

Mary M. Knight School

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<http://www.marymknight.com>



2018-2019 Student Handbook

School District #311

Mary M. Knight School District Staff List 2018-19

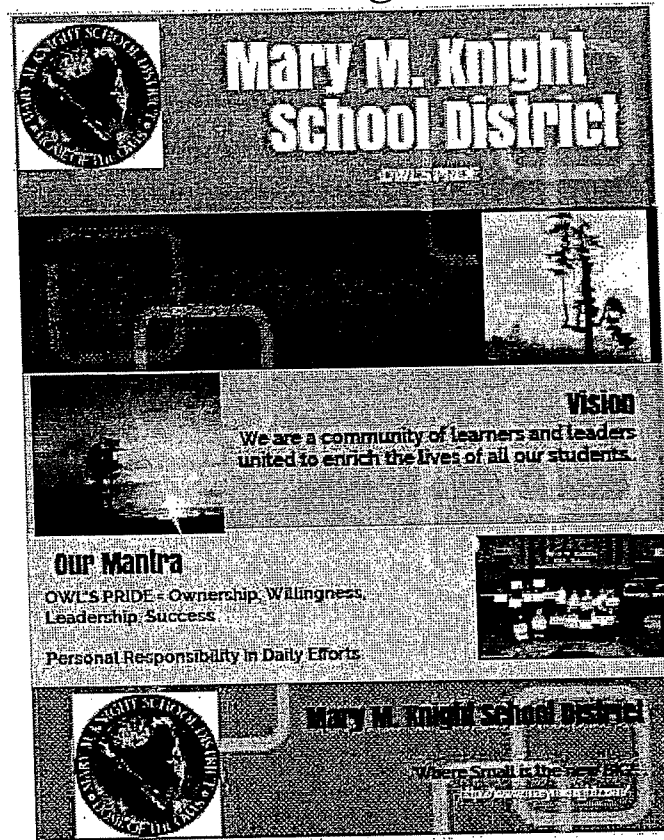
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	Position	Name	Extension
District Office & Administration	School Board of Directors	Shawn Donnelly Pat Calahan Jennifer House Patti McLean Cynthia Brehmeyer	
	Superintendent	Dr. Ellen Perconti	x102
	Principal	Lisa Horsley	x120
	Business Manager	Tiki Willey	X113
	Executive Assistant	Kitty Brehmeyer	x101
	JH / HS Office / Athletic Secretary	Amanda Stamper	x117
Elementary School	Preschool/Kindergarten	Jackie Johnson	X132
	Grade 1	Doug Richert	x133
	Grade 2	Barbara Lohman	x134
	Grades 3	Hanna Bishop	x135
	Grades 4/5	Viola Moran	x130
	Grades 5/6	Pat Ferguson	x131
Junior High & High School	Social Studies/Metals	Todd Plaisance	x105
	English/Language Arts	Kristine Barratt	x124
	Mathematics	Karen Ehler	x127
	Physical Education	Tom Kerr	x106
	Science	Crystal Dominguez	x129
	CTE Business Education	Garrett Johannes	x104
	CTE Woodshop	Cris Harmia	x125
	Special Education	Adam Piekkola	X128
	Library/Health Room Assistant	Darlene Henson	x122
	Nurse	Andee Finch	x114
	Custodians	Bill Goeders Scott Dewey	X143
	Bus Drivers	Brenda Wilder Jamie Gerou Teddy Rothrock Kari Toppano	x123
	Paraeducators	Darlene Henson Alyson Johnson Paula Goeders Amy Lawrence Nicole Tisler Barb Beste	x122 x136 x132 x128 x128 x126
	Food Service	Becky Lofgren Deb Oien	x103

Welcome Knight Owls!



Welcome to the 2018-19 school year!

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

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

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

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

Welcome to Mary M. Knight 2018-19 School Year! Together, we will make this year great!

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OWLS CULTURE: Values for Success

Ownership: Live to learn and learn to live - perform for the love of the performance.

Willingness: To accomplish. To reach your goal. To give your best effort. To problem solve.

Leadership: A leader makes extraordinary things happen.

Succeed: Graduate, make your dreams a reality, and be prepared for your post-secondary journey.

