

# **SOUTHRIDGE HIGH SCHOOL**



## **STUDENT HANDBOOK 2021—2022**

Please follow the links below to complete the sign off portion of the student handbook:

Parents/guardians click [here](#).

Students click [here](#).

Southridge High School  
3520 Southridge Boulevard  
Kennewick, WA 99338  
(509) 222-7200  
FAX: (509) 222-7201

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Dear Students and Parents:

Welcome to the 2021-22 school year! As we plan for the learning experience for our students, we will keep a laser focus on research-based best practices that ensure ALL Southridge students reach their highest potential. We know that our students come to us with a variety of backgrounds and experiences that may be different from our own. We recognize the uniqueness of each of our students and families, valuing their contributions to our greater school community. Southridge aims to be a school where everyone feels welcome not by accident, but by design through a building-wide system of support that meets the needs of each student in the areas of academic, social emotional, attendance and behavior.

What follows in this handbook is a collection of guidelines, rules and policies designed to assist students and families in maintaining a safe and productive virtual online educational experience.

Professionals who work with youth recognize that a sense of belonging, opportunities for mastery, self-responsibility and service to others is fundamental to the social and emotional well-being of students. Both home and school environments should provide opportunities for young people to meet these needs.

We at Southridge believe that students and their families desire a safe, caring and responsible school environment. Students must be given every opportunity to achieve higher levels of success. These opportunities are enhanced when clear behavioral expectations are in place.

School discipline must be fair, firm, and consistent. Natural and logical consequences for inappropriate behavior must be clearly stated. Discipline that is administered in a caring manner with cooperation between school staff, students and parents preserves the dignity and self-esteem of the student.

You have our assurance that discipline will be administered appropriately. You also have our assurance that criminal offenses will be prosecuted to the fullest extent allowed by law. Students and staff deserve to attend and work in a safe and supportive environment.

Please read and sign the attached document and have your child return it to school.

We appreciate your support in helping Southridge students continue their growth as self-disciplined achievers.

Sincerely,



Molly Hamaker-Teals	Principal	509-222-7206	<a href="mailto:molly.hamaker-teals@ksd.org">molly.hamaker-teals@ksd.org</a>
Christine Clem	Assistant Principal	509-222-7223	<a href="mailto:christine.clem@ksd.org">christine.clem@ksd.org</a>
Mike Christman	Assistant Principal	509-222-7205	<a href="mailto:mike.christman@ksd.org">mike.christman@ksd.org</a>
Ryan Ferguson	Assistant Principal	509-222-7204	<a href="mailto:ryan.ferguson@ksd.org">ryan.ferguson@ksd.org</a>
Tim Wood	Assistant Principal Athletics and Activities Director	509-222-7207	<a href="mailto:timothy.wood@ksd.org">timothy.wood@ksd.org</a>

## SHS BELL SCHEDULE 2021-2022

### Regular Bell Schedule

0	6:45	7:40
1	7:45	8:40
2	8:45	9:42
3	9:47	10:42
L	10:42	11:20
4	11:25	12:20
5	12:25	1:20
6	1:25	2:20
7	2:25	3:20

### 10:30 Early Release Bell Schedule

10:30 Early Release Schedule		
0	6:45	7:40
1	7:45	8:08
2	8:13	8:38
3	8:43	9:06
4	9:11	9:34
5	9:39	10:02
6	10:07	10:30

### Navigation Bell Schedule

0	6:45	7:40
1	7:45	8:36
2	8:41	9:35
3	9:40	10:32
Nav	10:37	10:56
L	10:56	11:32
4	11:37	12:28
5	12:33	1:24
6	1:29	2:20
7	2:25	3:20

### 2 Hour Late Start Schedule

0	NO CLASS	
1	9:45	10:20
2	10:25	11:02
L	11:07	11:40
3	11:45	12:20
4	12:25	1:00
5	1:05	1:40
6	1:45	2:20
7	2:25	3:20

### Pep Assembly Schedule

0	6:45	7:40
1	7:45	8:33
Assembly	8:43	9:13
2	9:18	10:08
3	10:13	11:01
L	11:01	11:41
4	11:46	12:34
5	12:39	1:27
6	1:32	2:20
7	2:25	3:20

### 3 Hour Late Start Schedule

0	CANCELLED	
1	10:45	11:10
L	11:15	11:45
2	11:50	12:20
3	12:25	12:50
4	12:55	1:20
5	1:25	1:50
6	1:55	2:20
7	2:25	3:20

## The High School & Beyond Plan

The High School & Beyond Plan revolves around three questions: Who am I?, What can I become?, and How do I become that? The High School & Beyond Plan, a graduation requirement, helps students get the most out of high school and think about their future. Students work with school counselors and advisors to create their own individual plan, the "personalized pathway", throughout high school and revise their plan annually to accommodate changing interests or postsecondary goals on what they expect to do the year following graduation from high school. The postsecondary aspirations may include pathways for application to four-year colleges or universities, two-year community or technical colleges, apprenticeship programs, industry standard certificate programs, military training, or on-the-job training.

### Requirements for all students:

- Begins in 7th or 8th Grade
- Identification of career goals, aided by a skills and career interest inventory assessment
- Identification of educational goals for graduation and beyond
- Four-year plan for course-taking plan that fulfills state and local graduation requirements and aligns with the student's career and educational goals with and individualized Personalized Pathway
  - o Must include information about
    - . Dual credit programs (AP,IB, Cambridge, Running Start, College in the High School, CTE Dual Credit [Tech Prep])
    - . College Bound Scholarship Program
- Resume or activity log by end of 12th grade that provides a written compilation any activities/athletics, leadership opportunities, work experience, or community service that can be used for writing personal statements, application essays, or scholarship applications
- For students who have not met standard on state assessment, interventions and academic support, courses, or both, that enable students to meet the high school graduation requirements, must be a part of this plan

The High School & Beyond Plan is used to guide student middle school and high school experience and prepare him or her for high school graduation and for postsecondary aspirations.

- The plan must be provided to students' parents or guardians in the top two-non English languages spoken by students in the school district.
- After the plan is initiated for each student during the seventh or eighth grade, it is updated each year to reflect high school assessments, review of transcripts, and assess progress toward identified goals.
- In many cases the plan is revised as necessary for changing interests, goals, and needs, and to identify the available interventions and academic support, and/or courses.

