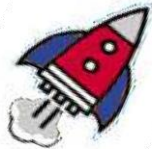




Mid- Columbia Partnership Middle School and High School  
Kennewick School District



Handbook of Student Responsibilities and Code of Conduct



## MCP Handbook of Student Responsibilities and Code of Conduct

As a parent partnership program we have both moral and ethical considerations for the integrity and fidelity of the program with off-site courses and on-line courses as well as student responsibilities for on campus activities.

### Off Site and On-line Courses

#### Core Value

MCP supports the bond between the child/student and the family. We recognize that students are best understood and supported in the context of their family and can demonstrate a deeper understanding of learning through their own culture and activities within our community and society. Students achieve their full potential in the context of relationships that are based on trust and respect. On-line programs and off-site courses provide a rich platform for extending relationships with families and learning in meaningful ways that connect the student to the world but are not supplanted by those relationships.

#### Conduct with On-line Programs - Pledge

*As a student of MCP I will abide by all rules and regulations of the programs and products I will be using for coursework. MCP core values of families working together are still a part of the culture of the program but all final assignments I submit to the teacher of record and all tests I take shall be solely performed by me. The exception would be if there is any participation in group projects. I will not submit plagiarized work. When using district computers I will abide by the district computer use agreement. Violation of these norms may result in disciplinary action which could include loss of credit for the course or losing the privilege of taking district paid On-line courses.*

#### Student Code of Conduct on Campus at MCP

We make MCP the best for myself and others	<b>M</b> Make safe and responsible decisions	<b>C</b> Caring and respectful	<b>P</b> Problem Solver
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MCP is a K-12 family environment and as such students benefit by receiving both privileges and accepting responsibilities being around not only their peers but around younger students and their parents. Modeling appropriate behavior in our environment is not only respectful but also shows a standard of care for all students and families that attend MCP. Students are expected to know their responsibilities as well as their rights. They are subject to discipline for violations occurring at school, on school district property, at school-sanctioned events sponsored by any

school in the district, during the school day regardless of location; or when riding on school district buses for special events.

#### **BE Respectful....Be Responsible....Be Safe**

- **RESPECT OF PROPERTY, OTHERS AND SELF:** Students should refrain from marking or damaging school property. Students show respectful courtesy, follow directions and extend tolerance for all. Students respect the notion to strive for life skills that help them become responsible and productive citizens.
- **RESPONSIBLE:** Students show responsibility by not only attending classes but also honor the partnership program requirements of working outside of the classroom on meeting standards and the learning goals for the course.
- **SAFETY:** Students act in a safe manner in classrooms and around the buildings both during their class time as well as time on campus. Students in On-line classes pay attention to personal safety on the internet

It is the intent of the Kennewick School District to provide a safe, productive, positive, and disruptionfree classroom and learning environment. The following rules of conduct are to be observed while on school property and immediately before or after school hours, at any time the school grounds are being used for a school activity or, at lunch on and off campus. Conduct violations are subject to corrective action or punishment. **Kennewick Policy # 3204**

#### **STUDENT RESPONSIBILITIES and GUIDELINES – Kennewick Policy # 3200**

**Athletic Events within the District:** Students who attend one of the other high school's athletic events at home or away are expected to abide by all school and district rules. They are to remain at the event site and not wander around the campus or in buildings. They may be subject to the event's discipline as well as face sanctions at MCP.

**Athletic Participation:** Involvement in athletics is provided by the student's neighborhood school. WIAA rules do not let students attend our comprehensive high school next door unless that is their boundary school. If you are an out of district student you would need to return to your city and your neighborhood school. There is no district transportation after school to your local neighborhood middle or high school. Athletic participation requires ASB membership and completion of the required athletic participation procedures (including parental permission, passing a physical examination, proof of health insurance, and a willingness to abide by the athletic code

**Building Conduct:** Students on campus and in classrooms are expected to be quiet and not disruptive. This includes inappropriate displays of affection and the use of profane language.

**Bus Conduct:** Students are expected to abide by the rules of the Kennewick School District and the bus driver while riding the school bus for field trips, competitions or excursions. Endangering the safety of others will not be allowed on the bus.