	Ownership	Willingness	Leadership	Succeed
Classroom	Be positive Engage in learning Cooperate Think critically Value other opinions Good work ethic Create	Get to class on time Engage in the lesson Be on task Be prepared for class Have homework complete	Model the way Inspire a shared vision Use appropriate language Be positive Agree to disagree Enable others to engage Challenge the process	Follow classroom expectations Participate in the lesson Good work ethic Demonstrate your skills to best of your ability Ask questions/ask for help when needed
Hallways Recess	Help those in need Respect MMK Positive language Responsible Respect others and personal space	Get to class on time Be a positive example Avoid conflict with others Appropriate language	Appropriate language Keep personal space Enable others to act appropriately Model the way	Follow school rules/policies Appropriate language Getting to class on time
Afterschool Activities	Work hard/play hard Be courteous Set goals Respectful Represent MMK well	Participate in clubs, activities, and athletics Work hard/play hard Commit 100% Represent MMK well	Positive language Listen Be fair Encourage the heart Sportsmanship Represent MMK well	Complete the season Surpass potential Proud to be an OWL Represent MMK well
Assemblies	Support participants Actively participate Listen Respond when needed	Actively participate Show class/school spirit Be attentive	Actively participate Enable others to participate Support participants Understand purpose of assembly	Have Fun Helping your class/team win Understand message Be positive and supportive
Cafeteria	Pick up garbage Replace trays Keep voice level at comfortable conversation	Be Patient Hang out with friends Make new friends Eat lunch	Positively communicate with cafeteria staff Be aware of personal space Model positive behavior	Eat lunch Enjoy 30 minute break Hang out with friends Make new friends
Buses	Be seated and facing forward Listen to the driver Use a quiet voice Safety first!	Be on-time Be respectful to driver and other students Be willing to move from one seat to another at driver's request	Be Polite Use appropriate language Keep hands, feet and objects to self Ask for permission to open window—keep hands and head inside	Get to and from school safely

I. Code of Conduct

A. INTRODUCTION

PURPOSE

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

ROLE OF STUDENTS

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

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

ROLE OF TEACHERS

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

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

ROLE OF ADMINISTRATION

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

1. Promotes growth in academic learning and positive behaviors.
2. Allocates resources focused on student learning.
3. Celebrates continual improvement and growth.
4. Establishes high expectations for staff and students.
5. Ensures that all students learn at high levels.
6. Continues to learn and grow.

ROLE OF PARENTS

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

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

B. STUDENT RIGHTS

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

EQUAL EDUCATIONAL OPPORTUNITY (POLICY 3210)

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

Policies expressly prohibit behavior on District property that will damage the dignity, self-esteem, integrity, and safety, and/or disrupt the educational process of any individual.

PROCEDURES IN FILING A NONDISCRIMINATION GRIEVANCE (POLICY 3210P)

Level One: Prior to filing out a written complaint, the complainant or affirmative action officer may request a meeting with the respondent alleged to be directly responsible for the violation and/or person with the immediate supervisor who is related to the complaint. These persons shall make reasonable efforts to meet with any student, or student representative, and the Title IX officer to discuss the issues that the student or student representative, may wish to bring to their attention.

Level Two: The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The officer shall investigate the allegations set forth within 30 calendar days of the filing of the charge. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 days following of the written complaint.

Level Three: If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day.

Level Four: In the event a complainant remains aggrieved with the decision of the board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such complaint.

PRIVACY AND PROPERTY RIGHTS (3230)

Students should not bring items to school that are forbidden in policy or law. Students have no right or expectation of privacy as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy. School officials may inspect items school district property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

FREEDOM OF EXPRESSION (3220)

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

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

RIGHT TO DUE PROCESS (3240, 3241)

Students have the responsibility to respect the rights and property of others and follow school expectations. If a student fails to do this, disciplinary and/or corrective action will follow. Students will have the opportunity to tell administration their perspective and provide facts prior to disciplinary action. Students and parents have the right to appeal disciplinary action as per board policy.

C. STUDENT POLICIES AND EXPECTATIONS

ARRIVAL PROCEDURES

On regular arrival days, secondary students will begin their day with Morning Meeting at 8:05. Students in grades 7-12 will eat breakfast between 7:50 and 8:10. First period class starts at 8:15.

Elementary students (grades K-6) start school at 8:30. Breakfast for elementary students will be start at 8:15. Upon arrival, elementary students will go to the playground from 7:55-8:10. Playground supervision will be available at 7:50 on regular days.

Late-Start Wednesdays

School will start at 9:15/9:30 on Wednesdays to allow teachers to work in collaborative teams. This time is dedicated to professional development and work in professional learning communities (PLCs). Classes will run one hour late; morning buses will run one hour later than regular schedule in the morning. Supervision for students on late start days is available in the commons at 7:50 a.m.

Drop-Off/Pick-Up Procedures

Parents who drive their students to and from school should use the main entrance of the secondary building. At no time should a student cross in front of a running vehicle while reporting to or leaving the school grounds. These procedures are in place to ensure the safety of our students. Your cooperation in following them is greatly appreciated.

After-School Activities Pick-up

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

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

Parking During Drop-Off/Pick-up

Parking spaces are available in the parking lot. In consideration of others, please do not park in the student bus zone.

ASSEMBLIES

Students are required to attend all assembly programs that occur during their regular class schedule. Failure to attend shall be considered truancy, and disciplinary action will be administered.

Students will sit with their class in their assigned seating area. The classroom teacher will take attendance and monitor behavior. Assemblies all have a purpose and most are educational. Students should be attentive, quiet, and respectful.

