provided. The bike racks are located near the portable classrooms.

OTHER MEANS OF TRANSPORTATION: Students may **NOT** ride skateboards, scooters, skates, roller blades, motorcycles, etc. to school. Bicycles, skateboards, scooters, and roller blades cause a real safety concern for parents, students and staff entering and leaving the building. Therefore, we do not allow them around the building from 8:00 am to 4:00 pm.

TIME: Students are not allowed at school earlier than 8:15 am. There is no supervision prior to this time. When students arrive too early, parents will be contacted and asked to pick their children up.

We ask that children go DIRECTLY HOME after school and not return until after 4:00 pm. Please be punctual in picking up your child. If an emergency arises, and you cannot arrive on time, please contact the school as quickly as possible.

HOME/SCHOOL COMMUNICATION

Parents are invited and encouraged to visit the school during class hours and to make arrangements with the teacher to have a consultation after school hours to discuss their child's progress. It is expected that you will have questions from

time to time, so please feel free to inquire and seek clarification on any areas of interest or concern. If you desire to visit a classroom, we ask that you make prior arrangements with the classroom teacher.

Generally, when the concern relates to teachers or students, your first contact will be with the classroom teacher. Concerns regarding school policy are usually best directed to the principal. It is required that all building visitors "check-in" at the office upon arrival. Please be sure to pick up a visitor badge to wear while on campus.

WORKING TOGETHER

We feel strongly that the school and home need to work closely together to ensure student success. Please consider the following ideas:

- A. Call the teacher when you have a question or concern. Checking things quickly can prevent "mole hills from becoming mountains."
- B. Ask your child about their day at school. What was the best thing that happened that day? Do they have any homework?
- C. Provide a quiet, well lit place for studying, and help establish a regular time for doing so, as well as a consistent bedtime.
- D. Limit TV watching! Encourage more creative activities and interests.
- E. Be involved with the school. You are your child's first and most influential teacher, and we are an extension of the home in many ways.
- F. Help your child like herself or himself more. Be positive, be loving, be involved!

After School Activities

Kenroy offers several after-school activities for students throughout the year. Typically, these include volleyball, jump rope team, fitness club, rock climbing and others. Different activities may be added based on input from parents and teacher expertise and availability. Registration information is included in the monthly Tiger Tales newsletter. Transportation from after school activities is the responsibility of parents and students **MUST** be picked up on time. If a student is not picked up on time, he/she will be excluded from further participation in that activity.

Information on area sports teams (YMCA Eastmont Recreation, Big River Soccer, etc.), clubs and organizations (scouts, etc.) will be sent home if the organizations

provide us with flyers. While some of these activities may be held on school district property, they are not school sponsored.

VOLUNTEERS

Kenroy is a better place for our children to learn, thanks to the generous parent support that students and teachers get in and out of the classrooms. If you think you might be able to help out on a regular or occasional basis, please let your child's teacher or school office know. All volunteers are asked to sign in and out at the school office while on the school grounds and to pick up a volunteer badge to wear while on campus. We appreciate all that parents do to make Kenroy the best it can be. All volunteers must pass a background check. This process takes approximately one week.

STUDENT CONDUCT

The goal of the Kenroy discipline policy is to ensure student safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, practiced, and reinforced consistently throughout the school. The expectations emphasize safety and reflect common courtesy and common sense. They describe the excellent behavior currently practiced by the vast majority of Kenroy students. As consequences, verbal reminders and feedback are used to help students to be more successful. Logical and natural consequences are used when behavior is recurrent. Problem solving, conflict resolution and restitution form the basis of all discipline. Severe behavior is handled in accordance to District Policy. Please see the special section for specific behavior expectations, interventions and the referral process.

EMERGENCY DRILLS

Fire and other emergency drills are scheduled on a regular basis in accordance with state law. Earthquake drills, emergency evacuation drills and lock-down drills are also practiced throughout the year. Students are instructed in what to do in a variety of emergency situations.

EARLY RELEASE DAYS

The Eastmont School Dist. has scheduled several early release days for teacher training purposes. Dates this year are October 9, January 16, and February 13. All

students will be dismissed at 11:55 am. Students will also be released early on November 26th for the Thanksgiving break.

WEB SITE

Kenroy Elementary has a wonderful web site. To access the web site go to the district site at www.eastmont206.org. We think you will find this site to be very helpful.

BEFORE AND AFTER SCHOOL CARE

We have a before and after school care program at Kenroy. Mrs. Kathy Whitney is our program coordinator. The program phone number is 888-1777: Hours of the program are 6:30 to 8:30 AM and 11:20 AM to 6:00 PM. The standard fee is \$3.00 per hour for one child and \$2.50 per hour for each additional child in the same family. There will be a minimum charge of one hour. There is a registration fee of \$25.00 per child per year. Currently the maximum number of students allowable is 45. A waiting list is available should our program fill up.

PETS/ANIMALS AT SCHOOL

Animals may be brought to school for "sharing" purposes only and only with the teacher's permission. Animals are to be brought in by the parent and may be kept at school only for the duration of the sharing period unless other arrangements are made.

GUM CHEWING/CANDY

Gum chewing may be allowed only at teacher discretion and only in the classroom. All candy must be eaten in the classroom at the teacher's discretion. As with other foods, gum/candy may not be shared unless enough is brought for the class and only at teachers' discretion.

TOYS, ETC.

All toys should be kept at home (exception being items brought for show & tell purposes). Items such as baseball cards, Pokemon cards, etc. should be kept at home. Large amounts of money should not be brought to school. Sports equipment and electronic games (gigapets, gameboys, etc.) or music players (MP3 players, discmans, etc.) should not be brought to school.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ('eligible students') certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.*

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Eastmont School District #206 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the

Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 600 Independence Avenue, SW; Washington, DC 20202-4605.

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within five business days. RCW 42.17.320

Directory Information

Most information about Eastmont School District students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is termed "directory information". Directory information about students may be released by the district without parental consent. The school district will not release directory information for commercial purposes.

