

# Kettle Falls Middle School

Home of the



## Bulldogs

105 W. 11<sup>th</sup> Ave  
Kettle Falls, WA  
(509) 738-6014

### Handbook 2023-24

We have members at KFMS with food allergies.  
Please keep this in mind as you send your  
child's lunch or classroom treats!

# **KETTLE FALLS MIDDLE SCHOOL**

2023-24

## **WELCOME**

Welcome to Kettle Falls Middle School! The purpose of this handbook is to provide an understanding of the routines, operations, rules, rights, and responsibilities at Kettle Falls Middle School. We hope that every student will become involved in the total school program to make Kettle Falls Middle School a school that is filled with kindness, responsibility, teamwork, service, and a growth mindset.

The Kettle Falls School District philosophy is that all children have the right to a safe environment in which to receive equal educational opportunity, without discrimination. With this established, our goal is to promote in each student a love of learning. We also strive to help them develop a sense of pride in their Middle School. We hope that as students mature through the Middle School grades they develop a larger sense of pride in themselves, their community, state, and government.

Please read this policy and discuss the appropriate parts with your child.

Thank you,

Tracy Vining  
Principal

# KFMS STAFF

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Nathan Ballance	325	<a href="mailto:nballance@kfschools.org">nballance@kfschools.org</a>	5 <sup>th</sup> /6 <sup>th</sup> Science
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Melissa Purvis	316	<a href="mailto:mpurvis@kfschools.org">mpurvis@kfschools.org</a>	Algebra /7th & 8th Math
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<u>NAME</u>	<u>Ext.</u>	
Darin Clark		Custodian
Jeff Graves	360	Maintenance
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Leslie Read	306	Librarian
Stephanie Thomas	302	Secretary
Tracy Vining	302	Principal

Amanda Balcom  
 Leanna Bates  
 Trista Berg  
 Kaci Fay  
 Kim Kimminau  
 Heidi Keenan  
 Lori McCombs  
 Stephanie McDanald  
 Dianna Nichols

# DAILY SCHEDULE

Normal Monday, Tuesday, Thursday, Friday Schedule

1 <sup>st</sup> 8:10-9:19	2 <sup>nd</sup> 9:19-10:23	3 <sup>rd</sup> 10:23-11:27	Lunch 11:27-12:02	4 <sup>th</sup> 12:02-12:32	5 <sup>th</sup> 12:32-1:36	6 <sup>th</sup> 1:36-2:40
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Wednesday Late Start Schedule

1 <sup>st</sup> 9:10-10:07	2 <sup>nd</sup> 10:07-10:59	3 <sup>rd</sup> 10:59-11:51	Lunch 11:51-12:26	4 <sup>th</sup> 12:26-12:56	5 <sup>th</sup> 12:56-1:48	6 <sup>th</sup> 1:48-2:40
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Two Hour Late Start Schedule (No 4th Period)

1 <sup>st</sup> 10:10-11:01	2 <sup>nd</sup> 11:01-11.47	Lunch 11:47-12:22	3 <sup>rd</sup> 12:22-1:08	No 4th Period	5 <sup>th</sup> 1:08-1:54	6 <sup>th</sup> 1:54-2:40
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Half Day Schedule (No 4th Period)

1 <sup>st</sup> 8:10-8:50	2 <sup>nd</sup> 8:50-9:25	3 <sup>rd</sup> 9:25-10:00	No 4th Period	5 <sup>th</sup> 10:00-10:55	6 <sup>th</sup> 10:55-11:00
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Breakfast - Meals will be served in the cafeteria this year. The doors will open for breakfast at 7:50 and 8:50 on Wednesday. The front doors will be open to go down the hallway at 8:05 and 9:05 on Wednesdays.

# TRADITIONS AND ROUTINES

## **ADVISORIES**

Advisories are a 30-minute block of time on Thursday and Friday. Each grade level is divided into multiple sections. The advisors at each grade level are:

5<sup>th</sup> Grade – Nathan Ballance, Sue Edwards, Kim Walker

6<sup>th</sup> Grade – Sydney Kohler, Kacie Phillips

7<sup>th</sup> Grade – Mattie Buckmiller, Brady Hansen

8<sup>th</sup> Grade – Melissa Purvis, Steve Kroiss, Brayden Flugel

Resource Room – Cosette St. Clair

An **advisory** is a time for teachers to meet with small groups of students for the purpose of advising them on character, academic, social, and future-planning. Advisors use the Character Strong curriculum to help create a safe and positive school. These are also the advisors that will meet with you and your child for Student Led Conferences.