BREAKFAST AND LUNCH PROGRAM

One breakfast and one lunch will be provided daily at no charge to all students.

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

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

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

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

BULLYING AND HARASSMENT (POLICIES 3207 AND 3207P)

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

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

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

Procedures for Dealing with Bullying:

See Something, Say Something

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

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

BUS GUIDELINES

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

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

CELL PHONES AND OTHER TECHNOLOGY (POLICY 2022)

ELECTRONIC DEVICES & ELECTRONIC COMMUNICATION DEVICES (*i.e., I-Pods, MP3 players, headphones, laser pointers, cell phones*): Electronic devices and electronic communication devices are not to be seen or heard inside the classroom unless the teacher has approved it for instructional purposes. These devices should also not be seen or heard during class time anywhere in the school. Students may use their electronic devices during their designated lunch time, passing periods, and before and after school. Students will either leave their electronic devices at home, or if they are brought to school, must keep it secured in the locker or if brought in classroom, stored in the cell phone holder designated by the teacher. Electronic items are easily stolen. The school is not responsible for stolen items. Refusal to follow this guideline will result in appropriate discipline actions.

CLOSED CAMPUS (POLICY 3242)

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

COMPUTERS AND THE INTERNET (POLICY 2022)

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

DANCES

Policies and Guidelines Regarding School-Sponsored Dances

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

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

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

DRESS CODE (GENERAL RULES)

Clothing worn to school should:

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

These might include but not be limited to:

- Extremely tight or excessively form fitting clothing
- Clothing that does not fall below fingertip levels (when students stands with arms at side)
- Clothing that reveals cleavage, midriff, backside, and side under armpits (low cut tops, bare mid-riffs/fish-net shirts)
- Sleeveless shirts, blouses, dresses that have strap widths of less than three fingers
- Messages or logos advertising guns, weapons, tobacco, alcohol, drugs, and other illegal substances/actions, foul language, inflammatory, or offensive statements
- Pajamas, sleep/loungewear, and blankets
- Jeans, slacks, or pants that hang below the waistline and expose undergarments or do not cover appropriately
- Sunglasses unless the student has a prescription from a doctor.

Note: Flip flops or backless shoes cause many injuries on the playground and are unsafe during emergency drills. We ask that students not wear these to school.

In cases where inappropriate dress is determined, students will be asked to change the items in question. Alternative clothing will be provided for the student if they do not have a change of clothing available. Should the student refuse to correct the inappropriate clothing at school, the parent will be contacted and asked to either bring appropriate clothing or take the student home.

DRIVING ON SCHOOL GROUNDS (POLICY 3243)

STUDENT PARKING LOT RULES: Student is responsible to know and abide by the rules.

1. It is a privilege to park on school grounds, NOT A RIGHT. Violations may result in suspension of parking privileges, towing of vehicle, and/or suspension from school.
2. ANY form of unsafe driving will result in loss of this privilege and appropriate discipline.
3. The speed limit is 10 miles per hour on school grounds. The first offense for students speeding on school grounds will result in a one-week suspension of parking privileges; the second will result in a one-month ban. The Fire Department has indicated that NO parking will be allowed by the fire station. Our concern is for the safety of students.
4. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.

5. All student automobiles must be registered with the office. Registration includes proof of insurance and student license.
6. Once parked, vehicles are to be locked and not returned to until the end of the school day.
7. All students riding in private vehicles must have permission slips on file in the office. Drivers carrying students without permission will be subject to suspension and loss of driving privileges.
8. The school is not responsible for the student's vehicle or contents.

FINES AND DAMAGES

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

LOCKERS

Students in grades 4-12 will be issued a locker for their use to store books and materials needed for school.

1. Students may go to their lockers before school, between classes, before lunch, after lunch, and at the end of the day.
2. Lockers are school property and are subject to search consistent with Washington State Law.
 - A. The school principal or principal's designee may search all student lockers at any time without prior notice and without a reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.
 - B. If, as a result of the search, there is a reasonable suspicion that a certain container or containers in any student locker contain evidence of a student's violation of the law or school rules, the principal or principal's designee may search the container or containers according to the provisions of RCW 28A.600.230(2).

PROHIBITED ARTICLES

Problems arise each year because students have articles which are hazardous to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to knives of any type, water pistols, matches, lighters, firecrackers, and laser pointers. These items will be taken from the student and returned upon parental request.

PUBLIC DISPLAYS OF AFFECTION (PDA)

During the school day or school-sponsored activities no unnecessary physical contact will be allowed. The principal and teachers will determine what is unnecessary. Intimate displays of affection should be reserved for more private times and places.

SEXUAL HARASSMENT (POLICIES 3205, 5013 AND 6590)

Sexual harassment is defined as unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group

of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities. All complaints should be filed with the superintendent and will be thoroughly investigated.

