

HAWTHORNE BEARS



Parent and Student Handbook

2018~2019





Hawthorne Elementary School
3520 West John Day Avenue
Kennewick, Washington 99336
(509)222-5600



An Introduction to the Four Dens of Hawthorne Elementary

Dens are small learning and leadership communities our students are assigned to at the beginning of the year. Students are sorted into one of four Dens in a Sorting Wheel Ceremony. The Dens will compete throughout the school year by earning points for various exceptional acts.

What are the names of the Dens at Hawthorne and what do the names mean?

- 
Allegiant: Red Derived from the Hawthorne expectation of being responsible, you are a force for justice, loyalty, and leadership. Your strength and courage lights the way as you lead others in the best and wisest pathway. You can be depended on and trusted to keep your word and follow through with all responsibilities.
- 
Guardians: Blue Derived from the Hawthorne expectation of being safe, you are a defender, a protector, a keeper. While others look the other way, you step in and help. While others might make fun, you will be a true friend. When others choose to bring someone down, you choose to lift them up. A Guardian will stand by your side.
- 
Resolute: Yellow Derived from the Hawthorne expectation of being ready to learn. You work hard to do your best in your pursuit of knowledge. You shine brighter and more brilliant than all others. You are always willing to take on challenges and find solutions in order to learn and understand. With your determination and hard work, your future is so bright you're going to start a revolution!
- 
Revere: Green Derived from the Hawthorne expectation of respecting yourself and others, you are held to the highest standards in hard work and honoring all. The stars of your crest stand for your deep respect for family, community, hard work combined with your biggest dreams and heartfelt beliefs. You know that in order to receive respect, you must show it. And the center, largest star, signifies this knowledge. Revere reaches for the stars!

How were Dens determined? The first day of school, students spin the Sorting Wheel and are placed in a Den. The qualities of each Den member are the qualities they value or those they already exhibit

Who is in each Den? Each Den is made up of kindergarten to fifth grade students and teachers as well as office staff, cooks and custodians.

What activities will take place this year?

Students and teachers will meet in Dens periodically during the school year. We will host Den Celebrations periodically for a Den in the lead at specific times of the year. The Den with the most points at the end of the year will go on a very special field trip!

How can students earn points for their dens?

There are many reasons why students would earn points for their den. Students will receive points from any staff members beginning on the first day of school. Points are given for "exceptional" behavior and tally board in Revere Hall shows which Den is in the point lead! Ask your child to tell you which Den is in the lead. We're sure they can tell you!

Den Champion for the 2017-2018 School Year:



Allegiant

Hawthorne Elementary School
3520 West John Day Avenue
Kennewick, Washington 99336
(509)222-5600

Dear Parents,

Welcome to the 2018-2019 school year at Hawthorne! Thank you for partnering with us in the education of your child! Working together is vital to the academic success of our students. As you'll see when your child returns to school, there are several new faces walking the halls of Hawthorne. However, one thing will remain the same!! The staff at Hawthorne will continue to duplicate the success that Hawthorne Elementary has experienced over the years. Last year, Hawthorne was named a 2017 School of Distinction! The veteran staff is excited about the new teachers and the team is ready to begin another year at Hawthorne. We look forward to working hand-in-hand with you to make this school year a huge **SUCCESS** for your child

The information in this handbook is very important to the safety and well being of your child/children. Please read and discuss it thoroughly with them and review the information from time to time throughout the year. If you have any questions, feel free to contact me.

Sincerely,



Craig Miller
Principal

Highly Qualified Teachers and Paraeducators

The Kennewick School District continues to be committed to hiring and retaining "Highly Qualified" teachers. The average teacher in Kennewick has over fourteen years of experience and possesses a Master's Degree, in addition, all KSD teachers are encouraged to pursue National Board Teacher Certification. Under the new Elementary and Secondary Education Act, part of NCLB, parents have the right to request information on the professional qualifications of their child's teachers. Under certain circumstances paraprofessionals who may work with your child must possess an AA degree.

For more information, contact the KSD Human resources department at (509) 222-5010.

Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

Kennewick School District
1000 West 4th Ave.
Kennewick, WA 99336

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ARRIVAL AND DEPARTURE INFORMATION

SCHOOL DAY TIMES 2018-2019

School Day Begins at 8:40 AM Monday - Friday

School Day Ends on Monday, Tuesday, Thursday and Friday at 3:17 PM

WE HAVE AN EARLY RELEASE AT 2:00 PM EVERY Wednesday!

ARRIVAL

Please have your child arrive at school as close as possible to the 8:40 AM start time. Our supervision is limited before school and we want your child to be safe! If your child will be eating breakfast, he/she needs to arrive at 8:15 in order to eat and get to class on time. If your child is not eating breakfast, he/she needs to arrive no earlier than 8:25, to allow for adequate supervision while lined up outside.

DEPARTURE

Please require your child to go to your home or prearranged childcare after school. Students must leave the playground after school without stopping to play on the equipment. Also, please help keep our neighbors happy by reminding your child to stay out of yards, mailboxes, and flower beds on their way home. **Be sure your child is using the safest route to and from school.** Our school has crosswalks and crossing guards at busy intersections. Please ask about recommended walking routes if you would like help in determining the safest routes to and from school.

STUDENT SAFETY WHEN ARRIVING AND DEPARTING: PARENTS ARE THE KEY!

Before and after school there is often a lot of traffic. To help keep our students safe, please read and follow the important safety guidelines. Thanks!

When Picking up or dropping of your child:

- PLEASE WAIT UNTIL YOU CAN PULL SAFELY TO THE CURB TO PICK UP YOUR CHILD. Pull completely to the curb and out of traffic and make sure your child knows that he/she must use a crosswalk. NEVER CALL FOR YOUR CHILD TO COME TO YOUR CAR WHILE YOU ARE IN EITHER LANE OF TRAFFIC!
- PLEASE DO NOT USE THE BUS LANE DURING SCHOOL HOURS OR WHEN OUR SAFETY CONES ARE PLACED AT THE ENTRANCE. The bus lane is for buses and delivery vehicles only. The cones are placed out to remind everyone that school is in session.
- AT THE START OF THE SCHOOL DAY AND DISMISSAL, PLEASE DO NOT MAKE U-TURNS OR PULL/BACK INTO DRIVEWAYS LOCATED ACROSS THE STREET. You can help us keep

students in the crosswalks and sidewalks safe by pulling to one side of the road to drop off your child and then driving straight through.