**Campus:** The MCP campus schedule varies from student to student. Lunch is an open campus for high school students. This opportunity where high school students **[not 7<sup>th</sup> or 8<sup>th</sup> graders taking high school courses]** may leave and return. High school students are responsible as a licensed driver to only allow the stated number of people to ride in the same vehicle. High School students must leave the grounds if they have over a half hour between classes. **We do not have campus settings such as a library or other supervised class settings that are monitored for students who have open time schedules.**

- A. Parents must make arrangements for where they will be going if they have such a schedule and either check them out and bring them back or make arrangements with a friend to do the same for their child.
- B. Option B is to drop a class that makes the gap or
- C. Option C is to add a class to fill the gap on the day such a schedule exists.

- D. Students may not hang out for an hour to wait for a sibling or to come an hour early and wait for a class to begin. Parents are responsible for students attending only their times on their learning plan.
- E. Families that can't make the schedule work will be redirected to their neighborhood school.
- F. Students may not attend classes they do not normally take during the week or to hang out in the gym or in the family room

**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 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. MCP supports and respects each family's right to determine an appropriate level of computer usage and internet access however high school students will need to have a working computer and access to the internet at home. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet by signing the appropriate statement on the form from the office and return it to school officials. This does not exclude them from required work or assignments that might be posted on our building websites.

**Dances:** Attendance at a High School MCP dance is a privilege. The school administration will have the right to exclude students who have had discipline problems from attending a dance. Guests are not allowed to attend a dance without prior permission and appropriate identification. A guest attendance form must be filled in a week in advance and on file prior to dance. The MCP host student assumes the responsibility for their guest and their conduct. If the guest is asked to leave the dance then the host will also need to leave whether or not they were part of the misconduct or not. If the conduct involves drugs or alcohol then the police and parents will be notified. Only one guest per student will be permitted. The ASB will determine whether or not to invite middle school students. All school rules apply at the dance. Parents are welcome to attend dances as chaperones. Students are to dance: "Face to face and leave some space". No front to back dancing is allowed at school dances.

Middle School socials do not include dances unless the ASB invites 8<sup>th</sup> graders for a special event. There are events sponsored by Helping Hands parent group or with the MCP all school events such as winter open house/snow event.

**Dress:** Clothing must be conducive to learning, be orderly and safe, and must not disrupt the educational environment. Modesty, good taste, and the proper educational atmosphere are the focus. Clothing must not allow indecent exposure and may not contain vulgarities, sexual connotations, or drug, alcohol, tobacco, or gang references. The front and back portion of the midriff must be covered at all times. Tank tops or other garments with excessively large arm and/or neck openings are not to be worn at school. Spaghetti strap tops may not be worn. Straps must be approximately two-inches wide. Shoulder blades should not show. Undergarments, including straps and waist bands, are to be appropriately covered. Shorts, dresses, or skirts may not be shorter than mid-thigh. Running shorts are not allowed. Shoes must be worn at all times. Students may be disciplined to the fullest extent for wearing gang attire. **Hats, visors, beanies, hoods and bandannas may not be worn by girls or boys inside classrooms. We are a traditional program with respecting hats off in buildings as well as it is a violation of board policy to wear a hat in the building.** Any clothing, communication, or behavior (including, but not limited to, graffiti, hand signs, colors, inscriptions, hats, head coverings, belts, or chains) associated with disruptive

behavior, gang activity, or which creates a threat to individuals or their safety is forbidden, and the wearer is subject to disciplinary action. The school administration determines whether garments are disruptive to the educational environment. For violations of these standards, students will be asked to adjust their clothing, to change into school issued attire, or will be sent home after parental contact to change their attire.