Responsibilities

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

THEFT AND VANDALISM

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

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

D. STAFF INTERVENTION & DISCIPLINE

BEHAVIOR MANAGEMENT CHART

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

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

DISCIPLINE CHART

Severity of offense and cumulative offenses may induce greater discipline, progressive.

Infraction	Incident	Disciplinary Action
Academic Dishonesty (Cheating / Plagiarism)	1 st Offense 2 nd Offense 3 rd Offense 4 th + Offense	<ul style="list-style-type: none"> Classroom consequences, will have to redo assignment or do alternative assignment Lunch detention, will have to redo assignment or do alternative assignment After-school detention, will lose credit for the assignment or will have to redo assignment or do alternative assignment Short-term suspension, progressive, will lose credit for the assignment or will redo assignment or do alternative assignment
Assault	1 st Offense	<ul style="list-style-type: none"> Suspension up to an emergency expulsion, depending upon severity.
Bus Violations	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense	<ul style="list-style-type: none"> Warning and restorative practices Notification to parent/guardian by bus driver Notification to parent/guardian by administrator, plan for student & possibility of suspension from bus Notification to parent/guardian by administrator with a meeting, review plan for student & suspension from bus
Closed Campus, Off Campus Grounds, Out of Bounds, Truancy, Failure to Sign Out	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> Lunch and/or after school detention Short-term suspension, progressive
Criminal Acts	1 st + Offense	<ul style="list-style-type: none"> Short-term, long-term, or expulsion depending on severity
Destruction of Property	1 st + Offense	<ul style="list-style-type: none"> Restitution and school discipline ranging from detention to long-term suspensions. If suspended, the student may not be able to return until restitution is paid in full.
Disruption of School	1 st /2 nd Offense 3 rd /4 th Offense 5 th /6 th Offense	<ul style="list-style-type: none"> Most disruptions are managed by the teacher in the classroom using interventions outlined in the STAFF BEHAVIOR MANAGEMENT CHART. If disruptions continue or are severe, then proceed with referral to administration. Restorative practices Lunch and/or after school detention Short-term suspension, progressive
Driving	1 st Offense 2 nd Offense 3 rd Offenses	<ul style="list-style-type: none"> Warning with referral 1-week suspension from driving 1-month suspension from driving

Infraction	Incident	Disciplinary Action
	4 th Offense	<ul style="list-style-type: none"> Excluded from driving for a semester
Drug/Alcohol/ Paraphernalia Possession, Use, or Under the Influence	1 st Offense	<ul style="list-style-type: none"> 10 days out of school suspension and with restorative practices and drug or alcohol assessment may be reduced to 5 days. Long-term suspension (greater than 10 days, but not longer than the remainder of the semester up to 90 days). May be reduced to 7 days with a drug-and-alcohol assessment and restorative practices Long-term suspension (for the remainder of the semester up to 90 days), may be reduced to 10 days. Expulsion
	2 nd Offense	
	3 rd Offense	
	4 th Offense	
Drug/Alcohol/ Paraphernalia Sale, Distribution, Trade, or Transfer	1 st Offense	<ul style="list-style-type: none"> Long-term suspension (greater than 10 days, but not longer than the remainder of the semester up to 90 days). May be reduced to 7 days with a drug-and-alcohol assessment and restorative practices Long-term suspension (for the remainder of the semester up to 90 days), may be reduced to 10 days with drug-and-alcohol assessment and restorative practices. Expulsion
	2 nd Offense	
	3 rd Offense	
Electronic Devices (Cell Phones, iPods, MP3 Players, Headphones, etc.)	1 st Offense	<ul style="list-style-type: none"> Restorative practices and verbal warning Item is confiscated, logged into the main office, and the student may sign for it at the end of the day. Item is confiscated, logged into the main office, and a parent/guardian has to come in and sign for it. Item is confiscated, logged into the main office, a parent/guardian has to come in and sign for it, and a disciplinary sanction is assigned (progressive, starting with an after-school detention).
	2 nd Offense	
	3 rd + Offense	
Failure to Pursue the Course of Study (Compliance)	1 st Offense	<ul style="list-style-type: none"> Restorative Practices Conference with an administrator Lunch and/or after school detention and parent mtg. Short-term suspension, progressive
	2 nd Offense	
	3 rd + Offense	
False Reporting, False Fire Alarm, False 911	1 st Offense	<ul style="list-style-type: none"> 5-day short-term suspension, contact Sheriff. Restorative practices Long-term suspension, contact Sheriff
	2 nd Offense	
Fighting, Instigation of a Fight, or Cause of Physical Injury	1 st Offense	<ul style="list-style-type: none"> 3-day short-term suspension <confronter gets one (1) extra day> 6-day short-term suspension <confronter gets one (1) extra day> Long-term suspension or expulsion
	2 nd Offense	
	3 rd Offense	
Supporting, encouraging of fighting or adding	1 st + Offense	<ul style="list-style-type: none"> Restorative practices and lunch detention Short-term suspension, progressive and restorative practices