**STUDENT SAFETY WHEN ARRIVING AND DEPARTING:
PARENTS ARE THE KEY! (CONTINUED)**

- **PLEASE DO NOT PARK WITHIN 20 FEET OF ANY CROSSWALK.** This is for the visibility of those using and supervising the crosswalks - RCW 46.61.570 (b) (iii).
- If you pick your child up on the north or east side of school, please walk your child across the street or require him/her to use the crosswalk located on the corner of Keller or Metaline Avenue.
- **If you choose to cross the street without using a crosswalk or without the help of our safety patrol, please make sure your child knows that this is only allowed when he or she is with you.** All students must cross at designated crossings when they do not have a parent with them. And as always, please remember to take the hand of your child as you cross.
- Please remind your students to use crosswalks (with crossing guards if provided) on their way to and from school and not to cross busy streets. Neel Street, Metaline Avenue, John Day Avenue, and the four way stop at Hood and Neel have safety patrols to assist crossing.
- Please inform the office in writing if you would like your child to take a route to and from school that does not utilize our designated crossings. Please understand that no other students should accompany your child without similar written permission on file in the office.
- Please alert the office and/or your child's teacher if someone other than you will be picking up your child. If you would like an older sibling to walk your Hawthorne student home, please send only one onto campus. The sibling should wait at the outside door until release. (Having a group of siblings and/or friends on campus to pick up one student can add to the congestion and potential confusion at the end of the school day.)
- Please have your child keep his/her backpack on their back on the way to and from school.
- After school snacks should remain in your child's backpack until they are home.
- Before school, please make sure your child knows where to wait outside in the classrooms designated line.
- If your child is tardy, and our adult supervision is not present, please accompany them into the school to sign them in and ensure they have arrived safely.

ATTENDANCE

Regular and prompt attendance is a key factor in success at school. **According to the laws of the State of Washington the only legal reason for an absence is illness.** If an emergency does come up which requires your child to miss school, please let the school know. Whenever your child is absent, a written note must be sent with the child upon returning to school. One or two absences for sickness each year is understandable and will be excused. However, when absences become excessive, chronic or a pattern develops (i.e. only missing Fridays), the teacher, principal and parent may meet to develop an attendance plan. District policy states that the principal may excuse additional absences when parents can show justifiable cause such as long term illness. **Please be sure to send a note from you and/or a doctor with your child when he/she returns from missing a day of school.** Attendance letters are automatically generated and sent at specific numbers of absences and placed in the child's file even when a note has been sent or a call has been made to the office and the absences have been excused. For additional information, please refer to the **STUDENT ATTENDANCE AT HAWTHORNE ELEMENTARY** section under **GENERAL GUIDELINES** at the end of the student handbook.

BICYCLES/SCOOTERS/ROLLERBLADES/SKATEBOARDS

Students riding any equipment to school must observe the following safety rules:

1. Parents should decide if their child is able to safely ride equipment to school.
2. Students that are unable to follow school rules regarding equipment may lose the privilege.
3. Bicycles, scooters, rollerblades, and skateboards must be walked or carried on school grounds.
4. Bicycles must be ridden alone to and from school.
5. Riding equipment is to be locked to the bicycle rack during school.
6. No motorized scooters may be ridden to school.
7. Please refer to and follow the current laws regarding the safe use of helmets, bikes, scooters, rollerblades, and skateboards.

BUS INFORMATION

Only eligible students living in areas designated as bussing zones will be allowed to ride the school bus. Students who ride the bus must follow the safety rules as established by the Kennewick School District Transportation Department. The driver is in complete charge while students are on the bus. If your child is experiencing any problems that should be addressed immediately on the bus, please remind him or her to let the bus driver know as soon as it is safe to do so. Please help your child by speaking to the bus driver or calling to ensure that the Transportation Department has been alerted to the issue. For any and all safety concerns, please inform the Transportation Department and school immediately. (See Student Discipline and Attendance Information at the back of the handbook)

BREAKFAST/LUNCH INFORMATION FOR 2018-19

All students at Hawthorne Elementary will receive free breakfasts and lunches under the Community Eligibility Provision. The provision allows all students at a school to receive free meals with the aid of federal funds. A district may serve every student at a school free meals under the Community Eligibility Provision as long as a certain percent of that school's enrollment already meet qualifying conditions for state or federal services.

*** In order for this program to continue to be available, Hawthorne needs to qualify annually. You may receive a CEP income survey which is optional, however, if we do not receive enough completed surveys back that show that Hawthorne continues to qualify, the program may be discontinued for future school years

	<u>Breakfast</u>	<u>Lunch</u>
K-5	FREE	FREE
Adult/Sibling not Enrolled at Hawthorne	\$2.80	\$3.75
Additional Milk	\$.55	\$.55

You may want to have money in your students meal account to:

- Purchase milk to go with a lunch brought from home.
- Purchase a 2nd milk to go with their free school provided meal.

You are still responsible for any outstanding balance owed prior to this school year. Report cards will be held at end of year until the balance is paid.

COMPUTER USE

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and Internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet.

CUSTODY CONCERNS

In order to protect your child from an unauthorized adult taking him/her from school, we **MUST** have a copy of a restraining order or parenting agreement issued in the State of Washington on file at the school. Contact your lawyer or the courts for assistance.

EVACUATION AND LOCKDOWN DRILLS

On a regular basis, we will practice evacuations and lockdowns at the school so all students are aware of these emergency procedures. Evacuation drills are also practiced on our school buses. If the school is in an emergency/practice situation, no one will be allowed to enter or exit until it has been concluded. Hawthorne is very serious about the safety of our students and staff. By practicing, we hope our staff and students will respond by being alert to any potential problems.

HOMEWORK POLICY

At Hawthorne, homework has many important purposes. It is always an excellent opportunity for students to show what they have learned at school to their parents. It can also be a time to explore and research topics, read for enjoyment as well as to prepare for upcoming lessons. Homework requirements vary from grade level to grade level. Homework is an excellent way for parents to be actively involved in what their child is learning in the classroom. You may request a copy of the classroom homework policy from your child's teacher. If you have questions about homework, please be sure to ask.

Sharp Responses for the Perplexing Questions of Children

by Jim Fay of the Love and Logic Institute

Are you ever confronted with the following? If so, experiment with these responses.

Child: "WHY DO I HAVE TO LEARN THIS? I'M NEVER GOING TO NEED IT."

Possible Adult Response #1:

*"Every time your brain is learning something new it starts running faster so you can learn the things you **want** to learn easier. Thanks for asking."*

Possible Adult Response #2:

"Learning things you don't want to learn grows the brain so that all other things are easier to learn. Thanks for asking."

Possible Adult Response #3:

"If you don't figure out why by the time you master this, ask me that question again."