## **STUDENT LED CONFERENCES**

Student Led Conferences are held twice a year. The conferences will be held at the end of 1st and 3rd quarter. First quarter conferences are November 8th and 9th, 2023. Third quarter conferences are April 11th and 12th, 2024.

### **What is the difference between a Student-Led Conference and a traditional conference?**

In traditional parent-teacher conferences, parents generally meet with several teachers to discuss their child's grades. In student-led conferences, students meet with their parents to present evidence showing how they've met learning targets from each of their classes. Students also share their Student Learning Plan for the year that has goals based on iReady assessments. Advisors, parents, and students will sign the KFMS School Compact which is a contract of support and expectations for the school year.

### **What will my child share at the conference?**

At student-led conferences students showcase work that demonstrates their growth in a subject, including project work, completed problem sets, tests and quizzes, writing, and any other materials that they have collected in their portfolio over the term. Student-led conferences give students the chance to explain any shortfalls in achievement or behavior with their parents, and to share their goals and strategies for the next term.

### **How can I meet with my child's teacher in order to ask questions about grades, missing work, etc.?**

We have created a hybrid conferencing schedule that allows the first two-thirds of the hour to be Student-Led and the last third of the hour to be with individual teachers. The teachers are in their classrooms and are available to meet with all students and parents.

## **PASSAGES**

All eighth grade students complete a Passage presentation in the spring before being promoted to the high school. The Passage presentation is similar to Student-Led conferences where students reflect on their character and work. Students choose work and share experiences around three dimensions of student achievement: Mastery of Student Knowledge (state and classroom based assessments), Character, and High Quality Work. They create a digital presentation that is shared with a small group of adult panelists. Following the presentation, the panelists ask the students questions similar to a job interview. The panelist members consist of high school staff members and community volunteers. Students are evaluated on their work and presentation skills. **\*\*Students must participate in Passages in order to attend the 8<sup>th</sup> grade trip.**

## **8<sup>TH</sup> GRADE PROMOTION**

8<sup>th</sup> grade promotion has been a tradition here at the middle school for more than 60 years. Each spring we take the time to acknowledge the hard work and accomplishments of our 8<sup>th</sup> grade students before we send them off to the high school. Mr. Wells, our high school principal, will welcome the students and give them insights on how to begin their freshmen year. **\*\*Students must attend Promotion practice and school on the day of or day before Promotion in order to participate in the Promotion ceremony.** This year, promotion will be on Tuesday, June 11, 2024.

## **8<sup>TH</sup> GRADE PRESIDENTIAL AWARD**

At 8<sup>th</sup> grade promotion students who have maintained 3.75 GPA or higher during their 7<sup>th</sup> and 8<sup>th</sup> grade year will receive a Presidential Award. This is figured with both semesters of 7<sup>th</sup> grade and the first semester of 8<sup>th</sup> grade. Please be aware that the GPA recorded on Skyward includes 5<sup>th</sup> and 6<sup>th</sup> grade and will not accurately show the GPA that is used to determine the Presidential Awards.

## **8<sup>TH</sup> GRADE End of the Year Calendar**

The end of the 8th grade year is very busy and it is important for students to be at school in order to participate in all of the activities. The following schedule is based upon no snow days or adjustments to our calendar during the year. We will update the calendar as needed.

- Friday, June 7th, 2024 - Passages
- Monday - June 10th, 2024 - 8th Grade Trip
- Tuesday - June 11th, 2024 -
  - 8th Grade Move Up to HS
  - Promotion @ 5pm
  - 8th Grade Dance - 6pm-8pm

## **Build A Better World Day**

Every year KFSD participates in serving our community by volunteering. In the past, we have painted, pulled weeds, picked up garbage and helped clean a cemetery. This year Build a Better World Day will be on May 29, 2024.

# **GENERAL PROCEDURES**

## **PRINCIPAL CONTACT**

Kettle Falls Middle School is committed to increasing student achievement. As a function of this, Mrs. Vining will be spending two full days every week in classrooms in order to help improve the teaching and learning that happens on a daily basis. Therefore, she may not always be available to speak with you when you drop in or call. So, when you want to speak with Mrs. Vining, please contact Stephanie who will schedule a time for you to talk. Thank you for your patience and understanding as we implement these practices.