**Electronic devices:** To preserve an appropriate learning environment, radios, tape recorders/players, video games, CD players, MP3, ipods, ipads, cell phones, and other electronic devices may not be used in class and must be turned off. Occasionally a teacher may allow a cell phone or tablet for educational apps and for group work. Bringing an electronic device to school creates some risk of loss or theft for which the student takes responsibility. Understand this risk before bringing electronic devices to school. If these devices disrupt the educational environment, they will be confiscated. We request the cafeteria be a no cell phone zone so that students may engage face to face with each other and practice good social skills in being in a group setting. Cell phones and IPODs are not allowed during state and district testing. All devices must be turned off and turned into the testing proctor. They will be returned when they are released out of the room from the testing environment. Parents may pick up confiscated devices from one of the building administrators/designee. Students must hand over the device to a school official when requested. Electronic devices cannot be used at any time for illegal activities, in violation of school rules, cheating, or to violate the privacy of others. Exceptions for cell phone use include a teacher's permission for classroom activities and in emergency situations with staff approval. Consequences for violations: Step 1 Student may pick-up the device after school Step 2 Student's parent may pick-up the device from the office Step 3 Student's parent may pick-up the device from the office; student is suspended for one day Step 4 Student's parent may pick-up the device after school; student is suspended for three to five days. Please be aware that transmitting in appropriate pictures may be a felony. We will involve the local student resource officer if there is a concern.

**Federal Survey Cards:** Federal survey cards will be distributed to students for parental completion at the beginning of October each year. It is important that parents fill out the needed information and have their students return the Federal Survey Cards by the due date.

**FERPA (Family Educational Rights and Privacy Act.):** Unless a parent/guardian files a written objection, the Kennewick School District may release to the public without prior parental consent "directory information" regarding students. For senior high school students, directory information includes the following: the student's name and address, scholarship and award winners, telephone number, activities and sports, weight and height of athletic teams, institution attended by the student, graduation list, and class list. In addition, parents who do not want their students photographed (Occasionally students are photographed or videoed during the school day and may be used in district publications) need to complete the Use of Student Likeness Denial Form. Parent(s) and/or guardian(s) not wishing this information to be made public should notify the school principal or designee in writing within ten (10) calendar days following the issuance of the student handbook to students the first week of school. Forms requesting the non-disbursal of student directory information and use of student likeness are available at the main office and on the district websites.

**Food or beverages:** It is up to individual teachers to decide whether students may eat a snack and/or drink within the classrooms. If students have medical needs of needing a snack then please contact the teacher and our nurse. Also students who are on tight schedules to move to another setting such as Tri Tech or CBC may have special needs to have access to their snacks or meal before they leave MCP.

Students are expected to clean up after themselves and to help keep the school clean and litter free. Students who litter or fail to clean up after themselves may be subjected to appropriate disciplinary action.

**Graduation:** MCP is an accredited high school and we hold our own graduation ceremony. Please refer to the graduation handbook to keep track of relevant dates and timelines

**Laser Pointers or similar electronic devices:** No laser pointers or pens are to be brought to school or any school related activity. Lasers present a serious safety risk and are disruptive to the educational environment. Lasers will be confiscated and discipline imposed.

**Littering:** Students are expected to clean up after themselves and to help keep the school clean and litter free. Trash, food wrappers, beverage containers, and unwanted items are to be placed in the nearest trash receptacles.

**Lockers:** MCP does not have student locker space. Students are not expected to change clothes for PE and again there are no lockers for student use.

**Matches/lighters:** The use or possession of matches, lighters or other fire-producing devices is prohibited and will result in confiscation, disciplinary action and/or suspension.

**Medication:** Parents are discouraged from sending over-the-counter medicines and prescription drugs to school. Please consult with your physician to help in this matter. If medication must be taken at school, contact the school nurse, Mary Jo Wilkins, for the proper paper work. Information in student health records may be shared with school personnel 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 school district certified nursing staff. If parents do not want this information to be shared, they must notify the school nurse in writing.

**Off Campus at the end of the student's day:** Students are to leave campus within 15 minutes after the end of their last class or they are to be involved in a school-sponsored activity. At the end of the school day, students cannot be properly supervised and should leave the campus.

**Parking:** The parking of student vehicles on premises is permitted. In order to park legally on the MCP perimeters, vehicles must be registered at the office by their license plate[s] of cars they might drive during the school year. Registering a vehicle for parking on the adjoining property parking lots indicates an implied understanding of the policies and the consequences of improper or unauthorized parking violations. A fine will be assessed for improperly parked vehicles as well as possible school discipline for each parking violation. Cars may be towed if they block emergency vehicle access or are habitual offenders. MCP and the Kennewick School District assume NO LIABILITY for theft or damages to vehicles parked on property. Vehicles parked on the Kennewick School District linking sites to the MCP property may be searched at any time with reasonable suspicion. The Kennewick Police Department will issue citations for cars illegally parked in disabled parking stalls and those parked in fire lanes.