Child: "IT'S TOO HARD, I CAN'T DO IT."

Possible Adult Response #1:

"Aren't you glad I don't believe that?"

Possible Adult Response #2:

"Wouldn't it be sad if I believed that?"

Possible Adult Response #3:

"Nice try. Let me know when you are finished."

One of the guiding concepts that have served as a pillar of the Love and Logic philosophy is, "I don't become what I think I can. I don't become what you think I can. I become what I think you think I can."

IMMUNIZATIONS

The state of Washington has laws governing minimum inoculation standards for children in grades K - 12. The purpose of this law is to protect every child from disease. Our school nurse will be in contact with you if there are questions regarding your child's immunization records.

LOST AND FOUND

The "Lost and Found" bin is located in the office area. If clothing and other misc. items are found, they are placed in the bin. If the items are not claimed by the end of each trimester, they are given to charity organizations. **Please mark all of your child's personal items such as coats, hats, and gloves with their first and last name to ensure they are returned.** Also, please check the "Lost and Found" a few times each year to make sure your child has recovered all missing items.

MEDICATIONS/HEALTH INFORMATION

If a child needs to take medication during school hours, the following guidelines will be in effect:

1. All medication must be in the original prescription bottle, clearly labeled with all pertinent information
2. All medications will be kept in a locked cabinet in the school office.
3. All medications must be brought to school for inventory by the responsible parent or guardian.
4. Medications are to be dispensed only in the school office.
5. The 'Parent Request for Giving Medication at School' form must be completed and signed by the parent and doctor.
6. Students are responsible for coming to the office for their medication at the designated time.
7. Medication not claimed by the parent at the end of the school year will be counted and thrown away.

STUDENT HEALTH INFORMATION

Information in student health records may be shared with school staff on a need to know basis to protect the student's health, safety, and educational interests. This will be done at the discretion of the district's certificated nursing staff. Parents wishing this information not be shared should notify the school nurse in writing.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

What are important signs of illness?

- A temperature of more than 100 degrees orally
- Nausea or vomiting
- Diarrhea
- Rash or infection of the skin
- Red or pink eyes especially if they have drainage or crusting around the eye
- Sore throat/strep throat

What should I do if my child has any of these signs?

- Stay home for 24 hours after the last episode of vomiting
- Stay home for 24 hours after the last elevated temperature, without medicine. (Normal temp = 98.6)
- Stay home for 24 hours after antibiotics are begun for strep or other bacterial infections
- Stay home for diarrhea

When may my child return to school after an illness?

- Generally, your child may return to school when he/she is free of signs of illness after 24 hour period.
- A doctor should always be consulted when there is a chronic medical concern
- If medication is needed (i.e. an antibiotic), a parent will need to come and administer the medicine and/or provide a written order from your physician with directions on giving the medication.
- If your child has had a major surgery, major injury or significant communicable disease, please provide physician's orders for precautions and activity orders upon returning to school.

What will happen if my child becomes ill at school?

- During the school day, if your child becomes too ill to remain in school or is injured, the office will contact you.
- **Parents must keep the school informed of any new home, work, cell or emergency phone numbers in case we need to call because your child is ill.**
- If a sudden, possibly life-threatening condition should occur, ambulance transportation to a hospital will be arranged and you will be contacted as soon as possible.

PERSONAL ITEMS

Please leave all personal items that are not school related at home. The school is not responsible for lost, stolen, or damaged personal items. Items such as laser pointers are dangerous and should not be brought to school. Hand sanitizer is not allowed if it is marked, "KEEP OUT OF REACH OF CHILDREN". Personal items causing disruption at school such as cell phones, electronic devices, or trading cards may be confiscated and returned to parent. Please check with your child's teacher regarding their show-and-tell policy.

PLAYGROUND

Only school equipment is to be used for play during recess. Please do not bring toys from home. Also, the playground is a large area and requires students to be safe, respectful, and responsible. Adult supervisors expect students to follow Hawthorne School Rules as they apply to the playground.

HAWTHORNE SCHOOL PLAYGROUND EXPECTATIONS

Hawthorne's playground rules have been developed to provide optimum safety for our students. Some rules must be adjusted to the developmental level of the students and so they may vary slightly when applied at different grade levels.

Be Safe!

Be safe by keeping your hands and feet to yourself.

Be safe by running only on grass.

Be safe by playing on all equipment in a way that will keep you and others from getting hurt.

Be safe by keeping rocks, sticks, sycamore balls, snow, dirt and ice on the ground.

Be safe by using equipment in a manner that allows everyone to have fun.

Be Respectful!

Be respectful by only saying things that will make others feel good about themselves.
Be respectful by treating others the way you would like to be treated.

Be Responsible!

Be responsible by following playground equipment rules at all times.

Be responsible by taking care of the equipment so that you and others may use it for a long time.

SPECIFIC RULES FOR PLAYGROUND

All Slides

All slides are one way (down) only.

One student may slide at a time.

Sit face forward.

Go down right away.

Move out of the way of others as soon as possible.

All "Twirly" Bars

Twirl around at least 3 times.

Go to the back of the line for your next turn.

Four Square and Two Square

Person in box A serves to person in box D. The serve is to be done in such a way that it is easy to return. Serves that are done in such a way that prevents the person in box D to return the ball (i.e. too fast, too low, or spinning) are not acceptable. Box A is allowed 2 serves. If serves are not done correctly, box A loses their spot and goes to the end of the line.

Hitting the ball with palms up is the only acceptable way of serving and returning the ball. Overhand, sideways, one handed, one hand higher than other, and palms up and hitting the ball with the wrists are not allowed at any time. Hitting the ball in any of these ways is an automatic out.

Inside and outside lines are out. There are no "savesies" or "play-ons". Ice box can only be called in the case of tying your shoe or other things that would need to be fixed for safety reasons.

Students in the line are responsible to watch the game closely. They are the ones that decide if the line is not paying attention; the game will be stopped for a short period of time until everyone understands the importance of watching and voting fairly. If there is a question about who is in or out the person coming in next has the final say.

Poor sportsmanship (i.e. losing tempers, inappropriate language, throwing the ball at others or out into the playground) will be removed from the game and lose the privilege of playing for a time. Other discipline measures may be taken.

Big Toy (2nd and 3rd Grade Playground)

You may only enter the Big Toy by the stairs or the rock wall.

You may only come down the curly slide, the regular slide, the poll, or the Monkey Triangles.

Do not jump off the high platforms.

Chasing and tagging games are not allowed on the Big Toy.