Directory information is defined as the student's name, address, telephone number, date and place of birth, major field of study, dates of enrollment, photographs, most recent school attended, diplomas and awards, participation in officially recognized activities and sports, and weight and height of athletes.

Photos of students are sometimes used in district or school-produced publications or for use by the news media. The district takes special care not to identify the photographed students by name in most cases. However, published photos in yearbooks, student/school newspapers, school handbooks, etc., are considered public domain and can be reproduced by the media.

Parents/guardians who do not want directory information or photographs of their students released must notify the school principal in writing by November 1, 2007. Students who are 18 years or older may submit this notification themselves.

Notificación de Derechos Bajo la Acta de los Derechos Educativos y la Privacidad Familiar (FERPA)

La Acta de los Derechos Educativos y la Privacidad Familiar (FERPA) otorga a los padres y a los estudiantes mayores de 18 años de edad ("estudiantes elegibles") ciertos derechos con respecto a los archivos educativos del estudiante, los cuales son:

1. El derecho a inspeccionar y revisar los archivos educativos del estudiante dentro de 45 días después del día que el Distrito recibe una petición para tener acceso.*

Los padres o estudiantes elegibles deben entregar al director de la escuela (o a un oficial apropiado) una petición por escrita que identifique el archivo o los archivos que desean inspeccionar. El director tomará medidas para dar acceso a los archivos y notificará al padre o al estudiante elegible de la hora y de la locación donde los puede revisar.

2. El derecho a pedir el enmendar de los archivos educativos del estudiante que el padre o el estudiante elegible cree que sean incorrectos o engañosos.

Padres o estudiantes elegibles pueden pedir al Distrito Escolar de Eastmont #206 que enmienden un archivo que creen que sea incorrecto o engañoso. Deben escribir al director de la escuela, identificando claramente la parte del archivo que desean tener cambiado y especificando por qué es incorrecto o engañoso.

Si el Distrito decide negar la petición del padre o del estudiante elegible para enmendar el archivo, el Distrito notificará al padre o al estudiante elegible de la decisión y lo avisará de su derecho a tener una audiencia para que sea evaluada de nuevo su petición por una enmienda. Información adicional tocante los procedimientos de la audiencia estará proporcionada al padre o al estudiante elegible una vez que esté notificado del derecho a una audiencia.

3. El derecho a dar permiso antes de que esté proveído a otros información personal de los archivos educativos del estudiante que sirve para identificar al estudiante, con la excepción de información que la Acta de los Derechos Educativos y la Privacidad Familiar (*FERPA*) autoriza que se puede compartir sin permiso.

Una excepción que permite que esté proporcionado información sin permiso es el proveer de información a oficiales escolares que tengan legítimos intereses educativos. Un oficial escolar es una persona empleada por el Distrito como administrador, supervisor, maestro, o persona de apoyo (incluyendo personal médico o de salud, o personal de divisiones policíacas); un miembro de la Mesa Directiva del distrito escolar; una persona o una compañía con que el Distrito ha contratado para que le haga un trabajo especial (tales como un abogado, un árbitro, un especialista médico, o un terapeuta); o un padre o un estudiante sirviendo, por ejemplo, en un comité oficial que se trata de la disciplina o de escuchar quejas; o un padre o un estudiante que ayuda a otro oficial escolar en el desempeño de su trabajo.

Un oficial escolar tiene un legítimo interés educativo si el oficial necesita revisar un archivo escolar para cumplir con su responsabilidad profesional.

Al recibir una petición, el Distrito puede compartir sin permiso archivos educativos a oficiales de otro distrito a que un estudiante desea inscribirse. (Aviso: la Acta de los Derechos Educativos y la Privacidad Familiar (*FERPA*) requiere que un distrito escolar haga un intento razonable de notificar al estudiante de la petición para divulgar información de los archivos a menos que el Distrito declare en su notificación anual que el Distrito tiene la intención de compartir archivos al recibir una petición.)

4. El derecho a archivar una queja con el Departamento de Educación de los Estados Unidos en lo concerniente a alegados fracasos por parte del Distrito en cumplir con los requisitos de la Acta de los Derechos Educativos y la Privacidad Familiar (*FERPA*). El nombre y la dirección de la Oficina que administra la Acta de los Derechos Educativos y la Privacidad Familiar (*FERPA*) es: *Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, DC 20202-4605.*

*Calificación de la Ley Estatal: Aunque la Acta de los Derechos Educativos y la Privacidad Familiar (*FERPA*) permite que pueden pasar hasta 45 días antes de que una petición esté honrada, la ley estatal que se trata de la política de los archivos requiere que esté contestado apropiadamente una petición para “archivos públicos” dentro de cinco días hábiles. (Se encuentra la ley en el Código Revisado de Washington, el *RCW 42.17.320.*)

Información del Directorio

La mayor parte de la información acerca de los estudiantes del Distrito Escolar de Eastmont no puede estar proveído al público sin tener el permiso de los padres o de los guardianes legales. La ley federal prohíbe que las escuelas provean información sin tener el permiso de los padres, con la excepción de información que se llama “información del directorio”. Información del directorio acerca de los estudiantes puede estar compartido por el distrito sin tener el permiso de los padres. El distrito escolar no proporcionará información del directorio para propósitos comerciales.

Por definición, información del directorio consiste del nombre del estudiante, su dirección, su número de teléfono, su fecha de nacimiento, el lugar de nacimiento, el área de su especialización académica, las fechas en que se inscribió en la escuela, sus fotografías, la escuela a que asistió más recientemente, los diplomas y otros premios recibidos, su participación en actividades y deportes oficialmente reconocidos, y el peso y la estatura de los atletas.

Ocasionalmente las fotografías de los estudiantes están publicadas en publicaciones producidas por el distrito, por la escuela, o por los medios de comunicación públicos. En la mayoría de los casos, el distrito toma medidas especiales para no identificar por sus nombres los estudiantes que aparecen en fotografías. Sin embargo, las fotos que están publicadas en los anuarios escolares, o en los periódicos estudiantiles o escolares, o en las guías escolares, etcétera, son consideradas como parte del dominio público, así que pueden estar reproducidas en los medios de comunicación.