## **ATTENDANCE**

Attendance plays a vital role in a student's success in school as well as in the world of employment. If students develop good attendance patterns now, there will be many benefits from this habit in the future. Low attendance and participation can result in missing valuable lessons and assignments that lead to a lower grade. Those students not in compliance with this policy will be subject to RCW 28A.225.010 and the district "Becca" process.

Students that are involved in extracurricular activities must bring a doctor's note to the office in order for the student to be able to participate in the activity on the day of the absence.

It is the student's responsibility to complete work missed due to an excused absence at the teacher's convenience and turn it in at a reasonable time identified by the teacher.

## **UNEXCUSED ABSENCES**

An absence will become unexcused after three days with no contact from the parents. The student's grade may be affected since work missed during an unexcused absence may be based upon class participation, hands-on labs, and/or assignments that cannot be recreated at home.

## **EXCESSIVE ABSENCES**

Absences are considered excessive once they begin to have an adverse impact on the student's academic progress. The school will communicate with parents by written referrals, phone conferences, and parent-teacher-student-administrator staffing conferences in order to arrive at a satisfactory solution. Students identified as habitual absentees (10% or more of possible days) will be subject to the provisions of the "Becca Bill". RCW 28A.225.010 states that attendance is mandatory for students enrolled in public schools. RCW 28a.225.030 requires that; "Not later than the fifth unexcused absence by a child within any month during the current school year or not later than the tenth unexcused absence during the current school year the school district shall file a petition and supporting affidavit for civil action with the juvenile court alleging a violation of RCW 28A.225.010."

Students who miss 10% or more school days are considered chronically absent and parents and the student will be required to sign an Attendance Contract that will require a doctor's note for an absence to be excused.

## **LEAVING SCHOOL**

Students who need to leave school at any time during the school day shall have a note from their parent/guardian stating the date and reason for leaving. Parents must check in at the office to sign out their child; the student will then be called to the office. The parent/guardian must sign their student out when leaving, and sign in when returning. Please be aware that if you want someone other than the parent/guardian to pick up your child, then you must have them listed under our "Emergency Contacts" for your child.

## **BUS PASSES**

Please make sure to include the address of the residence when writing a note for your child to ride a different bus route. KFMS prefers notes to phone calls for bus passes. The office is very busy at the end of the day and it helps everybody involved when your child knows where to go at the beginning of the day rather than relying on us to inform them of changes.

## **ATTENDANCE AND GRADING**

Teachers may consider a student's attendance/class participation in determining the student's overall grade or deciding whether the students should be granted or denied credit.

Students need to be aware that excessive absence even with verifiable medical documentation or other valid hardship could still result in lowered grades since attendance/class participation may be used in grading.

## **ASB CARDS**

ASB cards are available at the beginning of the school year for \$20. Students who are involved in either athletics or club activities must purchase an ASB card. This includes all academic and/or athletic clubs. Funds are received into the ASB account and used to support student activities throughout the school year.

## **STUDENT GOVERNMENT**

Elected ASB officers govern the Associated Student Body of Kettle Falls Middle School and representatives from each advisory and ASB sponsored club or organization.

## **REPORT CARDS**

Report cards will be mailed home at the end of first and second semester. GPS Trackers that include grades, assessments, and attendance will be issued at the end of the first and third quarter at Student Led Conferences.

## **PROGRESS REPORTS - GPS TRACKER**

The purpose of a progress report is to inform parents or guardians of their child's progress in school. Students receive their progress report grades on the last Wednesday of the month at Advisories. Parents and students may also sign up for a Skyward account that would enable parents to get up to date access to grades and/or lunch balances.

## **TEXTBOOKS/iPads**

Students may be issued textbooks and/or iPads for their classes. Students are responsible for taking care of the books and iPads that are checked out to them and for returning them whenever required. Any damage or excessive wear may result in a fine.

## **ILLNESS AT SCHOOL**

When ill students are sent to the office, we will do everything possible to make that child comfortable and contact parents as quickly as possible. The checkout procedure will be followed if the child is required to leave the school. Parents are required to leave on file the name and telephone number of an alternative person to contact. This is in case of a medical emergency in which the parents are unable to be notified.



## **MEDICATIONS AT SCHOOL**

Prescribed medication may be dispensed to students on a scheduled basis upon written authorization from a parent or guardian and a signed and dated authorization form with written directions from a Licensed Health Care Provider with prescriptive authority. Requests will be valid for not more than one year. The prescribed medication must be properly labeled, unexpired and be contained in the original container.