Infraction	Incident	Disciplinary Action
energy through promoting		
Forgery	1 st /2 nd Offense 3 rd + Offense	<ul style="list-style-type: none"> • Lunch and/or after school detention and restorative practices • Short-term suspension, progressive
Harassment, Intimidation, Bullying (Toward Other Students)	1 st Offense 2 nd Offense 3 rd + Offense	<ul style="list-style-type: none"> • Warning, documentation, plan to change behavior • Harassment form completed, conference, mediation, separate, parent notification (severity may move discipline up to the 2nd offense level), restorative practices • Harassment form completed, mediation, alternative learning center / short-term suspension (depending upon severity), restorative practices. • Harassment form completed, short or long-term suspension (depending on severity), contact Sheriff
Harassment, Intimidation, Bullying, or Threats (Toward Staff Members)	1 st Offense 2 nd Offense	<ul style="list-style-type: none"> • Ranging from 1-10 days of suspension, restorative practices • Long-term suspension (up to remainder of semester, or expulsion (depending upon severity), contact Sheriff
Inappropriate Behavior with a Guest Teacher	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • Restorative Practices • Lunch and/or after school detention • Short-term suspension, progressive
Leaving Class without Permission	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense	<ul style="list-style-type: none"> • Lunch and/or after school detention • Short-term suspension, progressive
Non-Compliance	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • Restorative Practices • Lunch and/or after school detention & restorative practices • Short-term suspension, progressive discipline & restorative practices
Profanity, Slurs, Vulgarity	1 st Offense 2 nd Offense 3 rd + Offense	<ul style="list-style-type: none"> • Lunch and/or after school detention and restorative practices • Short-term suspension, progressive (severity of the infractions may induce greater discipline)
Profanity (Toward Staff Members)	1 st Offense 2 nd Offense	<ul style="list-style-type: none"> • Lunch and/or after school detention and restorative practices • Short-term suspension, progressive discipline & restorative practices
Sexting	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • Short-term suspension, contact Sheriff • Long-term suspension, contact Sheriff • Long-term suspension to expulsion, contact Sheriff
Sexual Harassment	1 st Offense	<ul style="list-style-type: none"> • Warning, documentation, plan to change behavior and contact of parent

Infraction	Incident	Disciplinary Action
	2 nd Offense	<ul style="list-style-type: none"> • Lunch detention or short-term suspension (depending upon severity), harassment form completed, conference, mediation, separate, and parent notification
	3 rd Offense	<ul style="list-style-type: none"> • Minimum 3-day short-term suspension, harassment form completed, parent notification, contact Sheriff
	4 th Offense	<ul style="list-style-type: none"> • 10-day short or long-term suspension (depending upon severity), contact Sheriff
Sexual Misconduct	1 st Offense 2 nd Offense	<ul style="list-style-type: none"> • 10-day short-term suspension, contact Sheriff • Long-term suspension or expulsion, contact Sheriff
Tardies (Unexcused)	3 rd tardy in one semester 5 th tardy in one semester 7 th tardy in one semester	<ul style="list-style-type: none"> • Restorative practices • Lunch and/or after school detention • Short-term suspension, progressive
Theft / Possession of Stolen Property	1 st Offense 2 nd + Offense	<ul style="list-style-type: none"> • Restitution, 3-day out-of-school suspension, and referral to the Sheriff; may not be able to return until restitution is paid in full & restorative practices. • Restitution, 5-day suspension, and referral to the Sheriff, progressive; may not be able to return until restitution is paid in full & restorative practices.
Threatening (Verbal or Physical)	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense	<ul style="list-style-type: none"> • Up to 3-day short-term suspension (severity may induce greater consequences) and restorative practices • 3-5-day short-term suspension (severity may induce greater consequences) & restorative practices. • 10-day short-term suspension (severity may induce greater consequences) & restorative practices. • Long-term suspension
Tobacco/ Electronic Cigarette Possession, Use, Sale, Distribution, Trade, or Transfer	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • Up to 5-days short-term suspension & restorative practices • 5-10-days short-term suspension & restorative practices • Long-term suspension
Weapons	1 st Offense	<ul style="list-style-type: none"> • Expulsion

COMPLAINT PROCEDURE

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

1. First, speak with the teacher or staff involved.

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

GRIEVANCE PROCEDURE FOR DISCIPLINE AND SHORT-TERM SUSPENSION (POLICY 3241)

1. Any aggrieved person has the right to an informal conference with the principal and any other staff member involved.
2. At such an informal conference, both parties shall be subject to questioning.
3. If unresolved the grievant may request within two (2) days a conference with the superintendent. If grievance is not resolved, they may present a written and/or oral grievance to the board of directors at its next regularly scheduled meeting.
4. Grievances before the board shall be heard in closed meeting.
5. The board of directors shall notify the student and parents in writing of its decision within ten (10) school business days following the meeting.
6. The disciplinary action or short-term suspension shall continue notwithstanding the implementation of the grievance procedure unless the principal or his/her designee elects to postpone such action.