NEW ADDRESS/PHONE NUMBER/DAYCARE

If any of these change during the school year, please notify the secretary immediately. Current, accurate information is important for urgent communication. **Also, please be sure we have a local number to call. Communication between school and home is vital and we depend on having a local phone number where you can be reached at all times.**

READING GOAL

Kennewick School District Reading Goal: 90% of our students reading at grade level by the end of 3rd grade. Parents are asked to help us achieve this goal by reading at home with their children for 20 minutes a day. Reading is the key to success in school. It is very important that parents help support us on this goal. Children will benefit for a lifetime.

REPORTING STUDENT PROGRESS

Report cards are issued three times during the school year. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences. Also, please let your child's teacher know if a parental situation requires copies of reports be sent to more than one address.

SCHOOL CLOSURE

Poor weather or unusual situations may necessitate the closing of schools. **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION.** The Kennewick School District website, ksd.org, will give the latest information on school closures. You may also listen to live radio broadcasts such as KONA - 610 AM or other stations for announcements regarding school operations.

SCHOOL DELIVERIES/TREATS

Please refrain from having flowers, balloons, or individual gifts delivered to children at school. It is difficult to maintain quality teaching time with the interruption and we would like to prevent hurt feelings of others. Birthday invitations handed out at school can also cause a disruption so please contact your child's teacher well in advance regarding his/her policy. *Purchased birthday and party treats for the entire class is permitted, however, please be sure to contact your child's teacher to plan ahead for an appropriate time to bring them. We do not allow treats into classrooms if there has been no prior contact with teachers. Treats should be packaged together or individually wrapped with ingredients listed. Due to severe food allergy concerns, please do not send homemade treats. We appreciate your cooperation in honoring these requests. **PLEASE CONSIDER THAT A BOOK DONATED TO THE CLASSROOM IN HONOR OF YOUR CHILD IS A WONDERFUL ALTERNATIVE TO FOOD TREATS.***

SCHOOL INSURANCE

Schools do not provide medical insurance coverage for school accidents. Parents are responsible for the medical bills if their child gets hurt during school activities. School insurance is available for those who wish to participate. Information will be sent home at the beginning of the school year and is available in the school office.

SCHOOL PICTURES

Individual student photographs are taken in the fall and group class photographs in the spring. Information will be sent to you prior to "picture day". Individual pictures are scheduled for September or early October.

STUDENT DRESS

Students must wear clothing that meets safety, health, and decency standards and is appropriate for participation in school activities such as recess and PE. Any clothing that allows too much exposure is not safe or appropriate.

Examples of inappropriate clothing for boys and girls at school:

- pajamas, clothing that advertises, represents or encourages the following: gang affiliation, the use of tobacco, alcohol, or drugs
- crop tops, tank tops, tube tops, spaghetti straps, backless tops, tops with bare midriffs, muscle shirts, any exposing of undergarments
- short shorts, baggie pants worn below the hips
- hats may not be worn indoors.
- shoes with wheels built in, cleats, untied shoelaces
- please remember students must wear safe footwear for P.E., and bare toes run the risk of getting stubbed on doors or bark in them at recess.
- Please save costumes and temporary hair coloring sprays or gels for designated "spirit" days and theme days.

Thank you!

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, such as a doctor appointment, it is necessary that you come into the school office and sign your child out. Please do not ask for your child to be released by phone or written note. An advance note is welcome if it is understood that the parent must still come into the office and sign their child out.

TELEPHONE USE

Our phones are very busy. Under normal circumstances students should not need to use the phones at school. **Parents can help by having consistent after school transportation arrangements. If those arrangements must change, please write a note for your child to give to his/her teacher.** Students are not allowed to use the phone to make or change after school transportation arrangements. Please do not leave messages for students except in an emergency.

VOLUNTEERS

Hawthorne welcomes parent volunteers! If you would like to help, please notify your student's teacher or the office. Volunteers are needed in the classroom, library, and other areas. All parent volunteers must complete a registration packet every year which includes a background check through the Washington State Patrol. We ask all volunteers to sign in each time they visit the building and to wear an identification badge. Please pick up your application form from the school office.

VOTER REGISTRATION

Voter registration forms are available in the school office.

YMCA BEFORE/AFTER SCHOOL DAYCARE

Our school day begins at 8:40 a.m. Our paraeducator schedule does not allow us to supervise children who arrive early or stay late. The YMCA offers a daycare program in the Hawthorne gym before and after school each day. To make arrangements for this service please contact the YMCA at 374-1908. Information pamphlets are available in the school office.

STUDENT DISCIPLINE AT HAWTHORNE ELEMENTARY

Hawthorne Elementary School Core Beliefs for Discipline

1. Hawthorne students will be responsible for solving their own problems. With adult guidance, students can find solutions that do not create a problem for anyone else in the world.
2. A student will have as much control as possible, within the limits set by the adult.
3. Students will face the consequences of their actions, instead of punishment, whenever possible.
4. Consequences will be designed to fit the problems of individual students, and may be different, even when the problem seems to be the same.
5. Disciplinary actions will be considered as an opportunity for personal growth and individual problem solving. Emphasis will be placed on the student learning new behaviors so that he/she is prepared for the real world.
6. Maintaining and preserving the student's and teacher's self respect and dignity is crucial to successful disciplinary actions.
7. Students have the right to discuss consequences with their teacher whenever they believe the consequences are unfair.

STUDENT DISCIPLINE AT HAWTHORNE ELEMENTARY

HAWTHORNE IS THE PLACE TO BE, SAFE TO LEARN FOR YOU AND ME!

Hawthorne's staff believes that expectations must be taught in a positive manner to be effective and that logical consequences for inappropriate actions provide valuable learning opportunities. Using Discipline with Love and Logic, we work together with parents to teach students to take responsibility for their learning and behavior.

By offering choices, setting limits, designing logical and natural consequences, we are giving them lots of practice in solving their own problems. This prepares them for the real world. In this way, Hawthorne students are getting the unspoken message "You are a capable person who can solve your own problems." In this process, students are always given an opportunity to provide more information or to discuss whether they think the consequences are fair. It may not change the course of action, but it is always possible to discuss matters in a calm and rational manner.

In Love and Logic, the student that causes a problem gets to solve the problem without causing a problem for anyone else in the world. Students are given opportunity and guidance to gain self control, solve problems, replace drained energy, and make amends. Two important parts of this process are "making amends" and "changing locations".

What is "energy drain" and how does it work?