**Signs and Bulletins:** Material placed on the bulletin boards or any signs put up in the building or on the building must have prior staff approval.

**Staff and Family Room:** Students are not allowed in the family room to hang out without their parent being present.

**Skate Boards/Roller Blades:** Skate boards, roller blades, scooters, or similar devices are not to be ridden on campus/within the chain link fence. Violations will result in confiscation of the item and disciplinary action.

**Technology:** Students may not bring any computer applications, including games, to school for any reason to use on their own in free time in class. Students, also, may not bring computer hardware of any type, including external drives, to school without prior permission. District workstations may not be altered without direct teacher permission. Any vandalism (destroying or changing files, illegal copying, etc.), intentional copyright violations, or attempted access to unauthorized data will result in disciplinary action, which may include criminal charges, restitution, suspension, or expulsion. Possession or distribution of passwords other than the student's own password is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network

or inappropriately accessing material including but not limited to inappropriate internet sites that violate district pornography policy will be subject to discipline, suspension or expulsion.

**Telephone Use:** The telephones in all offices/classrooms are business phones and should be used by students only in cases of emergencies and only with the permission of a staff member.

**Tutoring:** Students who are encountering difficulty with a class should contact the teacher for extra help

**Visitation to Other Schools:** Students are not allowed on the campuses of other schools during the school day without prior approval. Do not visit high schools, middle schools or elementary schools.

**Visitors:** Student visitors are not permitted to attend classes with friends or relatives. Administrators may make an exception. This includes children and infants. For the protection of our students, all persons visiting campus on official business must register at the main office. Parents visiting classrooms must check in at the main office and fill out the appropriate paperwork.

**Weapons: KSD board policy # 3314 and RCW 9.41.280 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-chu-ka 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. Look a-like items are also prohibited.

**Written text, objects or pictures:** that depict illegal drug use, alcohol use, or are gang-related are not permitted at MCP: A student shall not possess any object, picture (including on clothing), or written text that contains reference to illegal drugs, tobacco, alcohol, gangs or violence.

### **ATTENDANCE MATTERS – Policy 3122 – On-Site Courses**

Regular school attendance is necessary for mastery of the educational program provided to students. Students are expected to attend all assigned classes. It is recognized that at time students appropriately may be absent from a class session.



201 S. GARFIELD ST. • KENNEWICK, WA 99336  
(509) 222-5036  
MCP.KSD.ORG

Dear Parent/Guardian:

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?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- 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 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- 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 **MCP 509.222.5036**

### **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:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- Family emergency, including but not limited to a death or illness in the family;



- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction; □ Court, judicial proceeding or serving on a jury;
  - Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
  - State-recognized search and rescue activities consistent with RCW 28A.225.055;
  - Absence directly related to the student's homeless status;
  - Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and □ Principal (or designee) and parent, guardian, or emancipated youth mutually agreed up on approved activity.
- Any absence not listed above is an unexcused absence.

Please see the Kennewick School District policies & procedures on excused and unexcused absences, tardies, etc., at [www.ksd.org](http://www.ksd.org) or your student's Student Handbook for more information.

Sincerely,

*Carrie DeForest, Principal*

MCP classes are taught for two days a week in 1.5 hour block time. If a student misses one class session they are missing out on almost two days of instruction plus feedback from the home work that was done previously. District policy # 3122 also addresses excessive absences and after the 12<sup>th</sup> regular school day of non-related school absences a student may be denied credit for the course. At MCP the excessive absence would be 7 or more days during the semester. A conditional contract may be enacted to reduce absenteeism to 10% or below in order to stay enrolled.

#### **Excused Absences**

1. Absences due to illness or a health condition, school-approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspensions shall be excused. In addition, the principal/designee may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.
2. If an absence is excused, the student shall be permitted to make up all missed assignments and participation points outside of class under reasonable conditions and time limits established by the for the absence.

#### **Unexcused Absences and Truancy**

MCP will not enroll a student who is involved in court ordered absences and has been referred to the BECCA process by another school.