Los padres o los guardianes legales que no desean que la información del directorio o las fotografías de sus hijos estén compartido deben notificar al director de la escuela por escrito para el primer día de noviembre de 2007. Los estudiantes que tienen 18 años o más están permitidos entregar esta notificación por ellos mismos.

Positive School Climate

Our Rules

&
Behavior Guidelines

Weapons/EXplosives

Students are not allowed to bring any type of weapon onto the school grounds. This includes but is not limited to: Fire Arms (rifles, pistols, bb guns, pellet guns, etc.), knives including pocket knives, metal knuckles, num-chu-ka sticks, throwing stars, look alike weapons, etc. We also require that "toy weapons" be left at home. This includes squirt guns of all kinds.

Under new state regulations, bringing a dangerous weapon or explosive device to school or a school-sponsored event is subject to disciplinary action, including expulsion (RCW 9.41.280).

Possession of replica weapons (e.g. toy guns or knives) is also subject to disciplinary action, including the possibility of suspension or expulsion.

Alcohol, Tobacco, Drugs

Possession or use of tobacco, alcoholic beverages, illegal drugs, controlled substances, or non-prescription drugs or medication is prohibited. Note the pertinent School Board Policy cited below:

In accordance with WAC 180-40-260(2), the Eastmont School District has established the following behaviors to constitute exceptional misconduct:

Possession, use, sale or delivery of alcoholic beverages, illegal drugs, controlled substances or non-prescription drugs while on school premises or at school sponsored events.

Possession, use, sale or delivery of paraphernalia intended for storage, use or distribution of the above listed drugs/alcohol while on school premises or at school sponsored events, attendance at school or school sponsored events following an on or off campus consumption or use of the above listed alcohol/drugs.

Harassment/Intimidation or Bullying

Any harassment, intimidation, bullying or other forms of inappropriate communication are grounds for disciplinary action, including suspension or expulsion. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), or other distinguishing characteristics, when the intentional written, verbal, or physical act: (a) Physically harms a student or damages the student's property; or (b) Has the effect of substantially interfering with a student's education; or (c) Is so severe, persistent, or pervasive; or (d) Has the effect of substantially disrupting the orderly operation of the school. Students who believe they are victims of harassment should notify the school principal.

Theft and/or Extortion

An act of theft or extortion against a student or staff member may result in suspension from school and referral to appropriate law enforcement agencies.

Vandalism

Malicious damage to school property will result in referral to the principal for disciplinary action. Circumstances may warrant referral to the police. Parents or guardians could be liable for acts of vandalism by students under age 18 to the extent of \$3,000.00. (RCW 4.24.190)

Obscenities

Obscene or vulgar language, writing, pictures, or signs will not be permitted. This includes graphics on items of clothing. Offenders will be referred to the appropriate supervisor or principal for disciplinary action.

Pranks

Disruptions to the school setting due to student pranks (e.g. throwing water balloons, bringing water soakers, etc.) will not be tolerated and is subject to disciplinary action, including suspension.

Forgery

The use of someone else's signature will not be tolerated and is subject to disciplinary action including suspension.

BEFORE AND AFTER SCHOOL

Goal: Kenroy Elementary students will arrive and depart in a safe, timely, and orderly manner.

Behavior Expectations:

Anytime students are on the Kenroy campus, they will follow the Kenroy Guidelines for Success.

Before School

- Students will unload from buses in a safe and orderly manner, keeping their hands and feet to themselves.
- Students being picked up and dropped off by parents must use designated areas.
- Upon arriving on campus students needing to purchase meal credits or eat breakfast should go directly to the library hallway. All other students should report to the playground: Between 8:15 - 8:20 all students K-4 should report to the primary playground. Beginning at 8:20 and thereafter, students in grades 3 - 4 should report to the intermediate playground. Supervision begins at 8:15 am. Walkers and bikers should not arrive prior to 8:15. Special arrangements must be made for projects.

- Breakfast may be eaten under the outdoor covered walkways or during the first few minutes of classroom opening activities. Trash should be placed in the trashcans provided.
- Bike riders will walk their bicycles on campus, park and lock them in the bike area near the portable classrooms. Bike riders are limited to 3rd and 4th graders. After spring break, 2nd graders may ride their bikes.
- No scooters, roller blades or skateboards on campus.
- Students will use respectful and appropriate language.
- All items brought from home, including sharing items, will be kept in backpacks until they are in the classroom. Backpacks may be placed outside the door prior to the first bell or kept with each student.
- When the first bell rings, students will calmly enter their classroom through the designated door.
- No phone calls before or after school unless it is an emergency.

After School

- **Students will go directly from class to home, to day care or to the bus loading area. Busses leave on schedule so there is no time to wait or visit with friends.**
- Bus riders will wait calmly on the sidewalk until escorted to the bus by the bus supervisor. They will refrain from giving or taking cuts in line.
- Walkers will go directly home or to their parent-approved after-school destination.
- Bike riders must walk their bikes off school property and then safely ride directly home or approved after-school destination.
- Students waiting for rides must wait by the flagpole or on the primary playground blacktop.

Supervision Responsibilities

- Teachers will open classroom doors when the first bell rings
- Bus Supervisors will supervise the students in line and will observe proper walking of students coming down the walkway.

Teaching Responsibilities

- During the first week of each school year, teachers will conduct lessons on before and after school behavior. Lessons should consist of a discussion of the rules and practice of expected behaviors. Should inappropriate behaviors occur after initial teaching, teachers will be asked to re-teach these lessons.

ASSEMBLIES

GOAL: Students will manage themselves in assemblies by listening to the speaker, participating when appropriate, and following directions.