Students have the wonderful capacity to learn from natural consequences and accept responsibility for their actions. This usually includes cleaning up messes they have made and making amends. Replacing energy for the "energy drain" allows students to also give back for the time and energy spent helping them solve their problems. For each of these, students in Love and Logic schools can be seen cleaning desks, scraping gum, picking up trash, or cleaning walls and sidewalks. These jobs allow students to invest time in doing positive things to help the school.

STUDENT DISCIPLINE AT HAWTHORNE ELEMENTARY (CONTINUED)

What does "changing locations" mean and how does it work?

A common technique used in Love and Logic (and many other discipline programs) is "time out". This allows students time to think about their actions and regain self control. This occurs by removing the student from the area the disruption or problem is occurring. A student may be asked if he/she can work quietly at the desk where they are seated or if they need to sit at another area designated in the classroom. If the disruption or problem continues, the student can be offered a quiet area in the hallway next to the door or a chance to recover in another classroom.

The student is always encouraged to return as soon as they are back in control of themselves. They are welcome to be in the classroom for every moment they are appropriate and in control. A conference with a parent or a trip home can be the next step if after many opportunities the student is still not in control. The next day is a "fresh start" and provides a new opportunity for the student to show they are learning to be in control.

BE SAFE!

Safety is always our highest priority and is the basis for most of our rules. A safe environment is our goal and is more easily created with responsible and respectful students. Please be sure your child does not bring any weapons (even toy weapons), matches, or lighters to school. Kennewick School District has a very firm "no tolerance" policy towards students bringing any kind of weapon to school. **Any student who brings a weapon (including pocket knives) to school or uses any object as a weapon will be given an emergency expulsion immediately. *Please read all information regarding weapons brought to school.**

BE RESPECTFUL!

Hawthorne's staff wants a school climate that encourages good citizenship through mutual respect and appreciation for diversity. Students are expected to treat each other with respect in words and actions. Students must not make threats or physically harm another student.

BE RESPONSIBLE!

At Hawthorne, we have building wide expectations which set the guidelines for each individual classroom teacher's discipline plan. The rules for common areas around the school, such as hallways, bus area, and playground are consistent and help to promote a safe and positive learning environment. Each teacher teaches these rules at the beginning of the school year and reviews them from time-to-time throughout the year. Responsibility to self and others is an important foundation on which Hawthorne Bears build the desire to succeed in school and life.

***For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used as a weapon to school. Kennewick School District Policy 3314 Exceptional Misconduct explicitly defines the district policy regarding Weapons. The policy states in part:**

Weapons and Dangerous Instruments - Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents, air, aerosol, gas or pump-action firearms, nun-chuck sticks, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

HAWTHORNE SCHOOL-WIDE EXPECTATIONS

Students, parents, and staff must work together in providing a school environment where effective, positive learning can take place. To accomplish this, our parents and students are asked to be familiar with the rules and expectations the teachers have set up in their individual room discipline plans as well as our school wide expectations:

1. Students will be prepared to learn each day and have the necessary supplies and materials.
2. Students will arrive at school at the appropriate time and be responsible for their actions both behaviorally and academically.
3. Students will be respectful of all other students and staff and cooperative at all times.
4. Students will conduct themselves in a manner that is safe for themselves and others.
5. Students will be respectful of all others during work and play.
6. Students will follow all classroom, playground, and school rules.

HAWTHORNE DISCIPLINE PROCEDURES

All teachers have unique teaching styles and methods of addressing student behavior. Though classroom discipline plans are designed individually by each teacher, you will find that each plan follows our Love and Logic Core Beliefs for Discipline. Parents are encouraged to learn the expectations of their child's classroom and to actively work with the teacher in teaching and reinforcing these expectations.

Example of Discipline Using Love and Logic

1. If regular classroom discipline is not effective, a discussion of the problem with the student and teacher will occur. The student will be asked to solve the problem in a way that does not cause a problem for themselves or others. Thinking time/change of location may be needed to help the student solve the problem. Amends will be made when appropriate. A change of location may be necessary for
2. If problem persists or requires additional intervention, parents may be contacted to discuss the problem, reinforce the learning, and provide the student with assistance in solving the problem at home. The principal and/or counselor may be called in to work with the teacher, student, and parents to develop a plan for improvement (Student Behavior Plan). Logical and natural consequences are administered whenever appropriate and possible. However, students who engage in exceptional misconduct such as chronic or serious misbehavior, are subject to corrective action or punishment including, but not limited to, short-term suspension, long-term suspension, or emergency expulsion.
3. In the case of chronic and substantially disruptive students, the Kennewick School District policy #3240R will be followed and an out of school placement may become necessary.

When Kids Get in Trouble at School by Charles Fay of the Love and Logic Institute

Parents often ask, "What should I do when my child gets in trouble at school? Should I also provide some type of consequence at home?"

An easy way to think about this is to ask yourself, "Has my child's misbehavior at school drained any of my energy?"

Sometimes the answer is clearly, "No."

When this is the case, it's often smartest to simply support the school in its choice of consequence and without sympathy or even the slightest hint of a reward, allow home to be a bit of a sanctuary for the child. A small amount of time to reflect on the behavior and uncomfortable sting of negative consequences will often help a child learn to make better choices.

Sometimes, though, our children's misbehavior at school really does drain our energy...or affect us in some direct way. Perhaps we will need to pick them up from school and/or change our plans for the day.

When this happens, provide some type of logical consequence:

This is so sad. I spent an hour of time and five gallons of gas driving to the school to talk to your teacher about your misbehavior. Now I don't have the energy or the money to drive you and your friends to the movies on Saturday. Now we have to stay home.

Staying Calm: Some Love and Logic Tips by Charles Fay of the Love and Logic Institute

Avoiding frustration, anger, lectures, and other ineffective parenting practices is no simple task in today's hectic world.

Fortunately, the following steps can help us "brainwash" ourselves into staying cool in hot situations:

Step #1: Create one calming self-statement. Everyone needs a calming thought to carry with them as they navigate this not-so-calm world. Listed below are some examples:

- *Anger makes it worse.*
- *Anger and frustration feed misbehavior.*
- *Frustration fuels the fire.*
- *Empathy instead of anger.*
- *My kids will someday select my nursing home.*

Step #2: Post your statement where you'll see it often. The more often you see your statement, the more likely it will pop into your head when your kids are getting on your last nerve. It's great for them to see it too!

Step #3: Visualize yourself staying calm and using your statement. Each night as you are falling asleep, imagine yourself in a tough parenting situation with your children...and handling it without breaking a sweat!