HEARING PROCEDURES FOR LONG-TERM SUSPENSION AND EXPULSION (POLICY 3241)

1. Upon the receipt of written request for a hearing, the principal or other school authority shall schedule the hearing to commence within three (3) school business days, unless an emergency expulsion has been imposed on the student. In this event, the hearing shall be scheduled to commence as soon as possible and no later than the third school business day.
2. A hearing officer designated for such purposes by the superintendent shall conduct the hearing. The officer shall not be a witness and will determine the facts of each case solely on the evidence presented at the hearing.
3. Both parties will be permitted to inspect in advance any documentary and physical evidence to be introduced.
4. The student shall have the right to: be represented by counsel, the opportunity to present his/her explanation of alleged misconduct, make a relevant showing by way of witnesses and the introduction of such documentary and physical evidence as he or she desires, and shall have the opportunity to cross-examine witnesses presented by the district.
5. A tape recording may be made of the hearing by the district.
6. A written decision setting forth finding of fact, conclusion, and the nature and duration of the suspension or expulsion shall be communicated to the student's legal counsel or, the student, and parent in writing and notifying parent in a phone call.
7. The student and/or parent/guardian shall have the right to appeal such decision to the Board of Directors by filing a written notice of appeal at either the Office of the Superintendent or the hearing officer within three (3) school business days.

This is only a summary of district policy; district policies are available on the district website.

II. Attendance (Policies 3121 and 3122)

ATTENDANCE

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

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

EARLY SCHOOL DEPARTURE

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

III. Health and Safety

A. EMERGENCY PROCEDURES

DRILLS: FIRE, EARTHQUAKE, AND OTHER EMERGENCIES

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

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

EMERGENCY MEDICAL TREATMENT

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

is included in the yearly packet. Parents/legal guardians are encouraged to update this information as often as necessary.

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

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

EMERGENCY SCHOOL CLOSURE INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of school or delaying opening of school and early dismissal of students. In case of an emergency early release we will auto-call emergency contacts. You must opt-in to receive auto-calls. All students will be expected to follow the procedure on their **Emergency Information Form**. Please tune into your local TV/radio station. The district will make every effort to post information on school website and PTO Facebook page.

B. HEALTH

ASBESTOS

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

COMMUNICABLE DISEASES

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

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

DRUG PREVENTION PROGRAM – INFORMATION FOR PARENTS AND STUDENTS

The MMK School District has a no-use policy for both students and staff. This means simply that use of illegal drugs and alcohol is not tolerated. Federal law requires that all school districts receiving federal funding institute and enforce drug prevention policies and programs. The MMK School

District has such programs in place. Our program includes age-appropriate, developmentally based drug and alcohol education and prevention program for all students in all grades of the school district; standards of conduct for students that clearly prohibit the unlawful possession, use of, distribution of illegal drugs and alcohol by students/staff on the premises or as part of school activities; a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution will be imposed on those who violate the standards of conduct and this notification to staff, students and parents that compliance with the standards of conduct is mandatory. If you have any questions about these program or policies, please contact the superintendent at 360.426.6767.

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol and/or other illegal chemical substances, including marijuana or substances containing marijuana.

Standard Range Elementary: 0-10 Day Suspension

Standard Range Secondary: 3-20 Day Suspension

Presumptive Standard Sanction for Possession or Use:

- Elementary: Short-Term Suspension of 1 Day
- Secondary: Short-Term Suspension of 10 Days

Presumptive Standard Sanction for Distribution:

- Elementary: Short-Term Suspension of 5 Days
- Secondary: Long-Term Suspension of 20 Days

Mitigating Factors:

- Little to no prior documented misconduct
- A significantly small amount of substance
- Student's age and/or inability to understand potential consequences of the conduct
- Momentary or transient handling of the item
- Admitted or self-reported conduct

- Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus
- Evidence that there was no intent to use, consume, or distribute the substance on school grounds, district-provided transportation, or at school activities

Aggravating Factors:

- Previous discipline record of student warranting progressive sanctions
- A relatively large amount of the substance the would reasonably exceed anticipated single use
- Evidence of sophistication or pre-planning
- Evidence of distribution or intent to distribute prohibited substances
- The substance is heroin, or another similar opiate (including methadone, oxycodone, etc.), cocaine, methamphetamine, or a similar substance designated as a level one or level two controlled substance with the potential for significant harm and addiction
- Distribution has been to multiple students
- Conduct is related to gang affiliation

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days. An expulsion may be imposed for such conduct when significant aggravating circumstances are present and in consultation with the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

HEAD LICE

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

IMMUNIZATIONS

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

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

Exemptions from one or more vaccines shall be granted for medical reason upon certification by a physician that there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons shall be granted upon request of the parent. The permanent file of students with exemptions shall be marked for easy identification should the department of health order that

exempted students be excluded from school temporarily during an epidemic. Parents/ legal guardians will be notified of the reasons for the exclusion. A hearing will be afforded upon request. Please contact the school nurse with any questions you may have.