School districts are encouraged to involve parents and guardians in the process of developing and updating the High School and Beyond Plan.

In the four-year course plan's Personalized Pathway Requirement, starting with Class of 2019, the content of the third credit of mathematics and the content of the third credit of science must be chosen by the student based on the student's interest and High School and Beyond Plan with agreement of the student's parents or guardian or agreement of the school counselor or principal.

### The Personalized Pathway Requirement within the 24-Credits Diploma

There are a total of 7 courses outside of the required core 17 of the 24 credits that students can use in planning their Personalized Pathway. PPR definition includes:

- Locally determined coursework identified in High School & Beyond Plan that is needed for meaningful postsecondary career or educational goals chosen by students based on interest and career goals
- Individual for each student the connects with 4-year course plan and career pathway or college major
- Sequence of courses are intentionally chosen by student that prepare him or her to meet graduation requirements and specific postsecondary or educational goals
- Created in collaboration between student, parent/guardian, and school counselor, advisor or teacher
- Students specify 3 credits from the additional art and 2 world languages or choose to include 3 other courses, along with 4 electives and 17 core courses to complete their 24 credits needed for the Career- and College-Ready Diploma for Class of 2019 and beyond.

## **A Successful SUN:**

- **Will attend school daily and be present in all classes**
- **Will establish positive relationships with staff and students**
- **Will not let their cell phone distract them from their education**
- **Will do their part to maintain a safe environment for everyone**
- **Will be respectful of themselves, their peers, and the school staff**
- **Will do the right thing**
- **Will take responsibility for their actions**
- **Will use their voice and their words for “good”**
- **Will be honest and not damage their character or integrity**
- **Will give their best effort in all that they do**
- **Will get involved and engage in school**
- **Will take full advantage of their free education**
- **Will ask for help before it is too late**
- **Will never give up**
- **Will take pride in their school and know the fight song**

## **SOUTHRIDGE HIGH SCHOOL FIGHT SONG**

**All hail to our Southridge High. Bring on the challenge let's do or die!**

**Honor, fame, and glory too, guardians of the gold and blue.**

**We are the finest under the sun. Carry the fight 'til the victory's won.**

**Greatest school to you and I, that's almighty Southridge High!**

## District Policy 3240--Student Responsibilities and Limitations

The school district has established rules of conduct that shall be applicable at all schools. Individual buildings may distribute written rules of conduct that cover additional areas of student behavior. Violations of a rule of conduct may result in corrective action or punishment imposed by authorized employees of the district. ***It is the intent 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 punctual and in regular attendance unless officially excused
2. A student must:
  - a. attend all classes assigned unless officially excused
  - b. comply with school bus rules of conduct
  - c. identify themselves on request to school district and/or public officials
  - d. follow school rules regarding driving/parking of vehicles during the school day
3. A student shall not cause the substantial and material disruption of any school operation or classroom. Though not the only acts of substantial disruption, the following illustrate the kinds of offenses encompassed here:
  - a. occupying a school building or school grounds in order to deprive others of its use.
  - b. blocking the entrance or exit of any school building or room in order to deprive others of passing through.
  - c. setting fire to or damaging school property.
  - d. using, or threatening to use, firearms, explosives or other weapons on the school premises.
  - e. preventing students from attending a class or school activity.
  - f. blocking normal pedestrian or vehicular traffic on a school campus.
  - g. interfering seriously with the conduct of any class or activity
  - h. urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions.
  - i. intentionally making false accusations about staff or student behavior.
4. Students are expected to be honest, that is, lying and cheating will not be tolerated and will result in appropriate disciplinary action.
5. Students are expected to:
  - a. respect self and the rights of others.
  - b. treat others as they would like to be treated.
  - c. respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences.
  - d. refrain from ethnic jokes, slurs, and attire with derogatory messages.
6. Dress and appearance must not present health or safety problems or cause disruptions.
7. Oral or written defamation, obscenity, profanity, verbal and physical attacks, harassment, and intimidation, are prohibited.
8. Any student, singly or in concert with others should not intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in peaceful discharge or conduct of his or her duties. (RCW 28.A.635)
9. The use, sale, distribution or possession of the following are prohibited on school premises or during school sponsored activities:
  - a. drugs and narcotics
  - b. alcoholic beverages, tobacco products and/or electronic delivery devices
  - c. fireworks
  - d. weapons
  - e. pornography
  - f. stolen property
10. Students are to respect the property of others. Entry, theft, or possession (without permission) of another's property is prohibited.
11. Activities defined by federal, state, or municipal law as criminal are prohibited.
12. The forging of any signature or alteration of any document is prohibited
13. Obvious and conscious disregard of legal requests or orders given by recognized school or civil officials is prohibited.

### Corrective Actions and Punishments

In order to ensure that order essential to effective teaching and learning is maintained, corrective actions and punishments may be imposed by designated employees for violation of rules of student conduct. Corrective action and punishment will be imposed for good and sufficient cause in a fair and just manner, including, but not limited to, suspension and expulsion.

## ATTENDANCE GUIDELINES

This year, Kennewick School District 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. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

### **DID YOU KNOW?**

- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular attendance is a better predictor of graduation rates than 8th grade test scores.

### **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the school attendance office at 509-222-7208 or 509-222-5286.

### **WHAT YOU CAN DO**

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

### **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time (school nurse, counselor interventionist, etc). We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school. **SCHOOL**

### **POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

[Each school is required to take daily attendance and notify you when your student has an unexcused absence.](#)

If your student has **three** unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

The Kennewick School District has an established policy defining excused absences that will help you ensure your student is attending regularly. Policy 3122 defines excused absences as:

### **EXCUSED ABSENCES**

Regular school attendance is necessary for mastery of the educational program provided to students. It is recognized that, at times, students appropriately may be absent from class. Therefore, the following principles shall govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences from school:

A. Participation in a district or school approved activity or instructional program;

B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible.

**Excused Absences (cont.)**

- C. Family emergency, including but not limited to a death or illness in the family;
- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding, court ordered activity, or jury service;
- F. Post-secondary, technical school or apprenticeship program visitation,
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless or foster care/dependency status;
- I. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- J. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- K. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- L. Absences due to a student's migrant status, and
- M. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

An excused absence shall be certified by the parent in writing, or by the school authority responsible for the absence.