When a Licensed Healthcare Provider (LHP) and a student's parent or guardian request that a student be permitted to carry his/her own medication and/or be permitted to self-administer the medication, the principal will follow established procedures set in this policy and procedure permitting under limited circumstances, student to carry and/or self-administer the medication. Except in the case of multi-dose devices (like asthma inhalers), students will only carry a one day's supply of medication at a time. The school nurse must agree to the student carrying the medication and verify that the student can correctly administer. Violations of any conditions placed on the student permitted to carry and/or self-administer his/her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate. **No student may give, dispense, or administer any medication or remedy to another student.**

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school must have written permission from home. We request that notice of intent to withdraw be provided to the school at the earliest possible date. This provides us with time to have all of our records updated for your child to present to his/her teacher at their new school.

## **FIRE DRILLS/LOCKDOWNS**

Lockdown, Shelter in Place, and Evacuation drills are required by law and are important to establish safety procedures at our school. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in the classroom will give the students instructions.

## **THE CAFETERIA**

The school cafeteria is maintained as a vital part of the health program at the school. To encourage good nutrition, well-balanced meals are offered at a reasonable price. Free and reduced meal applications are distributed to all families in the district prior to the students' first day of school. In addition, applications are available in all school offices and the district office. If household income or size changes, families can apply for meal benefits anytime during the school year. All applications are confidentially processed at the district office level.

## **LIBRARY**

The library has books and many other print and non-print materials for assigned study and recreational use by students. Fines are charged for lost or damaged materials.

## **ACCIDENTS**

Students should immediately report any accident to the nearest adult in charge. If additional help is needed, staff will contact the office for further arrangements. School personnel will fill out an accident report.

## **OUR TIP REPORTING SERVICE**

**SafeSchools Alert**

Safety is one of our district's top priorities, that's why we're adding SafeSchools Alert, a tip reporting system, that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. **App:** Search for "SafeSchools Alert" in the App Store to download for free
2. **Phone:** 509.563.8493
3. **Text:** Text your tip to 509.563.8493
4. **Email:** [1881@alert1.us](mailto:1881@alert1.us)
5. **Web:** <http://1881.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too.

### KFSD Board Policy 3207 Bullying Form

This form is also used to report Bullying. Please go online at KFSD and search through the policies for 3207 or call the school office to get a copy.

<p style="text-align: center; font-size: small;">Kettle Falls School District No. 212 Harassment, Intimidation or Bullying Incident Reporting Form</p> <p>Reporting person (optional): _____</p> <p>Targeted student/person _____</p> <p>Your email address (optional) _____</p> <p>Your phone number (optional) _____ Today's date: _____</p> <p>Name of school adult you've already contacted (if any) _____</p> <p>Name(s) of bullies (if known): _____</p> <p>_____</p> <p>On what dates did the incident(s) happen (if known): _____</p> <p>_____</p> <p>Where did the incident happen: please mark one</p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Restroom <input type="checkbox"/> Playground <input type="checkbox"/> Locker Room <input type="checkbox"/> Lunchroom</p> <p><input type="checkbox"/> Sport Field <input type="checkbox"/> Parking Lot <input type="checkbox"/> School Bus <input type="checkbox"/> Internet <input type="checkbox"/> Cell Phone</p> <p><input type="checkbox"/> During a School Activity <input type="checkbox"/> Off School Property <input type="checkbox"/> On the way to/from school</p> <p>Other (Please describe) _____</p> <p>_____</p> <p>Please check the box that best describes what the bully did. Please choose all that apply.</p> <p><input type="checkbox"/> Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student/person</p> <p><input type="checkbox"/> Getting another person to hit or harm a student/person</p> <p><input type="checkbox"/> Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.</p> <p><input type="checkbox"/> Putting the student/person down and making the student/person a target of jokes</p> <p><input type="checkbox"/> Making rude and/or other gestures</p> <p><input type="checkbox"/> Excluding or rejecting the student/person</p> <p><input type="checkbox"/> Making the student/person fearful, demanding money or exploiting</p> <p><input type="checkbox"/> Spreading harmful rumors or gossip</p> <p><input type="checkbox"/> Cyber bullying (bullying by calling, texting, emailing, we posting, etc.)</p> <p><input type="checkbox"/> Other</p> <p>If you selected other, please describe: _____</p> <p>_____</p>	<p>Why do you think the harassment, intimidation or bullying occurred?: _____</p> <p>_____</p> <p>_____</p> <p>Were there any witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide their names: _____</p> <p>_____</p> <p>_____</p> <p>Did a physical injury result from this incident? If yes, please describe: _____</p> <p>_____</p> <p>_____</p> <p>Was the target absent from school as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____</p> <p>_____</p> <p>_____</p> <p>Is there additional information? _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">-----For Office Use Only-----</p> <p>Received by: _____</p> <p>Date received: _____</p> <p>Action taken: _____</p> <p>Parent/Guardian contacted: _____</p> <p>Check One Box: <input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved</p> <p>Referred to: _____</p>
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### iPADS