LOVE AND LOGIC SUGGESTIONS FOR PARENTS

Receiving a call or notice regarding discipline from school can be a traumatic experience for both students and parents. Our ultimate goal is that while it is common for students to make bad choices, we want them to learn valuable lessons and not fall into patterns of repeating the mistakes over and over. We offer the following suggestions when you review the discipline referral with your child:

- 1. Discuss the situation. Have your child explain how the incident developed and help them understand and take ownership of the part they had.**
- 2. Try to avoid over-reacting, even if your child has done something that is shocking. An empathetic response focuses on the problem/consequences of the child's action and helps him/her enter into the process of problem solving.**
- 3. Have your child think about other ways the situation could have been handled, with a view toward how you expect them to respond in the future.**
- 4. A consequence at home can reinforce our desire that students learn from the experience. (Please see the article by Charles Fay at the beginning of this section.) Some consequences parents have used include loss of privilege, or doing some extra chore around the house. Some parents have their child write an apology if appropriate.**
- 5. Above all, allow the consequences to do the teaching. We are much more effective in developing our child's understanding of the relationship between their choices and the results they receive in life when we empathize with them. "That's sad." or similar statement can help reinforce our love and care for them while allowing the consequences of the poor choice to do the teaching.**
- 6. Keep the home consequence natural and reasonable so you aren't tempted to abandon them when your child begins complaining and lose resolve to follow through. Giving in on consequences sends the message to your child that he/she will never have to deal with the reality of their choices because they are too weak or too special.**

Finally, it is very important that the school and home are partners in your child's growth through the experience. If you have questions regarding the discipline, please call to discuss it or to set up an appointment. Your child will have difficulty learning from the experience if they cannot see their responsibility and instead blame only others. If the school and home can come together as a team, the child will benefit.

STUDENT RIGHTS AND RESPONSIBILITIES

Kennewick School District Policy 3200

Students who attend Kennewick Schools

- shall obey the written policies, rules, and regulations;**
- shall take the required subjects;**
- shall obey teachers and other school personnel and;**
- shall receive corrective action or punishment as school officials shall determine.**

Students who willfully interfere with the orderly operation of the school shall be subject to discipline, short or long-term suspension, or expulsion.

STUDENT RESPONSIBILITIES AND LIMITATIONS

Kennewick School District Policy 3240

It is the intention of the Kennewick School District to provide a safe, productive, positive, and disruptive-free classroom and learning environment. General rules of conduct are as follows:

1. A student shall be on time and attend school regularly.
2. A student must:
 - A. attend all classes assigned unless excused
 - B. follows school bus rules of conduct
 - C. identify him/herself when asked
3. A student shall not substantially disrupt any operation of the school or classroom.
4. Students are expected to be honest. Lying or cheating will not be accepted.
5. Students are expected to:
 - A. respect self and the rights of others
 - B. treats others as they would like to be treated
 - C. respects other people in relation to their race, gender, religion, ethnic origin, disability, and individual difference.
6. Dress and appearance must not present health or safety problems or cause disruptions.
7. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation, are prohibited.
8. Any student, individually or with others, shall not intimidate by threat of force or violence any school employee or student.
9. The use, sale, distribution or possession of the following is not allowed:
 - A. drugs and narcotics
 - B. alcoholic beverages and tobacco products
 - C. fireworks
 - D. weapons
 - E. pornography
 - F. stolen property
10. Students are to respect the property of others. Entry, theft or possession of another's property is not allowed.
11. Activities defined by federal, state or local law as criminal are not allowed.
12. The forging of any signature or alteration of any document is not allowed.
13. Disregard of legal requests or orders given by school or civil officials is not allowed.

CORRECTIVE ACTIONS OR PUNISHMENT

Kennewick School District Policy 3300

All students shall obey the reasonable rules of the school district. Refusal to obey written rules and regulations shall be sufficient cause for discipline, suspension or expulsion.

"Expulsion" is the removal from school or individual classes for an indefinite period.

"Emergency expulsion" is the immediate removal of a student from school for actions which endanger students, staff or the educational process.

"Suspension" is the removal from school, individual classes or other school activities for a specific period of time, after which the student has the right to return.

A suspension is "short term" if it is for a period of ten (10) consecutive school days or less.

A suspension is "long term" if it exceeds ten (10) consecutive school days.

"Discipline" means all other forms of corrective action or punishment.

DISCIPLINE

Range of Corrective Actions

The following guidelines are in effect to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. Parents will be contacted for all violations. Police will be contacted on all violations that warrant an expulsion.

An Ad Hoc Committee has met to define the areas of misconduct and the range of action to be taken.

EXCEPTIONAL MISCONDUCT	RANGE OF CORRECTIVE ACTION	ACTION THAT MAY BE TAKEN
Weapons-Firearms and Explosives	Minimum	Expulsion for one calendar year
	Maximum	Indefinite expulsion
Weapons-General	Minimum	Emergency expulsion/Short-term suspension
	Maximum	Expulsion
Intimidation by Threat of Force or Violence	Minimum	Short-term suspension
	Maximum	Expulsion
Harassment	Minimum	Short-term suspension

	Maximum	Expulsion
Extortion, Assault or Causing Physical Injury	Minimum	Short-term suspension
	Maximum	Expulsion
Substantial Disruption of School Day	Minimum	Short-term suspension
	Maximum	Expulsion
Damage or Theft of Property	Minimum	Short-term suspension
	Maximum	Expulsion
Alcohol/Narcotics	Minimum	Short-term suspension
	Maximum	Expulsion
Repeated Misconduct	Minimum	Short-term suspension
	Maximum	Expulsion
Forgery	Minimum	Short-term suspension
	Maximum	Expulsion
Criminal Acts	Minimum	Short-term suspension
	Maximum	Expulsion
Lewd Conduct	Minimum	Short-term suspension
	Maximum	Long-term suspension
Gambling	Minimum	Short-term suspension
	Maximum	Expulsion
Cheating	Minimum	Short-term suspension
	Maximum	Long-term suspension
False Accusation	Minimum	Short-term suspension
	Maximum	Expulsion
Cigarettes	Minimum	Short-term suspension
	Maximum	Long-term suspension
Computer Misuse	Minimum	Short-term suspension
	Maximum	Expulsion

STUDENT CONDUCT

Kennewick School District Policy 3314

Students who engage in the following will be subject to corrective action or punishment:

1. Substantial disruption of school
2. Damage or theft of property
3. Extortion, assault or causing physical injury

4. Weapons or dangerous instruments (See Regulation 3300.1 Student Weapons Violation)
5. Narcotics, alcoholic beverages and stimulant drugs
6. Cigarettes, cigars, tobacco (See Policy 3418 - Alcohol and Other Drug Use/Abuse (ADO))
7. Truancy
8. Lewd conduct

STUDENT DISCIPLINE AT HAWTHORNE ELEMENTARY (CONTINUED)

9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations
15. Harassment and intimidation (See Policy 5013 - Sexual Harassment)

**BUS TRANSPORTATION: RULES FOR STUDENTS RIDING ON SCHOOL BUSES
DON'T LOSE YOUR RIDING PRIVILEGE!**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. No eating or drinking on the bus.
4. No littering, keep the buses clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver's seat.
7. Don't be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Bus driver is authorized to assign seats.