Any absence **not** listed above is an unexcused absence.

**CLEARING AN EXCUSED ABSENCE**

When a student is absent it is the student/parent/guardian's responsibility to clear the absence with the Attendance Office

**HOW TO EXCUSE YOUR ABSENCE**

Parents may call or send a written justification to excuse their child's absence. Absences that are not excused within three (3) school days following the absence may be considered unexcused.

**HOMEWORK ASSIGNMENTS**

If an absence is excused, the student shall be permitted to make up any graded assignments and/or equivalent participation points outside of class under reasonable conditions and time limits established by the appropriate teacher(s). A minimum of "the number of days absent plus one" will be provided.

After a student has been absent for two days (EXCUSED absences only) students should email the teacher directly to request assignments. Please allow a minimum of 24 hours from the time of the request to check back with the Attendance Office to see if the homework assignments are ready to be picked up. Homework may be picked up in the Attendance Office between 7:00 am and 3:30 pm.

**UNEXCUSED ABSENCES/TRUANCIES**

Students will be allowed three (3) school days after returning to school to clear any absence. After three (3) days, all absences which have not been cleared with the Attendance Office will automatically become permanently unexcused or truant. These steps will be followed by the Attendance Office in regard to unexcused absences when they have been determined to constitute a truancy.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria in #1 A-M above for an excused absence.

As a means of instilling values of responsibility and personal accountability, a student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or unexcused absences only to the extent and upon the basis that:

- a. The student's attendance and participation is related to the instructional objectives or goals of the particular subject or course, and
- b. The student's attendance and/or participation has been identified by the teacher pursuant to the policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.

The school shall notify a student's parent or guardian in writing or by telephone whenever the student has incurred one unexcused absence (equivalent of one school day) within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after three unexcused absences (equivalent of three school days) within any month during the current school year.

A conference shall be scheduled to determine what corrective measures should be taken to remedy the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.



Not later than the student's fifth unexcused absence (equivalent of five school days) in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of [RCW 28A.225.010](#).

#### **Unexcused Absences (cont.)**

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of [RCW 28A.225.010](#) by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

Students who are court ordered to return to school may be placed in an alternative learning setting until the next appropriate reentry point to the regular school setting.

All suspensions and/or expulsions shall be promptly reported in writing to the superintendent or designee. Policies and procedures shall be made available to parents and students upon request.

In the event of a truancy students may be assigned one or more after school interventions (2:30 – 4:30 PM). A truancy is considered an unexcused absence which cannot be verified by school personnel, a parent, or another outside source. Students who fail to complete detention as assigned will receive the consequences for Failure to Serve Detention.

#### **APPOINTMENTS DURING THE SCHOOL DAY**

Please remember that we do not always have runners available, computers may be down, or kids may not be in their class because of a special event. Because of this, we are not always able to locate students in a timely manner. Therefore, when it is necessary for a student to leave school for appointments (medical, dental, court), we recommend that the student bring a note or appointment verification to the Attendance Office on the morning of the appointment in order to obtain a call slip. **Prior to leaving, the student must check out in the office by signing the checkout sheet.** It is expected that the student will return to school immediately following the appointment. **Upon the student's return to school, they must check in at the Attendance Office to receive an Excused Absence slip.** Failure to follow these procedures will result in an Unexcused Absence. If a student is sick, they should come to the attendance office to meet with the nurse, if she is available, or to call home **from there** and then sign out. Students should NOT call from their own cell phones or class phones.

#### **FAILURE TO CHECK-OUT THROUGH THE ATTENDANCE OFFICE**

Definition: Leaving the campus without signing out through the Attendance Office.  
Students will be considered unexcused or truant based on individual circumstances.

#### **EXCESSIVE ABSENCES**

**School Board Policy 3122** has established absence limits to promote student engagement in school. Excessive absences may lead to loss of credit, as described below:

##### **Potential Loss of Credit**

Students who attend class are more likely to earn passing grades and credits toward graduation than students who are excessively absent. Therefore, absence limits have been established to promote student engagement in school. Excessive absences may lead to loss of credit as described in this section.

Parents will be notified of their student's absences on the fifth, eighth, and twelfth absence.

After the 12th non-school-related absence in a semester, the high school student will be notified of the 12th absence to determine whether an attendance contract is appropriate.

In addition to the contract, and after the 12th non-school-related absence per semester in a given class, the classroom teacher, at his or her discretion, may forward to the building administration a notice of referral for denial of class credit. The classroom teacher, at his or her discretion, may thereafter rescind said notice, or having rescinded said notice, reinstate it any time for attendance and classroom work related behavior together with a brief explanation thereof, until a week before the meeting of the building Attendance Committee.

The building Attendance Committee shall be formed by the building principal or designee and shall review all timely referrals for denial of credit within a week after the completion of each semester and recording of grades and attendance. An affected student and parent shall be given timely notice and may appear at such review.

The Attendance Committee shall consider relevant facts that include:

- Total number of absences in this and other semester classes,
- Pattern of absences in prior semesters,
- Whether the non-school related absences related to verified illness, emergencies within the family, and/or absences that have a significant family or educational related value, (a mitigated factor),
- Whether the student has earned an A through a C- in the course, (a mitigating factor),
- Whether the student has earned a D+ or D in the course, (a negative factor), or
- Whether the student has voluntarily been involved in other mitigating factors developed by the high school.

In the event of credit denial, the student and/or parents have the right to appeal to the building principal. In the event that the issue is still not resolved, the student and/or parents may appeal to the Assistant Superintendent of Secondary Education. In the event that this issue is still not resolved, the students and/or parent may appeal to the School Board following the procedure in Policy 3323-R2.

Each high school shall report the number of notice of referral for denial of class credit by teacher, the number of credits denied, and the summary of rationale.

**TARDY POLICY**

Prompt arrival is a basic workplace expectation. Accordingly, the demonstration of effective work habits, including punctuality, shall be a part of the learning process in every class at Southridge High School. Prompt arrival to class will be a basic expectation for all students. Teachers may assign consequences for any and all tardies. Referral to administration may occur if class intervention is not effective.