The iPads are Internet accessible. Any student who uses the internet in an inappropriate way, or who accesses restricted information, may lose technology privileges for a specified amount of time.

Parents and students will be asked to sign an iPad user agreement that agrees to the following:

#### **iPad Classroom Expectations (All Students)**

- iPads need to be handled appropriately
- Students only used assigned iPad
- iPads are stored until students have been instructed to open them
- **Only teacher directed Apps are to be used**
  - Music, airdrops, camera, imessage, etc
- iPads should not be touched by other students

#### **iPad Discipline**

##### First Infraction

- Note goes home to be signed by a parent.
- Student does not use iPad in that class until a note has been signed.

##### Second Infraction

- Office Referral
- Teacher contacts parent
- Does not use the iPad in that classroom (or school) for a week

##### Third Infraction

- Parent/teacher/student conference
  - Discipline will be based upon what the group decides

##### Fourth Infraction

- Student loses individual iPad use and moves to classroom loaner
- Classroom loaner may only be used for academic purposes with direct supervision and may only be distributed to a student when necessary for in class assignments. (Not to be sitting on individual student's desks.) When the student is finished working, the iPad is returned to the supervisor; the student may no longer use the iPad for music or games when work is done.

##### Fifth Infraction

- Student is not allowed access to an iPad for the remainder of the year.

\*\*These actions may result in a student being directly moved to the fourth infraction: cyberbullying, network security violations, and inappropriate photos of students, staff, or content.

## **CELL PHONES**

Students at KFMS are allowed to use their cell phones before school and at lunch. We have a “no hear/ no see” policy during the day. If we hear or see the cell phone being used, students will be asked to take their phones to the office. The following is the cell phone policy for Kettle Falls School District:

Students in possession of telecommunications including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

- A. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school official authorizes the student to use the device.
- B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
- C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the district.
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device and send it to the office where the device will be stored. The student may pick up their phone after school on the first offense. The phone will be returned to the student's parent or legal guardian for any additional offenses. Failure by the student to surrender the device to the school official may lead to an out of school suspension-
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device, when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
- F. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
- G. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

## DRESS CODE



1. No Halter Tops



2. No Tube Tops



3. No Bare Midriff Showing



4. No Low-Cut Tops



5. No Saggy Pants/Shorts  
Visible Underwear



6. Shorts minimum 3 Inch Inseam



7. NO Clothing Depicting or  
Implying Alcohol, Drugs, Tobacco,  
Violence, or Profanity



8. NO See-Through Clothing



9. NO Heelys and/or Shoes  
with wheels.

### **DO NOT WEAR (including PE):**

Halter- tops, crop tops (no bare midriff), mesh shirts, and other clothing that exposes undergarments. No plunging necklines or gaping arm-holes.

Clothing and accessories, which are drug, alcohol, tobacco or gang related, contain, sexually suggestive messages, portray violence or otherwise offensive.

Short clothing: 3-inch inseam

Clothing that is distracting to others in the classroom and/or in violation of the dress code will be asked to change or parents will be called to bring in different clothes!

## **Character and Culture**

In our efforts to establish Kettle Falls Middle School as a safe, welcoming and purposeful learning environment, we continually work on improving and acknowledging the character and good behavior of our students. The following goal was created in the 2016-17 school year by staff and students and has been revised over the years:

**At KFMS we demonstrate kindness, responsibility, and teamwork, increasing our sense of belonging, growth mindset, and the value service plays in our lives, schools, and community.**

KFMS actively encourages students to achieve their academic potential while also exemplifying good character. We focus on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of kindness, responsibility, teamwork, growth mindset, and service. Students who use these traits act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support that help establish a climate in which appropriate behavior is the norm.