Behavior Expectations

- **Students will enter the auditorium with their class, sit quietly, and wait for the program to begin. – use level 3 quiet voice.**
- **When the leader goes to the front and states, “May I have your attention please?” Each student will stop talking and be a good listener.**

- Good listening means: eyes on the speaker, hands to yourself, sitting on your seat. No kneeling or standing.
- Students will use good manners and follow the Kenroy Guidelines. Booing, yelling and/or whistling, put-downs, etc. is not allowed at Kenroy assemblies.
- At the end of the program, the leader will conclude the assembly by thanking the performers.
- Clapping is the appropriate manner of applause.
- Students will remain seated until the leader gives them the signal to stand and follow the teacher from the assembly area.

Supervision Responsibilities

- Classroom teachers will attend assemblies with their class. If the assembly falls during the teacher's planning period, the specialist will supervise the class during the assembly.
- Adults will model appropriate behavior for students.
- Adults will monitor student behavior.
- If a student needs to be removed from the assembly for inappropriate behavior, he/she will be quietly signaled to leave and will be escorted to the office.
- The principal or teacher will introduce and close each assembly.

Teaching Responsibilities

- Before the first school assembly each year, students will practice how to enter and leave the assembly and how to show appreciation for the performance. Prior to each assembly, teachers will discuss the purpose of the assembly and review the assembly rules as specified above. After each assembly, teachers and students will discuss student behavior at the assembly.

BUS RIDING GUIDELINES

- Follow Kenroy Guidelines for Success.
- Be courteous and use appropriate language.
- Please, do not eat or drink on the bus.
- Keep the bus clean.
- Always cooperate with the driver.
- Stay in your own seat for the safety of yourself and others.
- Keep head, hands and feet inside the bus.
- Your bus driver is authorized to assign seats.

BREAKFAST AND LUNCH LINE – EATING IN THE CLASSROOM

Goal: The lunch line will be a safe and pleasant environment where meals can be served in a quiet and orderly manner.

Behavior Expectations

- **Use a level 3 voice.**

- **Walk at all times.**
- Use good manners: Say "Please" and "Thank you".
- Stay in line without taking cuts or saving places.
- Do not abuse your lunch card.
- Use care when returning to the room.
- Food should be eaten only in the room, not in transit.
- Lay milk on tray.
- Use proper eating habits.
- Clean up your area and carefully place all trash in trashcans.

Breakfast

- Students should go through the breakfast line before school, 8:25 - 8:40.
- Students may chose to eat under the covered hallway by the primary playground or the covered hallway by the intermediate playground or wait to eat in the classroom at 8:40.
- Use proper eating habits
- Clean up your area and carefully place all trash in trashcans.

Supervision Responsibilities

Teachers are to walk their class to the lunch line and supervise while lunches are being served. Teachers are responsible to supervise students during eating time in the classroom.

Teaching Responsibilities

During the first week of each school year, teachers will conduct lessons on lunch line and eating in the classroom. Lessons will consist of a discussion of the rules and practice of expected behaviors during lunch.

COMPUTER LAB

GOAL: The computer lab will be a safe and quiet environment where people work.

Behavioral Expectations

- **Use a level 3 quiet voice.**
- **Use computer equipment properly.**
- Stay in designated seat and work on assignments or assessments.
- Clean up and leave the lab in the same condition or better than it was before entering. Push in chairs.

Supervision Responsibilities

Teachers must be present at all times to supervise

Teaching Responsibilities

During the first week of each school year, teachers will conduct lessons on computer lab behavior expectations and guidelines.

TO AND FROM RECESS

Goal: To get to and from the recess safely and respectfully.

Behavior Expectations

- **Walk to and from the playground on sidewalks.**
- **Stop activity when the bell rings.**
- Put equipment away.
- Line up at line-up spot.
- Walk into class when teacher opens the room.
- Use a level 3 voice on the sidewalks.
- Stay off grass, railings, and parking lots.

Supervision Responsibilities

- Teachers will stand by the classroom door when students are dismissed to recess and watch kids walk to recess.
- Playground supervisors will help supervise the lining-up process.
- Teachers will have doors open at the end of recess as per recess schedule.

Teaching Responsibilities

- Before recess, on the first day of school, teachers will teach expectations and practice going to and from recess. Practice will include stopping play and walking to class when the bell rings.

HALLS

Goal: The hall and open areas will be a safe and quiet environment where people interact with courtesy and respect.

Behavior expectations

- **Students will WALK through the inside and outside hallways.**
- **Everyone will be treated with respect.**
- **Everyone should walk on the right side of the hallway.**
- Appropriate speaking voices will be used in the building at all times, including a Level 1 voice in the areas around the classrooms and office.
- During a student's class time or recess, students must have a hall pass to be in the hallways unless traveling to or from specialists or accompanied by an adult.
- Students will wait outside the building prior to 8:40 AM unless escorted by an adult, arriving for breakfast or with prior permission.
- Students will not sit, climb on or through the metal railings.

Supervision Responsibilities

- Teachers will escort their classes to and from specialists and assemblies.
- Teachers will re-teach behavior to individual students in the hallways when the need arises.

Teaching Responsibilities

- During the first week of each school year, teachers will conduct lessons on hall behavior expectations and procedures. Lessons will consist of a discussion of the rules and practice of expected behaviors in the halls.

GENERAL RULES FOR PLAYGROUND

Goal: Recess will be a safe and fun time for everyone.

Behavior Expectations

- **Safe play is expected**
- **When the bell rings, students are to stop what they are doing and safely line-up.**
- **Students will settle differences peacefully.**
- Keep hands and feet to self. NO real fighting or play fighting.
- Walk on the sidewalk to and from recess.
- Use appropriate school language at all times.
- Use all equipment in a safe manner.
- Students will leave rocks, bark, sticks and other dangerous objects alone.
- Students will take turns on equipment.
- Use school equipment assigned to the playground equipment baskets. When the bell rings or you are finished using equipment, return the equipment to the baskets.
- Use kick balls and soccer balls only in grassy areas. Kick balls and soccer balls are not allowed by the building, big toy area or under cover.
- Use ropes for jumping only. Jumping rope is restricted to blacktop and/or covered areas.
- On rainy, snowy days or cold days, be sure to dress appropriately.
- Field areas may be closed depending on the condition of the fields.
- Students will show pride in their school by keeping the building and grounds free of litter.
- Play in designated areas.
- Stay out of the mud and puddle areas and from under the rainspouts.
- Do not go into the parking lot or the street for a ball. Ask for assistance from a playground teacher. Students will not leave the playground for any reason without permission from the playground supervisor.
- Snow is to be left on the ground.
- Ask playground teacher for a restroom pass.
- Food from the cafeteria or classroom is not allowed outside on the playground.