## SOUTHRIDGE HIGH SCHOOL BEHAVIOR GUIDELINES AND PROCEDURES

**Students must exhibit responsibility to themselves and others while participating in a physically and emotionally safe environment.**

At Southridge High School we are focused on inclusion, belonging and dignity.

**Inclusion**--engagement within a community where the equal worth and inherent dignity of each person is honored. An inclusive community promotes and sustains a sense of belonging; it affirms the talents, beliefs, backgrounds, and ways of living of its members. (*Belonging Through a Culture of Diversity*; Krownapple and Cobb 2019)

**Belonging**—the extent to which people feel appreciated, validated, accepted, and treated fairly within the environment (*Belonging Through a Culture of Diversity*; Krownapple and Cobb 2019)

**Dignity**-- "equal human value and worth" as well as "an internal state of peace that comes with recognition and acceptance of the value and vulnerability of all living things." (Donna Hicks 2011)

A major responsibility in educating children is to provide guidance towards appropriate behavior. Behavior expectations, and behavior modification efforts, must be fair, firm, and consistent. The following contains a partial list of school related behaviors that would necessitate behavior modification. Also included are clear expectations for behavior and appropriate modification strategies for inappropriate behavior. All behavior modification efforts will be administered in a caring atmosphere where the student's dignity and self-worth is protected while the inappropriate behavior is addressed.

**It is a Southridge High School expectation that ALL students be respectful in matters concerning: interactions with staff; treatment of fellow students; guests in the building; school property and the personal property of others. Any behavior determined by administration or staff to be inappropriate will result in efforts to resolve the problem, modify behavior and restore relationships. These efforts may include fair and consistent disciplinary actions.**

School behavior expectations are determined by school and district policies and state law.

Any behavior which constitutes a criminal offense will be forwarded to the prosecuting attorney.

Students, staff members, and parents are informed about Southridge High School's behavior policies through the [Southridge Student/Parent Handbook](#).

The following procedure is used when a student is referred for inappropriate behavior:

- a) The student is informed specifically of the behavior in question.
- b) The student will be provided the opportunity to present an explanation.
- c) The actions taken to correct behavior will be determined by, school and district policy, state law, and the judgment of the person administering behavior modification strategies.  
Note: "Judgment" may include referrals to other appropriate school programs or resources such as a counselor, student assistance programs, and other social services.
- d) Parents/guardians of the student are contacted by mail and/or phone and the corrective procedure will be outlined for them.

The following procedure is used regarding classroom management and correcting behavior.

### **Classroom Behavior Modification Model:**

- a) Teacher/team develops classroom behavior expectations (including students as appropriate)
- b) Teacher explains classroom expectations to students and teaches (as needed) the means to meet established expectations
- c) Teacher informs parents about building expectations through distribution to students of classroom expectations/policy document(s). Parental/student acknowledgement needs to be signed and returned.
- d) Teacher addresses inappropriate behavior with student(s) while using appropriate strategies for behavior intervention (proximity, non-confrontational, private, sincerity, etc.)
- e) Teacher helps student(s) develop specific plan for improved behavior.
- f) Teacher employs classroom behavior modification tools as needed to students who exhibit inappropriate behavior.
- g) Teacher contacts parents to address inappropriate behavior and keeps a record of each contact.  
THEN...
- h) Teacher refers to the Behavior Intervention Team (BIT) (student advocates, success coordinators, GEARUP staff, security, school nurse, SRO, counselors, assistant principals, school psychologist or principal) students whose classroom behavior continues to be inappropriate. Behavior resolutions are determined by school or district policy, state law, and the judgment of the person administering behavior modification strategies.

Student misconduct of an extremely disruptive nature (for example, fighting, swearing at a teacher, or endangering other students) can make it necessary to remove the student(s) from the classroom and the student will be sent or brought to the office. The behavior modification plan; or restorative justice will be determined by school or district policy, state law, and the judgment of the assistant principal or principal. The office will contact the parents/guardians. Readmission to that immediate class period is subject to teacher approval and may require a parent/guardian conference.

## **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)

**Section 504, Title IX** Brian Leavitt- (509) 222-6534 (brian.leavitt@ksd.org)

## **ADMINISTRATIVE BEHAVIOR MODIFICATION AND RESTORATIVE ACTIONS**

### **1 Conversation with Student**

Listen to student point of view  
Review behavior expectations  
Commitment to modify behavior by student and support from BIT team member

### **2 Lunch Interventions**

Time with teacher in classroom—completing classwork or addressing behavior modifications  
Time in Behavior Intervention Room (BIR) w/ support to address behavior modification  
Time in cafeteria with support to address time for time related to attendance/tardy behavior concerns

### **3 After School Interventions**

#### **Detention (DET or ASD)/Campus Cleanup (CC)**

AFTER SCHOOL (approx.. 30 minutes)

### **4 BIR (Behavior Intervention Room)**

Can be for a single class period, full-day or several days—this is assigned by an administrator depending on the situation. The student is permitted to come to school, but is kept in a room apart from other students with limited passing time and a different lunch when applicable. Parents/guardians are contacted. Students will receive credit for school work completed during the time in BIR. Students without class work will be expected to complete BIR curriculum; repeat the time in BIR until work is complete. In some circumstances BIR can take the place of OSS with clear behavior expectations agreed to by student and parent.

Failure to meet **BIR** expectations may result in **Short-Term OSS**

### **5 Loss of Privilege/Restriction**

Privileges beyond a student's right to a free and safe education may be limited or restricted

### **6 Monetary Restoration**

Students may be asked to pay for cost of cleanup, damages or loss of property

### **7 Confiscation**

Items inappropriate for schools (for example, nuisance items that disrupt such as: electronic music devices, fireworks, matches, cap pistols, cigarettes, lighters, knives, noise makers, smokeless tobacco, drug paraphernalia, etc.) will be taken away. Confiscated items may not be returned and illegal items may be given to a law enforcement officer. **Inappropriate clothing may also be confiscated and returned to a parent or picked up by student at a designated time.**

### **8 Short-Term Suspension (Out of School--OSS)**

Short-term out-of-school suspension will be one to ten days. Parents/guardians are contacted and a letter is sent home. Students/parents/guardians are strongly encouraged to contact teachers via email to stay current with classwork and students will be provided appropriate time to make up work that could not be completed at home during time of suspension. Generally the reasonable number of days to make up work after a suspension would be equal to the number of days suspended (Example: 3 days of suspension = 3 days to make up work. Work requests will be distributed (for suspensions beyond 2 days) to teachers and can be picked up one school day after the suspension. A parent conference will be required for the student to return to school and the parents/guardians and the student must agree to a behavior contract that will be established prior to the student's return to school.