MENINGOCOCCAL VACCINE INFORMATION

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

MEDICATION AT SCHOOL

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

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

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

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

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

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

C. SAFETY GUIDELINES

BICYCLES

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

WALKING

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

IV. Educational Programs and Requirements

ASB STUDENT COUNCIL

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

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

PROMOTION AND RETENTION

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

HIGH SCHOOL GRADUATION REQUIREMENTS (POLICY 2410)

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

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

Subject	Number of Credits Required for Graduation
	Class of 2019 and Beyond
English	4
Math	3
Science	3
Social Studies	3
Health & Fitness (one class must include training in CPR and use of AED)	2
Arts	2
Career Technical Education (CTE)	1

Subject	Number of Credits Required for Graduation
	Class of 2019 and Beyond
World Language or Personalized Pathway	2
Electives	5
Total	25

ADDITIONAL CREDIT INFORMATION FOR CLASS OF 2019 AND BEYOND:

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

Math (3 credits required)

The following courses are required: Integrated Math 2, Algebra 2 or Integrated Math 3, and a third credit of math chosen by the student based on his or her interest and *High-School-and-Beyond Plan* and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

Science (3 credits required)

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

Social Studies (3 credits required)

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

Arts (2 credits required)

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

World Languages (2 credits required)

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

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

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

Social Studies (3 credits)

U.S. History and Government, Contemporary World History, Geography, and Problems. .5 credits of Civics (civics content may be embedded in another social studies course) and .5 credits of Social Studies Elective.

Health and Fitness (2.0 credits)

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

ASSESSMENTS

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

- High school English language arts Smarter Balanced Assessment (SBAC)* (or state-approved alternative)
- High school math Smarter Balanced Assessment (SBAC)* (or state-approved alternative)
- Students will take a high school science exam, the WCAS (Washington Comprehensive Assessment of Science) aligned to the Next Generation Science Standards, in 11th grade. It is not a graduation requirement and students will not need to pass the test to graduate.

SBAC refers to the Common Core State Standard (CCSS) assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium. **ELA SBAC** refers to the English Language Arts assessment that is administered to students in the 11th grade. The 10th grade ELA Exit Exam refers to a Common Core State Standard assessment that will be developed by Washington using SBAC components. The Math End-of-Course (**EOC**) Exit Exam is aligned with Common Core State Standards.

NON-CREDIT REQUIREMENTS

2019 and Beyond	
	<i>High-School-and-Beyond Plan</i>
	<i>Certificate of Academic Achievement OR Individual Achievement</i> awarded to students who pass the required assessments
.5 credit	Washington State History and Government

High-School-and-Beyond Plan

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

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

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

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

Certificate of Academic Achievement

A student will receive a *Certificate of Academic Achievement* (CAA) if he or she earns a *Certificate of Individual Achievement* after passing assessments determined by the student's Individualized Education Plan (IEP) team to be appropriate for the student based on their learner characteristics, post-secondary goals, and previous testing history.

1. High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:
 - a. Earning a passing grade according to the district's grading policy; and/or
 - b. Demonstrating proficiency and/or mastery of content standards as determined by the district, and/or
 - c. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

The district will establish a process for determining proficiency and/or mastery for credit-bearing courses of study.

2. The superintendent will develop procedures for implementing this policy, which include:
 - a. Establishing the process and assessment criteria for the high school culminating project requirements, and determination of the education plan process for identifying competencies;
 - b. Establishing the process for completion of the *High-School-and-Beyond Plan*;
 - c. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district;
 - d. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement, including a process for determining the credits the district will recognize for courses taken through

another program recognized by the state (e.g. another public school district or an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen (15) school days;

- e. Making graduation requirements available in writing to students, parents, and members of the public;
- f. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law;
- g. Granting credit for learning experiences conducted away from school, including National Guard high school career training;
- h. Granting credit for correspondence, career-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit.

State law requires that the district award one high school credit for every five quarter hour credit or three semester hour credits successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma. Tenth and eleventh grade students and their parents will be notified annually of the Running Start Program.

- i. Granting credit for work experience;
- j. Granting credit based upon competence testing, in lieu of enrollment;
- k. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade;
- l. Counseling of students to know what is expected of them in order to graduate;
- m. Preparing a list of graduating students for the information of the board and release to the public;
- n. Preparing suitable diplomas and final transcripts for graduating seniors;
- o. Planning and executing graduation ceremonies; and
- p. Developing student learning plans for students who are not successful on one or more components of the statewide assessment.

In the event minimum test requirements are adopted by the board, a student who possesses a disability will satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP will serve as the basis for determining completion of a course.