Students are periodically acknowledged for their good behavior through a Student Focused Recognition Card. Students and staff members are encouraged to report the “good” that they see through these cards. Mrs. Hooper calls home to parents to let them know about the exceptional behavior. Once a student has received 3 cards, Mrs. Vining will mail a card home to congratulate the students and families on the great behavior that was witnessed.

## **Classroom Management**

The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Expectations, norms, and routines will be taught to students at the beginning of the school year and revisited until it is clear that all students understand and are able to perform them. Areas that may be addressed include getting the teacher’s attention, using the restroom, sharpening a pencil, turning in work, and any other routine that takes place on a daily basis.

The techniques used by educators for addressing when a student fails to abide by classroom expectations are unique to each teacher. Although it is impossible to anticipate all possible situations, general plans will be in place for working with the student on the behaviors that detract from the learning environment and will be used consistently. This will be the first line of defense in dealing with inappropriate behaviors that are considered to be minor. Note: students who persistently disrupt learning with minor offenses will require administrator involvement.

## **What if the routines and procedures are not effective?**

Routines and procedures are implemented to address behavior in a proactive manner. At times this is not enough or not effective. When all attempts to deal with a behavior using the staff member’s classroom management plan have been ineffective and the behavior is still of a minor nature, staff members will refer the student to the office.

In order to support the student and the classroom teacher, a solution contract may be created between the student and the teacher. If the solution contract is not effective and/or the behavior is more school wide than just an individual classroom, a behavior plan may be put in place to help determine the issues and/or lagging skills that may be impacting the behavior. Examples may include SEL (Social Emotional Learning) curriculum, Check In Check Out, Structured Recess, Alternative Placement through-out the day, student separation contract (two or more students) or a referral to the Special Education department for a more in-depth assessment of the student's needs.

### **Minor Infractions:**

- \*The classroom teacher handles minor offenses.
- \*Minor offenses are dealt with quickly and efficiently.
- \*Minor offenses are documented.
- \*Multiple offenses lead to outside classroom support for teacher and student.

### **Office Referral:**

- Incident is documented when a student repeatedly does not respond to pre-correction, re-direction, or verbal warning.
- Parent will be notified through phone call, email, or letter.

### **Major Infractions:**

Some behaviors and incidents require more immediate solutions and/or the attention of an administrator. Referral Forms will be completed and submitted to the principal. The administrator and/or behavior specialist will speak with the student and contact the parent with an appropriate consequence. A variety of factors are taken into account while processing a major report, therefore, the consequences that arise may vary from incident to incident.

### **Major Offenses: Office/Administrator Managed**

- Fighting or aggressive physical contact
- Aggressive language
- Harassment of student/teacher
- Truancy
- Smoking/Vaping
- Vandalism
- Alcohol
- Controlled substances/Drugs
- Theft
- Lewd notes
- Repeated defiance

Major offenses may result in a more aggressive consequence: In School Suspension, Out of School Suspension and/or Expulsion. The consequence is determined after an investigation by the behavior specialist and/or the principal.

## **Major Offenses where there is an act of aggression or implied threat of aggression:**

- Weapons
- Threats
- Bullying

Safety issues that involve an act or implied threat of aggression are taken very seriously and will result in a Threat Assessment Inquiry. During this assessment, the aggressor may be removed from class until the investigation can be completed. All Threat Assessments will include staff, parent, and student interviews. A team of staff members and parents meet to go over interview results and determine a plan on how to best support the student. Local law enforcement and/or mental health may be contacted to assist in the investigation.

## **Important**

In order to create an environment conducive to learning we must remember that discipline procedures are not the answer to problematic behavior – it is the positive **relationships** we have built as a learning community between students, families, and staff. Punitive measures have little effect on student behavior and are more likely to increase instances of inappropriate behavior; however, discipline measures are still in place to ensure student safety. Kettle Falls Middle School staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year. They detail why it is important and encourage all students to be kind, responsible, and work as a team. By teaching students the necessary social skills for future success we set students on a course to be lifelong learners and successful citizens. It is our job to ensure that students learn the skills needed to survive and thrive in society. This means developing students that excel in reading, math, writing, and being good citizens.