Supervision Responsibilities

- Teachers will be at the door when student are released to recess and when they return.
- Adults will monitor and reinforce all students' activities when outside and provide assistance when needed.
- Playground teachers will follow the guidelines for adequate supervision. They will be professional, instructional, positive, visible, circulating and use proactive intervention.

Teaching Responsibilities

- During the first week of each school year and after each long vacation, teachers will conduct lessons on playground behavior expectations. Lessons will consist of a tour of the playground and expected behaviors for each playground area and discussion of the rules.

Reminders of these expectations will be given as needed. Playground teachers will reinforce and re-teach playground expectations as needed.

RESTROOMS

Goal: The restrooms at Kenroy will be clean and safe. Students will use restrooms appropriately and behave respectfully.

Behavior Expectations

- Students will demonstrate the same behavior as required in their classrooms.
- If restrooms must be used during recess, students will have a pass from the playground supervisor and use the appropriate restroom for the recess area.
- If restrooms must be used during class, students will have a restroom pass.
- Use toilets and stalls properly, leaving them clean.
- Put toilet paper in the toilet. Put all other paper in the garbage can.
- Flush the toilet.
- Leave the stalls unlocked after use.
- Wash your hands.
- Walk directly back to class or recess.

Teaching Responsibilities

- During the first week of each new school year and after each long vacation, teach expectations for using the restrooms.
- Frequently remind students that restrooms must be clean and safe.

Supervision Responsibilities

Check the restroom periodically. Note positive things to reinforce and areas that need improvement. Discuss this information with the class.

Behaviors & Definitions

BEHAVIORS REQUIRING INTERVENTIONS

ALWAYS HANDLED BY THE PRINCIPAL

- Possession of weapons (or any object used as a weapon)
- Possession of drugs or drug paraphernalia
- Vandalism
- Arson
- Fighting, physical assault
- Skipping school
- Blatant defiance/disrespect
- Racial/sexual harassment/bullying
- "Out of Control" behavior
- Criminal activity
- Chronic offenders of school rules
- Threatening possession or use of Fireworks to harm students, staff or property

Interventions may include: In-school or Out-of-school Suspensions; Expulsion

HANDLED BY TEACHER INITIALLY

(if behavior continues after interventions, refer to principal)

- Tardiness/attendance
- Incomplete work
- Derogatory remarks/intimidation
- Profanity/inappropriate language
- Disrespect
- Cheating
- Minor theft
- Not following school or classroom rules
- Non-compliance
- Playground behaviors that have not responded to interventions by Playground Supervisors
- Aggressive behavior
- Bullying
- Dishonesty

Interventions: Instruction/verbal correction; have student restate rules; have student demonstrate/practice appropriate behavior; have student observe others demonstrating the appropriate behavior; problem solving; behavior plan; restitution; loss of recess; refocus, parent conference.

HANDLED BY PLAYGROUND SUPERVISORS

**(If behavior continues after interventions refer to teacher,
major offenses refer to principal)**

- Rough play
- Aggressive behavior
- Inappropriate language
- Unsafe play
- Inappropriate use of equipment
- Playing in non-play areas
- Entering the building without permission
- Derogatory remarks/intimidation
- Food or toys at recess
- Disrespect

Interventions: Instruction/verbal correction; have student restate rules; have student demonstrate/practice appropriate behavior; have student observe others demonstrating the appropriate behavior; problem solving; behavior plan; restitution; social project, removal from activity; time-out, exclusion from equipment or activity/area.

Definitions for terms commonly used in behavior management and discipline

Referral	Written form that indicates office or teacher help is needed to deal with a severe or chronic behavior.
Weapon	Any object used to hurt oneself or others (or is intended for such use).
Chronic Offense	A behavior that continues to occur even after interventions.
Fighting	A physical interaction with the intent of hurting another person by hitting, kicking, pushing, biting, scratching, choking, etc.
Harassment	A physical or verbal action that infringes on another person's rights or peace of mind.
Abusive Language	Words used with the intent to degrade or deflate another person's self-esteem and self-respect; profanity.

Rough Play	Play that crosses someone else's physical and personal boundaries and can lead to unintentional harm.
Disrespect	Showing a lack of sensitivity to another's feelings, property, basic needs and beliefs.
Vandalism	Intentionally harming property.
Problem Solving	Activity designed to identify the problem, communicate feelings, needs, wants and to work on solutions.
Restitution	A self-initiated plan of improvement to make amends to those harmed.
Consequence	A planned or natural result of an action or behavior.
Plan for Improvement	A plan for improving behavior developed by students and monitored by an adult that includes a goal, action steps, and consequences.
Solution Room	A room used at recess for students to work on positive alternatives to misbehaviors. Students will work on a plan for improvement, practice positive alternatives and work on problem solving skills.

CORRECTIVE ACTIONS OR PUNISHMENT

Although most discipline at Kenroy is handled through our building discipline plan as previously described in the Student Handbook, all disciplinary action must first comply with policy and procedures as outlined in School Board Policy 3300 and the accompanying Administrative Procedures. The following section highlights major components of district policy and procedure regarding student discipline.

GENERAL INFORMATION Administrators establish school rules and expectations focused on maintaining a safe, orderly, and civil learning environment. Student misconduct is organized into two categories – unsafe behavior and disruptive misconduct.

Consequences are assigned in a progressively more severe manner. If misbehavior continues, a student may be removed from the school site and educational services through the suspension or expulsion process. Misconduct is reviewed in total, meaning all behavior to date. Restitution is required when damage and costs result from student conduct. Students with identified disabilities are subject to additional disciplinary review procedures consistent with current state and federal law.