A student will be issued a diploma after completing the district's requirements for graduation. In lieu of the *Certificate of Academic Achievement*, special education students may earn a *Certificate of Individual Achievement*. A student will also be advised that he or she may receive a final transcript.

A student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his or her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, *Classroom Management, Corrective Actions*. When damages are in excess of \$100, the appeal process for long-term suspension as defined in Policy 3241, *Classroom Management, Corrective Actions* will apply.

Graduation requirements in effect when a student first enrolls in high school will be in effect until that student graduates unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances, the diploma will be granted.

RUNNING START

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

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

PROGRAM EXEMPTIONS

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

PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATIONAL RECORDS

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

1. Parents/legal guardians shall make a request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;

3. The hearing panel shall consist of the following:
 - The principal or designated representative;
 - A member chosen by the parents/legal guardians;
 - A disinterested, qualified third party appointed by the school board.
3. The hearing shall be private. Persons other than the student, parents or legal guardians, witnesses, and counsel shall not be admitted.

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

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

NOTICE OF EDUCATION PROGRAMS

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

WORK EXPERIENCE

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

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

V. Athletics and Extra-Curricular Activities

ATHLETIC/ACTIVITY CODE (P3247)

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

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

ACADEMIC ELIGIBILITY POLICY

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

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

Grade checks will take place every two weeks beginning with the second week of school. Students must be passing all their classes at each grade check during the sports season. Any student athlete not passing all their classes will be allowed a two-week probationary period to raise their grades. During this probationary period student athletes will be allowed full participation with the understanding that if they are not passing all their classes at the next grade check they will be dropped from the team for the season and become an ineligible student athlete.

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

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

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

VI. Other Parent Information

COMMUNICATION BETWEEN SCHOOL AND HOME

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

- **School Calendar** – Your school calendar will provide you with important dates.
- **School Website** – Check us out online at [http:// http://marymknight.com/](http://marymknight.com/)
- **Newsletter** – MMK mails a monthly newsletter (with the exception of July/August) with information on school and student events and information.
- **Automated Phone Call**—Throughout the school year, a pre-recorded phone message will be sent out to all households who have students in the district. It is imperative that accurate and up-to-date phone numbers are given to the school.

FAMILY INVOLVEMENT

The board and administration recognize that family involvement in education has a positive effect on student's achievement and is an important strategy in reducing achievement gaps. The intent of the *Family Involvement* policy #4129 is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning. The district's efforts will include: communicating, parenting information, student learning, volunteering, school decision-making and advocacy, and collaborating with the community. We will work with

staff and families to identify, brainstorm, educate, and evaluate the effectiveness of family partnership efforts in the district.

LOST AND FOUND

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

MONEY

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

PARENT QUESTIONS AND CONCERNS

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

K-9 USE IN SCHOOLS

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

PARENT/STUDENT/TEACHER CONFERENCES AND REPORT CARDS

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

PARENT TEACHER ORGANIZATION (PTO)

MMK's PTO plays a vital role in providing special programs and opportunities for our students. The PTO is actively seeking parents to help with fundraisers such as Harvest Dinner and Concessions. For more information on how you can support the PTO and the students of MMK, please contact the office. We encourage you to come for meetings and see if you can help. Your participation will be greatly appreciated. Meetings are 5:00 p.m. on the first Wednesdays of the month in the Matlock Fire Hall. Accessing the PTO Facebook page is the best way to stay informed.

PETS ON CAMPUS

In order to have personal pets accompany a person on campus, the following must be met prior to allowing a personal pet on campus:

- A request to bring dogs on campus must be approved by the principal with a rules form signed and on file.
- A *Health Form* must be on file with health and vaccination status of animal in the office.

Note: Forms are available upon request at the principal's office. If unable to meet these conditions, the animal must be left home. The only exception would be if the animal were left at all times in the owner's vehicle.

RELEASE OF RESIDENT STUDENT

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

STUDENT INFORMATION CHANGES

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

TITLE IX 28A.640 STATEMENT OF ASSURANCE

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

This holds true for all district employment opportunities and for students who are interested in participating in educational programs and/or all curricular and co-curricular programs and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504 and/or American with Disabilities Act Coordinator. The Title IX/ADA Coordinator/Section 504 Coordinator is the superintendent.

TRANSPORTATION AND IN LIEU OF BUS TRANSPORTATION POLICY

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

VISITING SCHOOL

If a student does not attend MMK, they must receive permission from the administration to be on school grounds during school hours. The request to be on campus must be submitted to

administration 48 hours prior to the desired date to be in attendance at school. For the protection of the students, all non-students are to report to the office upon entering the building and receive a visitor's pass. The visitor's pass must be clearly visible during all times the guest is on school grounds.

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

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

VOLUNTEERS

As partners in education, volunteers are **always** invited and needed to assist students and teachers in a variety of ways. Don't be shy! Lend a helping hand to school, and help make a difference. Please come in the office to sign up. We need you.

WITHDRAWALS

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