# **NOTIFICATIONS**

## **EDUCATION**

### **Highly Capable Program**

Kettle Falls School District welcomes recommendations from parents, school staff, students, teachers and community members for highly capable identification. Each year students new to the district and students currently enrolled may be recommended for evaluation. The process for identification is facilitated by a specialist at each of our schools and consists of multiple aspects including formal assessments, teacher input, and guardian input. As a community member, if you know of a student you consider to be highly capable, you are welcome to complete nomination paperwork, which can be found on our website at [www.kfschools.org](http://www.kfschools.org). The evaluation process occurs in our district each fall. Kettle Falls School District strives for equitable identification across all populations. If you or someone you know would benefit from receiving this information in a language other than English, please contact our District Office at 509-738-6625.

### **Required Home Schooling Declaration**

In compliance with state law, parents providing home-based instruction to their children must file a Declaration of Intent with their local school district by September 15, or within two weeks of the beginning of any public-school quarter or semester. Parents living in our district may access this form from the Administration Office, 355 W. 3<sup>rd</sup> Ave.

## **ENROLLMENT INFORMATION**

### **Resident & Non-Resident Transfers**

Policy and Procedure 3141 provide information regarding non-resident student transfer requests. Individuals wishing to transfer into Kettle Falls School District from another school district must first be released from their resident school district. Questions concerning district transfers should be referred to the district office at 509-738-6625.

### **Running Start**

Running Start allows students in grades 11 and 12 to take college courses at Washington's community and technical colleges. Running Start students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes, therefore, accelerating their progress through the education system. Students should see their school counselor for more information.

## **STUDENT BODY**

### **McKinney-Vento Act**

Students who become homeless may receive assistance to remain at their school as well as other assistance, including coordination of free and reduced meal status, assistance with arranging transportation services, community resource referrals (shelters, medical services, etc.), community connections (free meals, food banks, clothing banks, etc.), scholarship opportunities, FAFSA verification for college-bound McKinney-

Vento students, school materials, and personal care items. If you become aware of students who qualify, please contact your school counselor or the McKinney Vento liaison at your child's school.

## **Child Nutrition Program**

Kettle Falls School District's comprehensive nutrition program is consistent with state and federal requirements for those districts participating in the National School Lunch Program and School Breakfast Program.

If your child has a food allergy, it must be listed on the child's school health form and a note sent to the district nurse. A healthcare provider's note or signature is required for diet modifications.

School breakfast and lunch are available to all students enrolled in school. Meals are served daily. The Nutrition Services Department would like to remind parents of the opportunity to apply for free and reduced-price meals for your student. Even if you are not sure if you qualify, feel free to complete a Free and Reduced-Price Meal Application Form, available at each building office. Return the form to either the Nutrition Services Office or your child's school. A letter will be sent to the e-mail address on file or mailed home if no e-mail address is listed.

## **Life Threatening Health Information**

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life-threatening condition means a health condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and a nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed. The medication or treatment order must be from the child's licensed health care provider. It is vital to your child's safety during the school day that if your child has a life-threatening health condition that may require medical services to be performed at school, you must immediately notify your school's principal or school nurse. The necessary forms will be provided and a time will be arranged for you to meet with your child's school nurse. Students may not attend/begin attending school until a health care plan is in place. Examples of life-threatening conditions are: diabetes, severe bee sting or food allergies, heart conditions, severe asthma, severe seizures, etc. More information and assistance is available from the district nurse.

## **DRUG AND ALCOHOL**

### **Drug-Free Schools**

Students will not possess, use, deliver, distribute, sell, offer to sell, or arrange to sell or be under the influence of, or show evidence of having used or abused any controlled, illegal, addictive, or harmful substance or counterfeit substance (identified in RCW 69.50.204) or any illicit drugs or alcohol as those terms are used in federal anti-drug and alcohol laws, including 20 U.S.C. §§ 3171, 322, nor will they be in possession of drug paraphernalia as defined by RCW 69.50.102:

1. On school grounds during
2. Off the school grounds at a school function or event.
3. On or off school property when the possession, use, transmission, distribution, or sale of said item(s) has a material and substantial adverse impact on any or all aspects of the educational process.

## **PRIVACY**

## **Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) / Release of Information**

The family educational rights and privacy act affords parents and students over 18 years of age ("eligible students") certain rights concerning the student's education records. These rights are:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- 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 (see "Student Records and Directory Information."
- The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
- The right to a description of who is considered a school official and what is considered a legitimate educational interest so that information may be shared with that person.
- The right to information about who to contact to seek access or amendment of education records.