### **9 Long-Term Suspension (Out of School--OSS)**

Long-term suspension will be eleven or more days. Parents are contacted and a letter is sent home. Grievance procedures are provided for discipline situations and long-term suspensions. If the student is to return to school within the current semester, students must make up work during suspension and credit for the work will be given. Work requests will be distributed to teachers and can be picked up one school day after the suspension. If the suspension is for an extended period of time, opportunities for continued education services will be provided and a reengagement plan will be completed. A parent conference will be required for the student to return to school and the parents/guardians and the student must agree to a behavior contract that will be established prior to the student's return to school.

### **10 Emergency Expulsion**

A student may be emergency expelled for up to ten (10) days. This action is used to ensure the safety of the student(s) and everyone in the school. Parents/guardians are contacted and a letter is sent home. Grievance procedures are provided for discipline situations and long-term suspensions/expulsions. Work requests will be distributed to teachers and can be picked up one school day after the emergency expulsion.

### **11 Expulsion**

A student is removed from the Kennewick School District for a specified period of time. This requires a recommendation to the superintendent. Opportunities for continued education services will be provided and a reengagement plan will be completed.

## ADDITIONAL ADMINISTRATIVE INTERVENTION ACTIONS

- Counseling Referral/Conference
- Alternative School Recommendation
- Attendance Contract
- Behavior Contract (for the calendared school year)  
Students will be placed on a contract any time they return from a suspension, and at other times as determined by administration
- Gang Contract (for the calendared school year)
- Withdrawal from class with a failing grade; placed in BIR with support
- Withdrawal from school

## UNLAWFUL/CRIMINAL BEHAVIOR

The Kennewick Police Department and the Kennewick School District have jointly agreed on a procedure that focuses on providing a safe and healthy environment for students and faculty. All parties have mutually agreed that all suspected violations of the law will be promptly reported to the appropriate law enforcement department (School Resource Officer—SRO) and that a law enforcement investigation will occur. At the conclusion of the investigation, those individuals believed to have committed violations of the law may be charged. This action is in addition to any behavior modification action taken by the school.

Southridge High School has partnered with the Kennewick Police Department to provide a School Resource Officer (SRO) that is “stationed” at the high school. The SRO is a positive and proactive step in ensuring education, safety, and partnership/access via an assigned officer for the school.

## DISCIPLINE INFRACTIONS CATEGORIES AND DETAIL (Actions that may apply)

### 101 DISRUPTION

The chronic or blatant interruption of the teacher or the lesson, causing other students to be distracted from class work and/or any other action deemed a disruption to the educational process by the teacher.

**Actions 1-7**

### 102 ABUSIVE/LEWD CONDUCT

Abusive/Lewd Conduct can include but is not limited to:

#### **Unacceptable Language/Pornography**

The use of profane, vulgar, or salacious language, symbols, or gestures in any language. Possession of any lewd or obscene materials

#### **Unacceptable Language Directed at a Teacher, Other School Employee or Other Adult**

Offensive language or gestures directed at an adult

**Actions 1-10**

### 103 FORGERY

Interfering with documents or communication between school and home i.e.: forging parent signature, intercepting reports, trip requests etc. (all constitute truancy). Forging school documents is a serious offense.

**Actions 1-9**

### 105 INSUBORDINATION/DEFIANCE

The conscious choice on the student's part to fail to act as instructed by an administrator; teacher; substitute, or staff member; an act of lying; other form of deceit

**Actions 3-9**

### 107 REFUSAL TO IDENTIFY

A student not giving their correct name, or where they are scheduled to be, when asked by school or law enforcement personnel. This infraction is also considered a misdemeanor according to Washington Administrative Code

**Actions 3-9**

### 108 INAPPROPRIATE CLOTHING

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate group.
2. Damage to school property will result from the student's dress.
3. The student's dress or appearance will create a material and substantial disruption of the educational process at the school.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco/alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organization, and clothing worn in observance of a student's religion, are not subject to this policy. The superintendent shall establish procedures providing guidance to students, parents/guardians, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents/guardians, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Southridge's student dress expectations are established to eliminate disruptions to the educational process caused by individual attire; establish and maintain a quality-learning environment for all students and staff; and ensure adequate safety. These expectations are also designed to enhance school-to-work transitional skills and behaviors. These expectations are as follows:

- No clothing which exposes any portion of the anatomy in a manner that disrupts the educational process or is a safety concern
- No clothing which advertises alcohol, tobacco, excessive violence or drugs or which expresses or suggests lewd, sexual, discriminatory, or harassing messages.
- Clothing is to fit the individual; sagging pants or extremely oversized clothing is not to be worn.
- No trench coats or other excessively baggy outerwear
- No clothing related to gang involvement or determined to be gang affiliated is allowed

The school administration/staff will determine whether garments are disruptive to the educational process, including garments not listed in the current dress expectations.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, may be required to change clothing and may be subject to school discipline for noncompliance..

Students must:

1. Change into appropriate clothing that the student has at school
2. Change into appropriate clothing provided by the school (school will ask for it to be returned or student may be fined)
3. Change into appropriate clothing that a parent/guardian is able to provide from home
4. Go home for the day—parent will be notified (may be allowed to return if displaying appropriate clothing)

**Actions 1-7**

#### **109 CHEATING/PLAGIARISM**

Cheating: Copying of another student's assignment or answers without teacher permission, or in an attempt to better or complete an assignment without doing

one's own work. When a student claims to have completed a task when said task was not accomplished by student. Providing information/work to another student; allowing another student to copy work.

Plagiarism: Taking work from a source without indicating the source; copying ideas from a source without correctly indicating the source (i.e.: books, magazines, Internet, other media...), even if you have abstracted, summarized, or paraphrased the ideas/material; changing only a few words, sentences, or sections, but otherwise copying directly from a source and passing it off as your own work.