APPEAL PROCESS

Parents and students have due process rights to grieve and appeal assigned discipline, suspension, emergency expulsion, and expulsion in accordance with WAC 392-40. Copies of these provisions can be obtained in the District Administrative Offices.

DISCIPLINE RECORDS

Discipline records are only available to educators directly involved with a specific student and to the parents of that student. Misbehavior with continuing safety and disruption concerns will have records that carry forward from one school year to the other as well as influence subsequent consequences.

EXCEPTIONAL MISCONDUCT

There are situations where a student behaves in a way that threatens the safety or operation of student and schools in a manner where student actions are considered exceptional misconduct and consequences are not progressive, but rather an immediate suspension or expulsion is warranted to protect student and staff safety and the quality of the learning environment. An Ad Hoc committee has met to define the areas of misconduct and the range of action to be taken. Exceptional Misconduct was reviewed, May 6, 2008 by the Ad Hoc committee consisting of an administrator & parents.

IN-SCHOOL SUSPENSION

In-school suspension is a short-term suspension placement allowing the student to remain at school during the suspension. This option is not available in all situations. Guidelines for the in-school suspension program are as follows:

- A. A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to an out of school suspension shall agree to the conditions specified by the school principal or designee.
- B. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
- C. Any act of inappropriate conduct while assigned to in-school suspension may result in denial of this alternative to other corrective actions.
- D. A student shall remain isolated from other students throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.

- E. A behavior contract may be developed while in the in-school suspension program. The student, his/her parent or guardian and a staff member shall sign the contract, which defines the expected future behavior of the student.
- F. The building administrative team shall develop specific rules and building procedures.

JURISDICTION

School jurisdiction extends to all school operated activities both on and off campus, when in transit to and from school and on field trips, and under certain circumstances may extend to off-campus activities including incidents that are initiated on campus or connected with the school. Students may also lose school privileges as a result of off-campus activities that have the potential to threaten the safe and orderly operation of a school. The school's jurisdiction will be broader for those students involved in extra-curricular activities, which may include all activities of the student that poorly reflect on the extra-curricular program.

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LAW ENFORCEMENT

Law enforcement has jurisdiction for all public facilities within their boundaries including schools. Should law enforcement need to interview a student on campus steps will be taken to contact the parents. The parents will be contacted prior to the interview unless there are concerns of child abuse or neglect by the parent. Administrators are to offer to be present in a student support role.

Once an interview is complete, administrators are to immediately notify parents that their student was interviewed by law enforcement. The one exception to this is if law enforcement directs the administrator to not notify parents. In this situation, the name of the officer and the time and date of this request shall be noted.

In the event student behavior is believed to be in violation of criminal law, the school will determine appropriate school disciplinary action. The administrator shall then refer the incident to law enforcement. Law enforcement shall be immediately involved in an instance of misconduct causing a substantial safety threat or disruption to student learning.

Should a student be a witness to a criminal act and provides either a verbal or written statement, the parent shall be informed of this involvement within 24 hours. The District strongly prefers subpoenas not be served to students while on campus. In the instance law enforcement insists on serving a subpoena on campus, the student's parents shall immediately be notified by school administration.

PARENT NOTIFICATION

Parents will be notified in the instance of a student losing academic privileges in the form of a suspension or expulsion, prior to the action being initiated. Notification may be completed by telephone, email, a conference at the school, or a visit to the parent's home or work site. The written disciplinary notice should be hand delivered or mailed. A parent shall not be required to be notified prior to the student's removal from school if the student is taken immediately into custody by law enforcement.

SEARCH

The District may conduct a reasonable search of students, student lockers, and desks, as needed to maintain student safety, health, and an orderly learning environment. Students shall not have any expectation of privacy regarding student lockers and desks. Students who drive automobiles onto campus may be subject to a vehicle search if there is reasonable suspicion their automobiles may contain evidence of a violation of school rules, illegal or dangerous objects or substances. The District regularly uses search dogs to check student lockers for illegal substances.

T = Teacher Assigned A = Administrator Assigned S = Superintendent Or Designee Assigned	Counseling/Warning/ Loss of Privilege (T, A)	Building Based Discipline (T, A)	Short-term Suspension 1-10 Days (A)	Long-term Suspension 11-90 Days (A, S)	Emergency Expulsion (A, S)	Expulsion (A, S)	Referral to Law Enforcement (A, S)
DISRUPTIVE MISCONDUCT – Causing substantial or material disruption or obstruction of any school function or operation. This includes, but is not limited to, failing to obey district, school or classroom rules, refusing to comply with a staff person’s directive, using vulgar, lewd, offensive, obscene behavior or profane language, or engaging in verbal or physical harassment. Multiple offenses of a less serious nature by themselves are often a greater impact of the educational process than is a single major offense. Students who shall willfully create a disturbance on school premises during school hours or at school activities may be guilty of a misdemeanor. (RCW 28A.635.030)							
1. Attendance – Being absent from, or tardy to school/class without an approved excuse							
K-4	X	X	X				Bec.
2. Cellular telephones – Using a cellular telephone and other electronic devices, causing a disruption to the educational process.							
K-4	X	X			X		
3. Closed campus – Leaving school grounds during the hours of the school day without approved excuse/authorization. Eastmont High School is an exception as it is an open campus.							
K-4	X	X	X				
4. Dress and appearance – Failing to reflect proper decorum in student appearance, clothing or items of apparel, wearing gang apparel or wearing apparel or items which may cause safety or health problems or which pose a threat of disruption to the education process. (RCW 28A.320.140) Please refer to each school’s student handbook for specifics.							
K-4	X	X	X				
5. False Allegations – False reporting, allegations or corroborating false information.							
K-4	X	X	X		X		
6. Harassment/Intimidation/Bullying – The Eastmont Board of Directors is committed to a safe and civil school environment and believe that all students should be treated with respect and compassion in regard to their race, color, country of origin, religion, gender, sexual orientation, age, spoken language, disability or other distinguishing characteristic including but not limited to ones defined in RCW 9A.36.080(3). The Eastmont School District defines harassment, intimidation and bullying (HIB) as any intentional, harmful and repetitive action that: (1) interferes with or limits the ability of an individual to participate in or benefit from the District’s programs, (2) creates an imbalance of power between individuals/groups, (3) results in a negative impact to the educational process and/or (4) disrupts the orderly operation of the school. These actions can be verbal, non-verbal, written, cyber, physical, emotional and/or involve a social or sexual interaction. A case of HIB may be evident from an explicit witnessed statement, a tangible piece of evidence or may be inferred from surrounding circumstances. It is not required for the affected student to actually possess the ridiculed characteristic. The mere fact that a student perceives HIB is grounds for pursuing a dialog. Students are encouraged to refer to the HIB Behavior Chart and Incident Report should he/she feel the need to file a formal complaint. Each building in the Eastmont School District must have a policy and process in place to assist in the ethical and legal resolution of these occurrences.							
K-4	X	X	X		X		
7. Identification – Failing to identify self to school authorities upon request.							
K-4	X	X	X				
8. Improper use of district equipment and/or district or personal technology – Using district resources and/or district or							