#### **Attendance Matters MCP**

MCP environment is unique as an alternative school. Classes are not offered five days a week therefore attendance in our on-site classes is extremely important. Absence limits have been established to promote student engagement in the classroom. Students need to be part of the team work of the on-site classes. Excessive absences may lead to loss of credit.

**MONTH:** If a student is absent three times a month in any class excused or unexcused and passing or not passing the class then parents will need to come in for a conference and make a plan for improvement.

**SEMESTER:** If a student is absent 30% or more during the semester in any on site class excused or unexcused and passing or not passing the course they will need to then a change of instructional delivery will be part of their academic plan to either take the course off site. A visit from authorities may be enacted as all high school students have a mandatory attendance requirement until age 18.

*\*parents may also move a class to an off-site opportunity or possibly with approval to an On-line course*

## **Tardies**

1. Students will be considered tardy if they are not in the classroom when the class is to begin. After 10 minutes they will be considered as unexcused. A note will be made in the student discipline log to track tardies and or parent contacts.
2. Students who are tardy more than four times in a semester shall be subject to school discipline and may be placed on a conditional contract for attendance. Tardies accumulate from all classes.
3. If a student is late more than FIFTEEN MINUTES without an excused note from a staff member, he/she will receive an UNEXCUSED absence.

Absence limits have been established to promote student engagement in school. Excessive absences [7 or more days] may lead to loss of credit as described in this section relevant facts that include: ☐ Total number of absences in this and other classes for the semester ☐ Pattern of absences in prior semesters ☐ Whether the non-school related absences were related to verified illness, emergencies within the family, and/or absences that have a significant family or educational related value (a mitigating 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)

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 parents may appeal to the School Board following the procedure in Policy 3323-R2.

## **Policies in the School District that relate to state and or federal laws:**

### **KENNEWICK SCHOOL DISTRICT SEXUAL HARASSMENT –Kennewick Policy # 3204**

The Kennewick School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees, and others involved in school district activities. Sexual Harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefits
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decisions affecting an individual
- Using derogatory sexual terms for a person
- Standing too close, inappropriately touching, cornering or stalking a person
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment
- Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures, jokes, or remarks of a sexual nature about a person's appearance, gender or conduct
- Displaying offensive or inappropriate sexual illustrations on school property, bus, bus stop or school activity Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement. Suspected child abuse will be reported to law enforcement and Child Protective Services. Kennewick School District staff is required to report all alleged harassment incidents that have been brought to its attention to the site administration. If a student is involved in a sexual harassment incident, parents of the student will be notified. Person(s) found to be subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate. Engaging in sexual harassment will result in appropriate

discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will result in appropriate disciplinary action. The District will take appropriate actions to protect the involved persons from retaliation. It is a violation of this policy to knowingly make or report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. Students should immediately report all bullying and harassment to a teacher, a security officer or an administrator.

#### **Harassment, Intimidation and Bullying including cyberbullying – District Policy # 3207**

A student shall not harass, intimidate, or coerce students or staff members. Verbal or acted-out threats of violence to use a weapon will be grounds for expulsion. This includes, but is not limited to, internet social networking sites such as Facebook that create a disruption at school or interrupts the educational process. Immediately report all bullying and/or harassment to a teacher, a security officer or an administrator. Harassment may be in the form of slurs, or other harassment based on sex, race religion, ethnic origin, sexual orientation or disability