First Offense: Failing grade on the test or assignment and possible school service detention.

Second Offense: Shall receive a failing grade and withdrawal from class.

**Actions 1-9**

#### **110 BEHAVIOR CONTRACT VIOLATION**

Failure to abide by the contract that has been established by administration, parent and student to ensure the safe and productive return of the student to school

**Actions 5-10**

#### **111 INAPPROPRIATE LANGUAGE**

Language found to be offensive, obscene, or vulgar. This may include but is not limited to:

##### **Unacceptable Language/Pornography**

The use of profane, vulgar, or salacious language, symbols, or gestures in any language; possession of any lewd or obscene materials

##### **Unacceptable Language Directed at a Teacher, Other School Employee or Other Adult**

Offensive language or gestures directed at an adult

**Actions 1-10**

## 112 RUMORS/SLANDER

Students engaged in inappropriate gossip; telling of falsehoods, or sharing demeaning information about another person verbally, electronically, or in writing.

This behavior has been shown to lead to violent acts and will not be tolerated.

**Actions 1-10**

## 113 STUDENT DRIVING/PARKING

Any students driving to and parking at school must be of legal age (16) and have a valid driver's license and car insurance. Before driving to school students must register their car by filling out the form provided by the ASB office and **display an SHS parking sticker in the lower left corner of the vehicle windshield. Students are to park in the STUDENT PARKING LOT** which is located behind the gyms near the tennis courts off of 36th Avenue. Students may not park in teacher parking or visitor parking during the school day (7:15am--2:45pm). The **maximum speed limit in the student parking lot is 8 mph**. Students need to drive slowly and use extreme caution in the students parking lot as the lot is often congested with vehicle and pedestrian traffic. There should be no parking in fire lanes, and no parking in designated handicapped areas without a handicap person identifier in/on the vehicle.

**Any violations of driving/parking expectations may result in parent notification, parking tickets of up to \$25, loss of driving to school privileges, or contact with law enforcement.**

## 203 DANGEROUS ACTIVITIES AND GANG ACTIVITIES

Dangerous activities include but are not limited to:

### **Acts Disruptive to School Operation**

The intentional use of or urging of others to use violence, force, coercion, threat, intimidation, fear, gang hand signs or graffiti, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

### **Willful Disregard for Safety of Others**

Committing acts that endanger other students; throwing snowballs; other dangerous or potentially dangerous objects (e.g. staples or paper clips); altering or removing fire extinguishers; pushing and shoving when in line...

### **(False) Fire Alarms**

Intentional act of setting off the fire alarm system

### **Possession or Use of Firecrackers, Smoke Bombs, Matches or Lighters**

The possession or igniting of explosive or combustible items on school grounds or bringing such on school property.

**Gang Activities Policy:** A gang is defined as: A group of persons working to unlawful or anti-social ends; a band of anti-social adolescents. Gang activity is

not permitted on campus. Affiliation with a gang, gang activities, exhibiting of known behaviors, claiming gang membership by students through actions, language, gestures, or clothing (i.e.: color of clothing or clothing that identifies a particular group i.e.: ICP), or behaviors which intimidate, or affect the attendance of another student at a school or at a school sponsored event is considered exceptional misconduct and is prohibited.

Gang affiliation or alleging gang membership has been found to be a form of intimidation to other students and is disruptive to the educational process.

Students displaying temporary or permanent gang-related tattoos, wearing bandannas, flying colors, using gang terms, displaying gang hand signals, displaying lengthy canvas belts, wearing excessively baggy clothes, displaying "Old English" script, wearing chains or sharp and possibly lethal objects, etc., will be placed under this policy. Inappropriate items may be confiscated.

In accordance with **RCW 28A.600.455** students may be suspended or expelled for knowingly engaging in gang activity on school grounds and for a student

to re-enroll a behavior and/or appropriate dress contract may be imposed.

**Actions 3-10**

## 205 VANDALISM/GRAFFITI

Willful damage to or destruction or defacement of school property or personal property of other students or adults

Writing on desks, lockers, etc., that is not a permanent defacement of property, may result in cleaning the property and teacher-administered discipline.

**Actions 3-10**

## 212 HARASSMENT

Harassment begins anytime a person is made to feel uncomfortable. Repeated remarks directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to be destructive of the person and which may lead to physical violence. The use of electronics for cyber-bullying and/or harassment or intimidation through the use of computers/ technology is prohibited.

- [Policy 3207 - Harassment, Intimidation, Bullying & Cyber Bullying](#)
- [Regulation R3207 - Harassment, Intimidation, Bullying & Cyber Bullying](#)
- [F-1 3207 - Incident Report Form - Harassment, Intimidation, Bullying & Cyber Bullying](#)

See Informal and Formal Complaint as listed in section 213.

**Actions 3-10**

**Incitement of Disorder**



To encourage other students to commit or engage in rule violations

**Actions 3-10**

**213 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: Policy: [3206](#) [R3206](#)

**Actions 3-10**

**216 THREATS/INTIMIDATION**

Verbal, physical, or spatial/proximity actions that threaten harm of a student/person or make a student/person feel unsafe or uncomfortable

**Actions 3-10**

**Pre-fight Behavior**

Remarks and/or actions directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to be destructive of the person and which may lead to physical violence.

**Actions 7-10**

**304 ATHLETIC—ACTIVITY VIOLATIONS**

When students are engaged in extracurricular activities it is the expectation that students abide by all district and school policies. When students fail to fulfill expectations they will be subject to school discipline based on established consequences.

In order to maintain quality programs coaches and advisors retain the right to administer discipline in addition to and above that administered by school administration.

**SECTION I: ACADEMIC ELIGIBILITY/ATTENDANCE**

1. Kennewick School District Policy 3545 requires a student shall have passed a minimum of five (5) full-time subjects in high school or five (5) full-time subjects in middle school in a 6 period class schedule or six (6) full time subjects in middle school in a 7 period class schedule with an overall 2.0 GPA in all subjects taken in the immediately preceding semester in order to be eligible for extracurricular participation in the following semester.
2. A student not attending his/her boundary school must have on file an approved In-District or Out-of-District Transfer. The Kennewick School District may additionally require an Extracurricular Hardship Waiver or WIAA Appeal.
3. A student must be in attendance all day on the day of a contest in order to participate in contests on that day, and all day Friday to participate in weekend contests. No unexcused absences or truancies. Excused absences do not keep students from participating in contests.