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<p>personal equipment (including, but not limited to computers and Internet access, copy machines, printers, cameras, phones, PDA's, MP3 players, etc.) for non-approved purposes.</p>	K-4	X	X	X	X		
<p>9. Insults/Verbal, Written Abuse/Inappropriate Language – Any use of vulgar or profane language by students on school property whether spoken, written, or gestures. Students are required to show respect for authority and any verbal abuse of staff will be subject to discipline.</p>	K-4	X	X	X	X		
<p>10. Loitering – Failing to leave the school campus at the official close of the school day, absent permission to remain on campus for a specific activity. Failure to adhere to removal from campus will result in a written Trespass Warning.</p>	K-4	X	X	X			
<p>11. Misrepresentation/Dishonesty – The forging of any signature or the making of any false entry or the alteration of any document, including computer records, used or intended to be used in connection with the operation of the school district or cheating, plagiarizing or turning in another person's work.</p>	K-4	X	X	X			
<p>12. Associated Student Body Leadership – Given that student leaders serve as “role models” for other students and as representatives of their schools and the District, those students participating in leadership classes (and other classes that require participation in extra-curricular activities) must comply with the requirements of the leadership code at all times. Violation of that code may result in permanent removal from not only the leadership position or other extra-curricular activity, but also from the leadership class or related class.</p>	K-4	X	X				
<p>13. Technology - Students may not bring any computer applications, including games, to school for any reason. Students also may not bring computer hardware of any type, including external drives, to school without permission. District workstations may not be altered without direct teacher permission. Each school may establish additional guidelines that will be posted in classrooms.</p> <p>Any vandalism (destroying or changing files, illegal copying, etc.), intentional copyright violations, or attempted access to unauthorized data will be subject to discipline, which will include restitution, suspension or expulsion.</p> <p>Possession or distribution of passwords other than the student's own is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network or inappropriately accessing material will be subject to discipline, suspension or expulsion.</p> <p>The inappropriate use of the Internet connection, District network, or an individual workstation is prohibited. Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, materials that belong to another person, vandalism, or any other use incompatible with District or individual school policies.</p> <p>The Eastmont School District firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Eastmont School District. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the school. Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive searchers. Any violation as related to the Internet, district/building network, school hardware or software may result in the removal from class, withholding of computer access and/or discipline, suspension, or expulsion.</p>	K-4	X	X	X	X		

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<p>14. Vandalism (Malicious mischief) – All students are expected to respect and care for all property of the school, including building facilities, desks, chalkboards, books, lavatories, lockers, etc. Any student or students looting or found damaging or defacing school, student or staff property will be required to pay for the damage or loss. A student involved in willful destruction or defacement of School District property, student, or staff property at any time will be subject to discipline. Student grades and transcripts will be withheld until all costs from damages have been paid. When the pupil and parent(s) and/or guardian(s) are unable to pay for damages, a program of voluntary work for the pupil will be provided in lieu of monetary payment.</p>							
K-4	X	X	X		X		X
DISRUPTIVE MISCONDUCT – Identified as EXCEPTIONAL							
<p>1. False Alarms – False fire alarms, ‘911’ calls, and bomb threats shall result in discipline as prescribed below. Pursuant to the 2003 Uniform Fire Code Section 401.3.1, false alarms shall not be given, signaled, transmitted, caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Return to school may be contingent on a satisfactory conference with the Fire Marshal.</p>							
K-4		X	X				X
<p>2. Insubordination - Students are required to obey the reasonable requests of all staff members. Willful disobedience will be disciplined as prescribed below. Students are required to identify themselves to all staff members of the Eastmont School District. Failure to do so shall be construed as insubordinate and a threat to school security.</p>							
K-4	X	X	X		X		X
UNSAFE MISCONDUCT - Identified as EXCEPTIONAL							
<p>1. Aggressive/Inappropriate Behavior – Aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of other students or staff members.</p>							
K-4	X	X	X		X		
<p>2. Burglary – Entering or remaining unlawfully in a building with intent to commit a crime. Also being present when a burglary is occurring.</p>							
K-4			X		X		X
<p>3. Gangs – Are Prohibited. A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity and or a group name; claim a physical territory; and engage together in one or more forms of antisocial behavior and or criminal activity on a regular or ongoing basis. Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. These symbols change from time to time and include such items as hats, bandanas of any color, chain ornaments, clothing colors and styles, gang colors, use of hand signals, and symbols of affiliation. Other attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming, and tattoos. Behavior on or about school premises or at school-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited. When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism again.</p>							
K-4	X	X	X		X		X
<p>4. Hazing - Students shall not participate, or conspire for others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way.</p>							
K-4		X	X		X		X