#### **DISCIPLINE INFRACTIONS and MISCONDUCT – District Policy # 3314**

- A. Assault or Causing Injury: A student shall not threaten or attempt to cause injury either physically or verbally or intentionally behave in such a way as could reasonably be expected to cause injury to any person.
- B. Cheating or Plagiarism: A student shall not intentionally obtain test or assignment questions and/or answers and homework through fraudulent means and shall not plagiarize any published materials, whether in hard-copy or electronic/digital format. Plagiarism is defined as taking the ideas, passages, works, or writing of another person and representing these items as one's own original work
- C. Criminal Acts: A student engaged in any criminal act will be referred to the appropriate law enforcement officials.
- D. Cigarettes, E-cigarettes, and other Tobacco Products: Washington State law makes it illegal for students under the age of 18 to purchase, possess, or use tobacco products of any kind. Kennewick School District policy makes it an Alcohol and Other Drug Use/Abuse (AODA) offense for possession of tobacco products of any kind on school district property or at school sponsored activities by any student of any age. Violations will also be sent to the prosecuting attorney's office on a JCR (Juvenile Contact Report).
- E. Dangerous Activities: Students are expected to refrain from behaviors that endanger persons or school property. Examples of dangerous activities include but are not limited to the following: Skateboarding on campus, playing with matches and lighters, tripping, shoving, and running in hallways and on the cement walkways, throwing objects (including water balloons, snow and food).
- F. Disruption of School: A student shall not intentionally cause substantial or material disruption of any school or bus operation. This includes KSD bus stops and incidents that occur within the proximity of the campus or have a nexus to school. Students classified as substantially or repeatedly disruptive may be expelled.
- G. Lunch Off-Campus: Appropriate behavior is expected when high school students leave campus for lunch. School rules and policies apply during lunch time. High school students may not take younger siblings off campus for lunch.
- H. Extortion: A student shall not extort anything of value from a student.
- I. False Accusations: A student shall not intentionally make false accusations against staff or students.

- J. Forgery: A student shall not make or alter any school document used in connection with the operation of the school.
- K. Fighting: Students involved in a physical altercation where mutual or returned pushes, strikes, blows or grabs are exchange will be subject to discipline, including suspension/expulsion from school. A student who chooses to hit back will, also, be disciplined. Walking away is a choice when someone is hit, pushed, etc. If a fight occurs and the combatants do not break and cease fighting when told to by a staff member or other adult, all combatants may be subject to expulsion. If a weapon of any kind is used in the fight, the student will be expelled. A fight that involves two or more combatants on one may result in expulsion.
- L. Gambling: A student shall not engage in gambling of any form. Playing cards are not allowed at school.
- M. Harassment, Intimidation and Bullying including cyberbullying – **District Policy # 3207**: A student shall not harass, intimidate, or coerce students or staff members. Verbal or acted-out threats of violence to use a weapon will be grounds for expulsion. This includes, but is not limited to, internet social networking sites such as Facebook that create a disruption at school or interrupts the educational process. Immediately report all bullying and/or harassment to a teacher, a security officer or an administrator. Harassment may be in the form of slurs, or other harassment based on sex, race religion, ethnic origin, sexual orientation or disability
- N. Insubordination, Defiance, Refusing to Identify themselves: It is a misdemeanor for anyone to refuse a request by any KSD staff member to properly identify him/herself when so requested.
- O. Lewd Conduct: A student shall not use or exhibit obscene or vulgar language, in writing, pictures, signs, or acts.
- P. Narcotics, Alcoholic Beverages and Stimulant Drugs: A student shall not knowingly possess, use, distribute, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule as long as the school nurse or her designee administers the medication and the prescription is in the name of the student using the drug. All violations are subject to suspension; police may be contacted. First offense is a 5-day short-term suspension pending satisfactory completion of drug/alcohol (AODA) counseling (at student's expense) from a district approved agency as well as referral to the KSD Drug/Alcohol interventionist. Failure to comply with recommendations of the KHS Lions p. 15 interventionist can result in long term suspension or expulsion. A second offense is a 10-day suspension pending satisfactory completion of drug/alcohol (AODA) counseling from a district-approved agency as well as mandatory meeting with a KSD interventionist. Third offense is expulsion. Discipline is cumulative. Distribution of a controlled substance will result in expulsion.
- Q. Profanity or Inappropriate Language: Students shall refrain from using profanity on campus and/or at school-sponsored events. Progressive discipline may apply.
- R. Repeated Misconduct: A student shall not repeatedly fail to comply with the district policies or school rules or with the directions of school personnel during any period of time when he/she is properly under the authority of school personnel.
- S. Theft or Larceny: A student shall not take or remove without appropriate permission school or another person's personal property with the intent of permanently depriving the owner the use or possession of the property. Such behavior will result in school discipline and notification to law enforcement authorities.

T. Vandalism: A student shall not willfully or maliciously destroy or deface school property or the private property of students or school district employees. When school property is damaged or stolen, the district may seek restitution as permitted by law. Such behavior will be reported to law enforcement authorities.