Remember: Drivers have full authority while in operation of the vehicle.

**PROHIBITION OF HARASSMENT/INTIMIDATION/BULLYING
Kennewick School District Policy 3207**

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means an intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristics in RCW-9A.36.080(3), (race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is 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.

**ALCOHOL AND OTHER DRUG USE/ABUSE (AODA)
Kennewick School District Policy 3418**

Alcohol and other drug use is a serious health problem and the Kennewick School District is committed to eliminating it from the school environment. The use, possession, transfer, or being under the influence of illegal/illicit drugs, chemicals, alcohol or tobacco in or on school property or at school-sponsored events is prohibited.

STUDENT ATTENDANCE AT HAWTHORNE ELEMENTARY

GENERAL GUIDELINES

Attendance at school is a key to student success. In order to avoid chronic absenteeism the following guidelines will be used. Exceptions to the guidelines will be allowed only in unique circumstances and will be dealt with on an individual basis.

For extreme cases, students are allowed up to 15 excused absences in a school year. Each absence thereafter is considered unexcused. A conference is required at 16 absences. The principal may make exceptions when a justifiable cause for the excessive absences can be demonstrated (i.e. long term illness).

If a student is absent for 20 consecutive days without notification of the cause for the absence given to the school, the student will be withdrawn.

Attendance letters are sent to parents when a student reaches 5, 10, and 15 absences. Sample attendance letters are attached after **Bedroom Time** by Jim Fay on the following page.

UNEXCUSED ABSENCES

Any unexcused absence may be treated as truancy and dealt with under the procedures of the Washington Administrative Code for the BECCA truancy law.

Unexcused absences fall into three categories:

1. Submitting a signed excuse that is determined to be inappropriate by the building principal.
2. Failing to contact the school or submit any type of excuse signed by the parent(s)/guardian(s).
The student is truant when absent from school without parent/guardian and school permission.
3. Exceeding the limit of 15 absences in one school year.

LATE ARRIVAL OR PICKUP

A student will be considered tardy if he/she arrives after the start up bell. If a student's tardiness becomes chronic, he or she may need to call home to ensure the parent is aware of the issue. Next, a conference may be required with the teacher, school counselor and/or principal. Parents are requested to come into the building and sign their child in if dropping them off after the start of the school day.

Students who attend Hawthorne but reside out of the school's attendance boundary may be asked to return to their home school if tardiness or late pick-ups become chronic.

Thank you, Parents, for making sure your child arrives promptly and safely at 8:40 a.m. each day and is picked up on time. Students arriving after 8:40 a.m. need to enter through the office doors, all other doors are to remain locked. Teachers will not open their outer doors for late arrivals. Tardy letters are sent home after 5, 10 and 15 tardies. Sample tardy letters are attached on the following pages.

Bedroom Time

by Jim Fay of the Love and Logic Institute

When I give an evening speech I have a hard time going to sleep right away. The adrenaline level in my body has to dissipate before I can sleep. When kids go full blast until bedtime they have the same trouble.

Parents who complain that their children have a sleep problem often discover the problem is that they are expecting their kids to make an abrupt switch from a high activity level to sleep. It is better for a child to slow down and then switch from "bedroom time" to sleep time.

Reduce the level of stimulation as bedroom time approaches. Reduce the noise level in the home. Replace excitement with soothing music and remember that it is difficult for anyone to make an abrupt change from a high activity level to settling down and going to sleep.

Wise parents don't negotiate with kids about bedroom time. They know it is morally, legally, and psychologically sound to expect children to go to their rooms at a certain time every night. They know this does not damage a child's psyche or self-concept. It is healthy for families to have a scheduled "rest time" for parents and "bedroom time" for children.

HAWTHORNE ELEMENTARY SCHOOL
3520 West John Day Avenue
Kennewick, WA 99336
(509) 222-5600 Fax (509) 222-5601
Home of the Bears

Sample

To the Parents of:

Thank you for partnering with us in the education of your child! Working together is vital to the academic success of our students. As a concerned parent, we know you are aware that your child has accumulated 5 days of absences. We appreciate the notes you have sent and/or calls you have made to the office informing us of the reason for these absences. (If this number is incorrect, please let us know.)

I'm sure your child's teacher has continued to communicate with you regarding any make-up work that could be helpful in keeping up with the class. Please let us know if there is anything else we can do to support your child's educational journey and incredible potential!

Sincerely,

Craig Miller, Principal
Kara Del Mar, Assistant Principal

Hawthorne Elementary School

CC: Student File

Sample

HAWTHORNE ELEMENTARY SCHOOL
3520 West John Day Avenue
Kennewick, WA 99336
(509) 222-5600 Fax (509) 222-5601
Home of the Bears

To the parents of:

Thank you for partnering with us in the education of your child! Working together is vital to the academic success of our students. As a concerned parent, we know you are aware that your child has accumulated 10 days of absences. We appreciate the notes you have sent and/or calls you have made to the office informing us of the reason for these absences. (If this number is incorrect, please let us know.)

Your child's teacher has continued to communicate with you regarding any make-up work that could be helpful in keeping up with the class.

The Kennewick School District and Washington State Law (regarding Truancy) requires specific actions if a child reaches a high number of absences or receives unexcused absences. To help us better understand the reason for your child's absences, I or my Assistant Principal would appreciate a chance to speak to you. You can reach either of us by calling the school number, 222-5600. If we are not available at the time you call, please give the secretary a good time for us to reach you and we will call you right back.

Sincerely,

Craig Miller, Principal
Kara Del Mar, Assistant Principal

Hawthorne Elementary School

CC: Student File

HAWTHORNE ELEMENTARY SCHOOL

3520 West John Day Avenue
Kennewick, WA 99336
(509) 222-5600 Fax (509) 222-5601
Home of the Bears

Sample

Tardy Notice: 5 days

To the Parents of:

Thank you for partnering with us in the education of your child! Working together is vital to the academic success of our students.