Please also refer to the athletic/activity packet and WIAA.com for further information regarding participation in WIAA sponsored activities.

**Actions 1-10**

**401 EXCESSIVE ABSENCES** (See attendance policy)

**402 TRUANCIES** (See attendance policy)

**403 EXCESSIVE TARDIES** (See attendance policy)

**404 ATTENDANCE CONTRACT VIOLATIONS** (See attendance policy)

**501 OTHER INFRACTIONS**

**Possession or Use of Disruptive Devices**

The possession of items which use disrupts the educational process (laser pointers, shock devices, hot sauce, toys...)

## Actions 1-10

### Violation of Computer Use Policy

School computers are to be used for **school-related projects only!**

Damage to computers; the computer system; software; computer furniture; theft of equipment or software; initiating inappropriate access to or altering of networked systems, individual computers or another person's files; inappropriate school use of the Internet; violations of individual computer contracts used by specific departments or staff.

Any violations may result in suspension of computer privileges.

Student and parents must sign and return the Southridge Computer/Network Usage Contract (**Page 19**) to allow students to use school computers. Failure to do so will result in loss of computer privileges.

If parents choose to not have their student use the school computers for Internet access there are "**Opt Out Forms**" available at the main office.

## Actions 1-10

### Electronic Devices Violations

All students are strongly encouraged not to have in their possession at any time on any school district property any electronic or telecommunication device.

These include, but are not limited to, I-Pods, MP3 players, cameras and cellular phones. However, in recognition of parents' decisions regarding the safety and communication needs of their families the following procedures are placed into effect so as to establish and create as positive a learning atmosphere as possible.

Students in the possession of telecommunications or other electronic devices shall observe the following conditions:

- At no time shall the possession of such devices pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.
- Telecommunication/electronic devices may be displayed and/or operated before and after the regular school day, at lunch, and during passing periods, **and may only be audible to the individual user**. Students are not to use these devices in educational settings (classrooms; computer labs; gymnasiums) during class time or in the cafeteria server, except in an emergency situation to contact the proper authorities, and then only under the supervision of or with the express permission of school personnel (It is strongly encouraged that if a student needs to use a phone—they go to the office).
- **Procedure:**
  - 1<sup>st</sup> offense**—device is taken and placed in red envelope and sent to the office for the day. Student may pick up at the end of the day but must notify parent
  - 2<sup>nd</sup> offense**-- device is taken and placed in red envelope and sent to the office for the day with parent pick up required
  - 3<sup>rd</sup> offense**-- device is taken and placed in red envelope and sent to the office for the day with parent pick up required. Student will sign electronic device contract and check phone in to the office for extended period (TBD) daily in the office
  - 4<sup>th</sup> offense**—device continues to be taken and kept in the office for the day and admin will begin progressive discipline  
If at any time a student refuses the reasonable request to turnover a phone—it will be considered insubordination and result in sterner consequences.
- Teachers may allow the use of telecommunications/electronic devices in their own classrooms if such use contributes to instructional and/or educational purposes. Further, so that all students and parents/guardians are aware of the appropriate use, if any, of telecommunications/electronic devices in a particular teacher's classroom, the teacher will include the details in the syllabus of the course.
- Students are responsible for telecommunication/electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of such devices brought onto school property even when confiscated. The school is also **NOT** responsible for investigating the loss or theft of these items as they should not be at school and students should lock and secure their valuables at all times.

## Actions 1-8

Legal References:

RCW 28A.320.135 Telecommunication devices – Limits on possession – Policies

## DISCRIMINATION

### File a Complaint of Discrimination with Your School District

Anyone can file a complaint that alleges discrimination in a Washington public school based on a protected class. This includes parents, students, teachers, administrators, and advocates. Follow the complaint procedure closely. If you have questions, go directly to your district and ask for the information you need to move forward.

- Complaint to the school district | [WAC 392-190-065](#)
- Appeal to the school board | [WAC 392-190-070](#)
- Complaint to OSPI | [WAC 392-190-075](#)

### Discrimination Dispute Resolution Options

[English](#) | [Arabic](#) | [Chinese](#) | [Korean](#) | [Punjabi](#) | [Russian](#) | [Somali](#) | [Spanish](#) | [Tagalog](#) | [Ukrainian](#) | [Vietnamese](#)

### Other complaint options:

[Special Education Complaints](#) | [Complaints about Teachers and Certificated Educators](#) | [Federal Programs Complaint](#)

### Step 1 Write Out and Send Your Complaint

1. Describe the conduct or incident. Use facts: what, who and when.
2. Explain why you believe discrimination has taken place.
3. Describe what actions you believe the district or charter school should take to resolve the problem.

Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent, charter school administrator, or civil rights coordinator. OSPI maintains a [list of websites](#) for all state school districts. Contact information should be on these district websites.

### Deadline for Filing a Complaint

School districts can adopt a filing deadline for complaints. This deadline must be at least one year after the incident or conduct — the subject of the complaint —

took place. Find out if your district has a deadline for filing a complaint related to discrimination.

### Step 2 School District Investigates Your Complaint

Your civil rights coordinator has an important role to play once the school district receives your written complaint.

The coordinator must:

- Give you a copy of the procedure to follow for discrimination complaints
- Make sure a prompt and thorough investigation takes place

Important! At this point, you could decide to resolve your complaint immediately instead of proceeding with the investigation.

### 30 Calendar Days to Respond to Your Complaint

Once the district receives your written complaint, the superintendent or administrator must 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 or charter school must notify you in writing with (1) why staff need this time extension and (2), a new date for their written response.

### Step 3 School District Responds to Your Complaint

In its written response, the district or charter school must include this information:

- Summary of the results of the investigation
- Determination that states clearly whether or not the district or charter school failed to comply with civil rights law
- Notification that you can appeal this determination: how and where to file an appeal, and to whom it must be addressed
- Any measures, determined through the investigation, necessary to bring the district or charter school into compliance with civil rights law

Important! Any necessary corrective measures must be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

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## Appeal

If you do not agree with the determination that follows the district's investigation of your complaint, you can **file an appeal**. Information about the appeal process should be included in the written response you receive once the district has completed their investigation.