U. Weapons and Dangerous Instruments: Students shall comply with the District's "No Tolerance" policy toward weapon use, transmission, or possession on school property. A weapon could be any object used with the intent of threatening harm to another person. Weapons use, transmission or possession shall result in emergency expulsion. Such expulsion shall continue until school and law enforcement authorities have made an appropriate investigation. Students are to contact an administrator immediately if any of the above weapons are known to be at school. A student who brings a handgun or explosives to school or school-sponsored event will be expelled for one calendar year from KSD schools. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

V. Computer Misuse – damage to any part of the computer system by attempting to harm, modify or destroy hardware or software or the data of fellow students – use of obscene language, use of other's passwords, use a network computer for commercial purposes, fraud or personal gain

**POLICY REFERENCES:**

**Kennewick Policy # 3113 – Home Based Instruction Part time**

**Kennewick Policy # 3122 – Absences**

**Kennewick Policy # 3206 – 3207 Harassment, Bully and Cyberbully**

**Kennewick Policy # 3224 – Dress Code reference**

**Kennewick Policy # 3314 - Misconduct**

**Kennewick Policy # 3314 – Weapons**

**Kennewick Policy # 3320, 3323, 3325, 3418 – suspension policies**

**Discipline**

<b>Discipline</b>	<b>Minimum</b>	<b>Maximum</b>
Bullying, inappropriate language, harassment, sexual harassment, fighting	Conference and noted on discipline log – short term suspension	Return to neighborhood school Expulsion hearing
Excessive absences or tardies, cheating – see MCP attendance matters	Conference – teachers will record on powerschool log Contract and conditional enrollment	Return to neighborhood school
Inappropriate clothing	Conference and or request for a change of clothing for the day	Sent home for repeated violations
Truancy	Restricted time to socialize on campus – parent contact	Repeated violations – return to neighborhood school, attending lab time to make up work

E Cigs, threats, intimidation, assault, drug violation, computer misuse, tobacco, alcohol	Short term suspension Emergency Expulsion then turned into short term or short term suspension that could lead to even less days if tasks are completed as required	Emergency expulsion then turned into long term suspension, work will be provided as well as an entry plan within 20 days of the long term suspension Parent Re Engagement Meeting
Abusive conduct, defiance, forgery, theft, vandalism	Short term suspension, contract on behavior to return or parent to attend class with students or adjust schedule to off-site classes	Return to neighborhood school Contract on contingency to keep attending at MCP Parent Re Engagement Meeting
Weapons violation	Emergency Expulsion with investigation and return to school with contract	Long Term Expulsion after hearing

**Any student who has been suspended or expelled shall be allowed to make application for readmission at any time.**

As an alternative learning environment MCP has a progressive view of behavior, offenses and continued enrollment. Classes are not offered on the traditional five day a week every day schedule. It is important that students work with our short schedule of on-site classes being on time and managing their personal self and behaviors.

#### **FIRST OFFENSE:**

Teacher or staff contact to redirect behavior including tardies and absences unless behavior leads to a suspension. Staff may use log entries to note behavior.

#### **SECOND OFFENSE:**

Redirect student for in class off task behaviors that might lead to minor classroom disruption or events. Playground and common area minor disruption students will be redirected to review safe and responsible decisions. Log entries will be used unless it has led to the above discipline matrix

#### **THIRD OFFENSE:**

Log entry or incident log entry in Powerschool with parent follow up

#### **FOURTH OFFENSE:**

Incident log entry and may lead to dismissal from MCP if more than one incident log entry has been made in a year's time that has led to various days of suspension and or parent contacts.

#### **DISCRIMINATION/HARASSMENT:**

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

#### **Coordinator:**

Doug Christensen – HR Director

[Doug.christensen@ksd.org](mailto:Doug.christensen@ksd.org)

509-222-5010

#### **Title IX and 504 Officer:**

Jack Anderson – Student Services Director

[Jack.anderson@ksd.org](mailto:Jack.anderson@ksd.org)

509-222-5003

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office: **Kennewick School District 1000 W. 4<sup>th</sup> Ave Kennewick, WA 99336** or view at: [www.ksd.org](http://www.ksd.org)

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: [WWW.KSD.ORG](http://WWW.KSD.ORG) and go to Title IX page.