For your child's safety, we want to be sure you are aware that your child has been tardy 5 days since the start of this school year. (If this number is incorrect, please let us know.) If this is something you were unaware of, please talk to your child to address any concerns regarding morning routines or their travel to school.

We would like you to be aware that according to the Benton County Juvenile authorities, three (3) unexcused tardies can add up to one unexcused absence, so please make sure to write a note explaining why your child is late to school.

As you know, prompt attendance is very important to your child's education and to the classroom as a whole. So much of a great day begins with a great start! Please let us know if there is anything more we can do to support the educational journey to your child's incredible potential!

Sincerely,

Craig Miller, Principal
Kara Del Mar, Assistant Principal

Hawthorne Elementary School

CC: Student File

HAWTHORNE ELEMENTARY SCHOOL
3520 West John Day Avenue
Kennewick, WA 99336
(509) 222-5600 Fax (509) 222-5601
Home of the Bears

Sample

Tardy Notice: 10 days

To the Parents of:

Thank you for partnering with us in the education of your child! Working together is vital to the academic success of our students.

For your child's safety, we want to be sure you are aware that your child has been tardy 10 or more days since the start of this school year. (If this number is incorrect, please let us know.) If this is something you were unaware of, please talk to your child to address any concerns regarding morning routines or their travel to school. Also, to better understand the reason for your child's tardiness, I or my Assistant Principal, would appreciate a chance to speak to you. You can reach either of us by calling the school number, 222-5600. If we are not available at the time you call, please give the secretary a good time to reach you and we will call you right back.

We would like you to be aware that according to the Benton County Juvenile authorities, three (3) unexcused tardies can add up to one unexcused absence, so please make sure to write a note explaining why your child is late to school.

As you know, prompt attendance is very important to your child's education and to the classroom as a whole. So much of a great day begins with a great start! Please let us know if there is anything more we can do to support the educational journey to your child's incredible potential!

Sincerely,

Craig Miller, Principal
Kara Del Mar, Assistant Principal

Hawthorne Elementary School

CC: Student File

HAWTHORNE ELEMENTARY SCHOOL
3520 West John Day Avenue
Kennewick, WA 99336
(509) 222-5600 Fax (509) 222-5601
Home of the Bears

Sample

Date

To the Parents of:

Thank you for partnering with us in the education of your child! This year, Hawthorne Elementary is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school-and themselves. As a concerned parent, we know you are aware your child has missed several days of school or been tardy (Absences = x; and tardies = x). We appreciate the notes you have sent and/or calls you have made to the office informing us of the reason for these absences.

The Kennewick School District and Washington State Law (regarding Truancy) requires specific actions if a child reaches a high number of absences or receives unexcused absences. To help us better understand the reason for your child's absences and/or create an attendance plan with you and your child, we are requesting your presence at an attendance team meeting. (The Attendance team may include your child's teacher and our counselor.) For scheduling purposes, we have chosen the following date and time:

To ensure you reside in our Hawthorne's attendance area, please bring proof of residency. It would be helpful to bring any other documentation such as notes from your child's doctor. If you need to reschedule for any reason, please feel free to call the school number, 222-5600 and we will find a time that works for you.

Sincerely,

Craig Miller, Principal
Kara Del Mar, Assistant Principal

Hawthorne Elementary School

CC: Student File

HAWTHORNE ELEMENTARY SCHOOL

3520 West John Day Avenue

Kennewick, WA 99336

(509) 222-5600 Fax (509) 222-5601



Dear parents,

In compliance with the requirements of the Elementary and Secondary Education Act, Hawthorne would like to inform you that you may request information about the professional qualifications of your student's teacher (s). The following information may be requested:

- 1) Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived
- 3) The college major and graduate certification or degree held by the teacher.
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact Craig Miller at 509-222-5600.

Sincerely,

Craig Miller
Hawthorne Elementary
Principal

Citizen Complaint Against a School District or Other School Service Provider

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- *Find* this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.
- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow steps 1 through 5 to complete the citizen complaint process.

STEP 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) **and are unable to reach a satisfactory solution**, use this citizen complaint process through OSPI.

STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint **must be in writing**, signed by the person filing the complaint, and include: . **Contact**

Information of the Person Filing the Complaint. Your name, address, telephone number and email, if you have one.

- **Optional:** If someone is helping you to file this citizen complaint, include 1) their contact information, and 2) your relationship to them — for example, family member, a relative, friend or advocate.

. **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.**

Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.

. **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.

1. What specific requirement has been violated?
2. When did this violation occur?
3. Who you believe is responsible: names of all the people, and the program or organization involved.

- **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.

. **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction **Attn:**
Citizen Complaint-Title I, Part A P.O. Box 47200
Olympia, WA 98504 Fax: (360) 586-3305

Citizen Complaint Against a School District or Other School Service Provider

STEP 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within **20 calendar days**.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within **5 calendar days** of the date of the response from the school district, ESD or school service provider (subgrantee).

STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within **60 calendar days** of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time. Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within **30 calendar days** of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines

If you as the complainant, and the school district, ESD or school service provider (subgrantee) named in your citizen complaint **agree to extend the timelines**, this agreement must be in writing and sent to OSPI **within 10 calendar days** of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction

Attn: Citizen Complaint—Title I, Part A

P.O. Box 47200

Olympia, WA 98504

IMPORTANT - RESPONSE NECESSARY

Dear Hawthorne Parents,

The information in this handbook is very important to the safety and well being of your child. It would be good to keep and review it from time-to-time when "teachable moments" arise with your child.

Please read section 27. STUDENT DISCIPLINE AT HAWTHORNE ELEMENTARY and take time to thoroughly discuss these expectations at an age appropriate level with your child.

PLEASE NOTE THAT THIS PAGE MUST BE SIGNED BY BOTH STUDENT AND PARENT AND RETURNED TO SCHOOL TOMORROW.

I appreciate your support in this matter and look forward to working with you and your child.

Sincerely,
Craig Miller
Principal, Hawthorne Elementary

KENNEWICK SCHOOL DISTRICT'S DISCIPLINE POLICY
ACKNOWLEDGEMENT
2018-2019

We have read the Kennewick School District's policies regarding student behavior: Student rights and Responsibilities, Student Responsibilities and Limitations, Corrective Actions or Punishment, Student Weapons Violations, Student Conduct, Alcohol and Other Drug Use/Abuse, Bus Transportation, Sexual Harassment, School Safety and Discipline. We have also read Hawthorne School's Standard of Conduct Policies and Attendance Procedures.

We are aware of the consequences for inappropriate behavior and unexcused absenteeism.

Student's Name

Room #

Student's Signature

Parent/Guardian's Signature

Date Signed