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5. Interference with school authorities – Interfering with the discharge of the official duties of district or contractors’ personnel or volunteers by force or violence.	K-4	X	X		X		X
6. Intimidation/threat – Interfering with the discharge of the duties of district personnel or employees of district contractors or the peaceful conduct of other students by intimidation with threat or force or violence.	K-4	X	X		X		X
7. Theft or possession of stolen property – Knowingly stealing, receiving, retaining, possessing, concealing or disposing of lost or stolen property will be subject to discipline including, suspension or expulsion. If any items are school district property a minimum short-term suspension will occur. The student will be required to replace or pay for the stolen item(s). Appropriate law enforcement authorities may be contacted.	K-4	X	X	X	X		X
8. Threats – A person shall not communicate to any person any actions he/she shall take to punish or harm another person.	K-4		X	X	X		X
9. Assault of Staff – A student who attempts to or threatens to injure an adult or staff member commits an assault. Any student involved in an assault will be disciplined as prescribed below. Assault may constitute a crime and legal authorities may be notified.	K-4			X	X		X
10. Assault of Student – A student who attempts to or threatens to injure another student commits an assault. Any student involved in an assault will be disciplined as prescribed below. Assault may constitute a crime and legal authorities may be notified.	K-4	X	X	X	X		
11. Extortion, Robbery/Blackmail/Coercion – Attempting to obtain money, services or property by the use of threat, violence or intimidation and/or stealth will be disciplined as prescribed below. Students found in possession of lost or stolen property will be dealt with as if it were a theft.	K-4		X	X			
12. Fighting – Fighting will be defined as a physical altercation. Students may be subject to short-term suspension for attending a planned fight, assault, or failing to immediately disburse if a fight occurs.	K-4		X	X			
13. Fire/Arson -Any student who sets a fire on school premises is subject to a charge of arson, which is imposed by legal authorities. The student will be suspended or expelled. Arson is a felony.	K-4				X	X	X
14. Personal Protection Spray Devices (PPSD) – Students who do not have authorization to carry a PPSD or who unlawfully carry, discharge or transmit a PPSD shall be suspended or expelled as prescribed below. Authorities will be notified. The state law requires that students’ ages fourteen to seventeen (14-17) have parent permission to carry a personal protection spray device (PPSD) that must be registered with and approved by school officials. All offenses are cumulative throughout secondary school years.	K-4						
15. Weapons On School Premises (RCW 9.41.250, RCW 9.41.280, RCW 28A.600.420.) The Eastmont School District Board of Directors recognizes the expectation of students, staff, parent(s) and/or guardian(s) and patrons to be safe on School District premises and at School District activities. Accordingly, it is a violation of District policy for any person to carry on to school premises, school-provided transportation, or other facilities being used for school activities: any firearm; or any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, billyclub, metal							

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<p>knuckles, any pocket knife, any double-sided knife, any spring or mechanically loaded knife such as a switch-blade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or any device commonly known as "Nunchaku sticks" consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope, or other means; or any device commonly known as "throwing stars" which are multi-pointed objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; any disabling or incapacitating items such as electronic stunning/shocking devices; or any object used in a threatening manner <u>with malicious intent</u> and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.</p> <p>Unless otherwise provided by law, in cases involving the possession of a firearm or an air gun the principal/designee shall, without exception, expel the student for at least one year. In accordance with RCW 28A.600.420, the Superintendent may consider exceptional circumstances when reviewing the year-long expulsion. In cases involving other weapons, the principal/designee shall place the student on long-term suspension, unless expulsion is warranted under the circumstances. Students who make threats with or use a weapon, described above, will be expelled for one year or more. Students and staff have the responsibility to report any information regarding a gun on school property. Students can make such reports anonymously by calling the principal.</p>							
<p style="text-align: center;">K-4</p>							
<p>16. Criminal Acts - Those actions that merit notification to local law enforcement for possible criminal investigation and follow-up will be considered exceptional misconduct regardless of whether the specific act is listed separately as exceptional misconduct.</p>							
<p style="text-align: center;">K-4</p>							
<p>17. Disruption to the Educational Process – Behaviors, while low level in nature, when continued over the semester or school year that have the long-term effect of disrupting the educational process.</p>							
<p style="text-align: center;">K-4</p>							
<p>18. Tobacco – Possession or use of tobacco products.</p>							
<p style="text-align: center;">K-4</p>							
<p>19. Trespass – Entering or remaining unlawfully in school buildings or on any part of school grounds without proper authorization. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well being of property or person. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Violators will be subject to discipline, suspension, or expulsion and arrest for criminal trespass.</p>							
<p style="text-align: center;">K-4</p>							

Map of School

Safe Walking Route

Staff

Calendar

KENROY ELEMENTARY STAFF

PRINCIPAL

Jon Abbott

SECRETARY

Linda Keller

KINDERGARTEN

Jane Fox

Janna Goehner

Bernie Hahne

FIRST GRADE

Nanci Kurz

Mary Thompson

Rosie White

SECOND GRADE

Mary Graves

Robynne Keller

Veronique Paquette

Andrea Roberts

Connie Shaver

THIRD GRADE

Joanie Beck

Patti Hall

Jeff White

FOURTH GRADE

Deanna Porter

Shannon Schmitten

Kathy Schwab

LIBRARY

Kim Browning

April Cheadle

PE

Erin Kraemer

SPECIAL EDUCATION

Holly Haugan

Mary Graves

Anne Sparling

Melissa Stucky

COUNSELOR/PSYCHOLOGIST

Don Keener

READING

Natalie Hoback

PARA-EDUCATORS

Connie Burkhart

Anita DeWitt

Barb Farmer

April Frank

Kay Boatright

Diane Oberg

Fernando Lara

Jeanine Taylor

Karen Wilson

Nicole Daggett

MUSIC

Vinny Lee

NURSE

Annie Gerber

BEFORE/AFTER CARE

Kathy Whitney

SLP

Deanna Drollinger

FOOD SERVICE

DeCheryl Wheeler

Audrey Colson

Ruth Piccarillo

CUSTODIANS

Kayalla Riibe

Raul Sanchez

Polly Schneider

Dona Potter

Sandee Andrews

Laurie Burbank

Lesley Stewart

Kerrie Tschritter

Stephanie Lehman

Connie Howe

Linda Dial

Lynn Bryant