## **Directory Information and Photos**

### **Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)**

Pursuant to the Family Educational Rights and Privacy Act, it is the policy of Kettle Falls School District to notify parents, guardians annually, or adult-age students (18 years of age or older) that they have the right to access student records, to request such corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records. Student records will not be released without the consent of the student's parents/guardian or that of the adult-age student, except as provided by law or district policy. Specifically, directory information, as defined in district policy 3231, and records requested by schools to which a student is transferring will be released by the District without written consent. An example of a nonprofit entity that requests such directory information is the United States military.

Photographs may occasionally be taken of students for use in the news media or school district publications, as well **if you do not want any information released to any and all such nonprofit organizations or if you do not wish to have your child appear in a photograph, videotape, film, slide, or on the district website, please notify your child school in writing.** This written request can be placed on file at any time during the school year. Inquiries regarding compliance with the family educational rights and privacy act may be directed to Julie Peterson, HR.

## **Harassment Intimidation and Bullying**

### **Prohibition of Harassment, Intimidation, or Bullying**

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted— verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act 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; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are

encouraged to contact their building administration or Civil Rights Compliance Coordinator, Michael Olsen at (509) 738-6625 Ext. 501.

Procedure 3207 provides the reporting and investigation process. Further information and complaint forms may be found on the Kettle Falls School District website, [www.kfschools.org](http://www.kfschools.org)

### **Discrimination**

Kettle Falls School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Julie Peterson, HR

Address: PO Box 458 Kettle Falls, WA 99141

Telephone Number: 509.738.6625

Email: [jpeterson@kfschools.org](mailto:jpeterson@kfschools.org)

Section 504/ADA Coordinator

Greg Price, Special Education Director

Address: PO Box 458 Kettle Falls, WA 99141

Telephone Number: 509.738.6625

Email: [gprice@kfschools.org](mailto:gprice@kfschools.org)

Civil Rights Compliance Coordinator

Michael Olsen, Superintendent

Address: PO Box 458 Kettle Falls, WA 99141

Telephone Number: 509.738.6625

Email: [molsen@kfschools.org](mailto:molsen@kfschools.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [www.kfschools.org](http://www.kfschools.org)

### **Sexual Harassment**

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

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

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

### **Examples of Sexual Harassment:**

Pressuring a person for sexual favors

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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.kfschools.org/Page/772>

### **Complaint Options: Discrimination and Sexual Harassment**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

### **Complaint to the School District**

#### **Step 1: Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our website, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | OCR Website

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](http://www.humanrights.wa.gov)

## **SCHOOL BUILDINGS**

### **Annual Pesticide Notification**

State law requires school districts to notify parents/guardians of students and employees of the school's pest control policies and methods. For information regarding the use of pesticides in the school district, please contact the Maintenance Department at 509-738-6625, ext. 601 or visit our website. (RCW28A.320.165; RCW 17.21.415[2]).

### **Asbestos Hazard Emergency Response Act (AHERA)**

In compliance with the Asbestos Hazard Emergency Response Act of 1988 (AHERA), the Kettle Falls School District engages in a continuous asbestos surveillance program to ensure that there are no asbestos problems or danger to students and employees. A copy of the District asbestos plan management plan is available for review at the District Office.

## **PERSONNEL**

### **School Employee Disciplinary Actions**

State law requires school districts to provide parents/guardians with information regarding their rights under the Washington Public Records Act to request public records regarding school employee discipline. (RCW 28A.320.160).

### **Teacher Qualifications**

Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child's teachers. Such requests can be made to the Human Resources manager at 509-738-6625. (No Child Left Behind Act /20 U.S. C6311/34C.F.R. 200.61)

## **SPECIAL EDUCATION**

### **ChildFind**

Kettle Falls School District offers screening for district students, ages birth to 21, who may have a disability. The screening is completed by a team of professionals depending upon the needs of the student. If you have a concern about a student, please contact Greg Price at Kettle Falls District Special Services at 509-738-6625, ext. 331.

### **Individuals with Disabilities Education Act (IDEA)**

Parents of children with disabilities must receive a copy of procedural safeguards one time a year (or upon initial referral or parental request for an evaluation) and upon filing a request for a due process hearing.

### **Students with Disabilities**

District Policy and Procedure No 2162 addresses the education of students with disabilities as it pertains to the individuals with Disabilities Act (IDEA) of 1973. Questions pertaining to IDEA or Section 504 should be directed to Special Services at (509) 738-6625 Ext. 321.

### **Special Education**

Applications, policies, procedures, evaluations, plans, and reports related to special education will be made available to parents and other members of the general public through the District's Special Services Department at (509) 738-6624 Ext. 331.