Follow the appeal procedure closely—appeals must be made to an official or board not involved in the complaint.

### Deadline for Filing an Appeal

School districts and charter schools are allowed to adopt a filing deadline for appeals. Find out if your district has a deadline for filing an appeal related to complaints of discrimination. This deadline must be no shorter than 10 calendar days from the date you received the written response to the investigation that followed from your complaint.

### 30 Calendar Days to Respond to Your Appeal

Once the district receives your appeal, it must respond to you in writing—within 30 calendar days—unless you agree on a different time period.

The appeal decision must include how to file a complaint with OSPI. If you do not agree with the appeal decision, state law provides the option to file a complaint with OSPI.

## REGISTRATION INFORMATION

**WITHDRAWAL AND INCOMPLETES:** Students may withdraw from a class within the first 20 school days of the semester without the consequence of a W/F. Students may add a class within the first ten days of each semester. (School Board Policy # [2423](#)) Those students who receive an Incomplete at the end of a semester have 15 days to finish their work; otherwise the grade becomes an F.

### Fees--Fines and Expectations

Athletic Participation Fee (per sport).....	40.00
Art Fee.....	10.00
ASB Card.....	35.00
Free/Reduced Lunch Athletic Participation Fee (per sport).....	13.00
Free/Reduced Lunch ASB Card .....	12.00
Parking Sticker.....	FREE
Physical Education (PE) Shorts .....	10.00
Physical Education (PE) T-Shirt.....	6.00
Physical Education (PE) Lock.....	5.00
Physical Education (PE) Shorts & T-Shirt & Lock.....	20.00
Physical Education (PE) Leggings.....	17.00
Secondary Student Breakfast.....	FREE
Secondary Student Lunch.....	FREE
Secondary Student Milk.....	FREE
Reduced Secondary Student Breakfast .....	FREE
Reduced Secondary Student Lunch.....	FREE
Yearbook.....	55.00
Locker Cleanout Fine (end of year).....	5.00
Parking Ticket/Fine (does not include towing costs when applicable).....	up to 25.00

It is expected that ALL students have their picture taken at the beginning of the school year, even if not purchasing picture packets. This is for yearbook, ID cards, and the school data system. Students that register later in the year will also have their pictures taken as part of the enrollment process.

Students are expected to purchase or provide a lock for PE locker room lockers and should keep valuables and property locked up and secure at all times. School hallway lockers will be provided to those students that choose to use one and should also be kept locked.

It is highly recommended that ALL students purchase an ASB Card in order to benefit from discounted admission fees and also to be eligible for all extra-curricular school activities. All money from the sale of ASB Cards goes back to the students via the student council and the process for the appropriation of funds that must be spent on student activities and athletics.

## PRIVACY ACT

The Federal Family Education Rights and Privacy Act (FERPA) of 1974 permits the Kennewick School District to release certain information known as "directory information," to certain people or institutions, unless parents request, in writing, that such information not be released.

In many cases, requests for this type of information come from news media or the armed forces for recruiting purposes. Directory information may include: 1) student name, address, and telephone number; 2) date and place of birth; 3) participation in officially recognized activities and sports; 4) weight and height of athletic team members; 5) dates of attendance; 6) photographs or other similar information. Photographs may occasionally be taken of students for use in the news media or school district publications.



## SOUTHRIDGE HIGH SCHOOL COMPUTER USE AGREEMENT



Students will have access to save and delete their own files from any student computer in the school. **Use of the Kennewick School District Network and SHS equipment is a privilege and may be revoked for misuse. Students must adhere to a strict ethical standard and any use of technology at SHS that is deemed disruptive by the staff is prohibited.**

### I agree to the following conditions:

1. I will not attempt to "hack", enter a command or DOS mode, boot from removable media, bypass district security measures or alter/modify any computer hardware or software without direct staff authorization. Use of "proxies" to bypass restrictions is expressly forbidden. This includes "surfing" the network drives and folders not explicitly assigned to you.
2. **I will not allow another student to use my account.** I will keep my password secure. I realize that I can be held responsible for any misuse of my account. I will immediately report to security if I think someone knows my password.
3. I will avoid using technologies such as streaming audio or video from the Internet unless I have permission from a staff member. Music/audio can be played in the labs if headphones are used and with teacher permission.
4. I will not store music or video files on the network server unless they are for a school project. I will not listen to music from a CD or other storage media unless teacher directed or in compliance with school policy.
5. I will not use computers for sending electronic messages, IM or "chats" on the school network without direct staff authorization.
6. I will not use email during regular school hours unless it is for a school related purpose. Misuse of school district provided email accounts will result in possible loss of computer and email access and additional discipline.
7. I will not download or install programs, from the Internet or from other media, to the network server or local machines without proper authorization. I will not store files in files in any location other than my assigned network space(s) or as directed by a staff member.
8. I will follow all copyright laws. In particular, students are not to download copyrighted music, video, text or other media without staff permission, express permission of the copyright holder or within the guidelines of the Fair Use Policy.
9. **I will not engage in games AT ANY TIME or ANY other activity that is not school-related or teacher directed.**
10. I will not use Kennewick School District or SHS technology to harass others or to send, create, duplicate, or in any way convey profanity, abusive language, or inappropriate images or audio.
11. I will not participate in any behavior in the student labs that disrupts other students, can cause damage to equipment or results in additional maintenance, repair or time by district staff to rectify.
12. I understand that the technology provided by the Kennewick School District and SHS is for educational use only and not personal or entertainment purposes.
13. I understand the abuse and /or misuse of the technology resource at SHS can result in severe disciplinary consequences.

I have read the "**Southridge High School Computer/Network Use Student Contract**". My signature below shows I understand and agree to these conditions for computer and network use. And that any violation of these rules could result in a loss of network/computer privileges and/or other disciplinary action, depending on the severity of the violation.

**\*\*Please remember to sign using the links provided in this document!!! Failure to do so results in being ineligible for sports and activities at SHS and loss of computer privileges**

Please follow the links below to complete the sign off portion of the student handbook:

Parents/guardians click [here](#).

Students click [here](#).

## USE OF STUDENT LIKENESS - DENIAL FORM

Complete and return form to the main office only if you do not want your child to be photographed.

[F-2 3250](#)