

DESERT HILLS MIDDLE SCHOOL

*1701 South Clodfelter Road
Kennewick, WA 99338
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HOME OF THE HAWKS
2022-23



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WELCOME TO DESERT HILLS MIDDLE SCHOOL

The staff at Desert Hills welcomes you! We look forward to another exciting and challenging school year. Our academic and extra-curricular programs are designed to enable you to meet district and state guidelines while reaching your personal goals. We are here to help you reach those goals. As a middle school student, we encourage you to be an active learner and participant in all you do. We want your experience in middle school to be a positive and memorable one. The following pages in this handbook explain what you will need to know to make this year a successful one. Please take time to go over these pages with your parents.

Mission Statement:

It is the mission of Desert Hills Middle School to be a caring, responsive, and supportive community where all students are encouraged to succeed and be responsible.

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) 222-5004
(Brian.Leavitt@ksd.org)
Kennewick School District
1000 West 4th Ave.
Kennewick, WA 99336

Student Expectations

Teachers at Desert Hills have high expectations for their students. They have student learning activities planned from "bell-to-bell." Students are expected to remain in class for the entire period and are not to leave class early or be in the hallways during class time. If a student has an emergency and needs to leave the classroom, he or she needs to have a pass from the classroom teacher. Students are to behave appropriately in the hallways during passing times and need to be on time to all classes. When students follow these simple rules, they are more able to meet the high expectations their teachers set for them.

ADMINISTRATION

Principal--**Mr. Casey Gant**

Assistant Principal--**Mrs. Rachel Groth**

Assistant Principal--**Mrs. Leslie Sievers**

SECURITY

Mr. Ken Lattin

COUNSELORS

Mr. Ben Schuldheisz

Mrs. Katie Patterson

OFFICE STAFF

Principal's Secretary

Mrs. Alexis Martinez

ASB Secretary

Mrs. Connie Dearing

Office Secretary

Mrs. Julie Shelton

Attendance Secretary

Ms. Tammy Caprai

LIBRARY STAFF

Librarian

Mrs. Natalie Nelson

Library Secretary

Mrs. Misty Kelly



Parent Portal Access

The Kennewick School district has a website that allows students and parents to access the grades their children are earning in each of their classes. Also, "The Parent Portal" shows how many times the student has been absent or tardy, any projects or assignments that haven't been completed or are missing and other information that parents may find useful.

To access Powerschool:

1. Go to www.ksd.org
2. Click on Powerschool
3. Click Parent
4. Type in username and password (contact the office to get this information.)

There are links on this page to access tardies, absences, assignments, the lunch menu, class registration, teacher comments, and grade history. Also, if you click on 'e-mail notifications' you can get grades, progress reports, and a copy of the Daily Bulletin sent right to your e-mail address.

Accessing Mealtime

There is no charge for student meals for the 2022-23 school year. When the District needs to start charging students for meals again, it's the KSD Policy not to allow any credit. In rare cases when this is allowed, the student will be expected to repay the charge as soon as possible. The debt will need to be paid prior to the release of grades at the end of the year.

You can access your student's lunch account and balance by going to KSD.org and clicking on "Parents" and "Meal Payment and Application."

KSD Lunch and Breakfast Pricing for 2022-2023:

Full Price Lunch-----	\$3.25
Reduced Price Lunch-----	\$.40
Full Price Breakfast-----	\$1.95
Reduced Price Breakfast-----	\$ FREE
Milk-----	\$.55

Accessing Destiny from Home

Destiny is a service offered by the Desert Hills Library. Students can renew books, view checkout history, put books on hold, create bibliographies, research databases, and more all from home!

To access Destiny:

1. Get to your Child's Powerschool account
2. Click on the Destiny icon
3. You can see your child's information here

August 31	-	1 st Day of School
September 5	-	No School-Labor Day
September 23	-	No School-Professional Day
October 21	-	No School-Professional Day
November 4	-	End of 1 st Quarter
November 11	-	No School-Veterans Day
November 18	-	Early Release (10:40)- Conferences
November 21	-	No School-Conferences
November 22	-	Early Release (10:40)- Conferences
November 23	-	Early Release (10:40)- Thanksgiving
Nov. 24 - 25	-	Thanksgiving Break 
Dec. 22 - Jan 3	-	Winter Break
January 16	-	No School-Martin Luther King Day
January 27	-	End of 1 st Semester Early Release (10:40)
February 20	-	No School-Presidents Day
March 13	-	No School (Snow make-up)
March 24	-	No School-Professional Day
March 31	-	End of 3 rd Quarter
April 3 - 7	-	Spring Break
May 26	-	No School (Snow make-up)
May 29	-	No School-Memorial Day
June 14	-	Last Day of School - End of 2 nd Semester 



Make-up Days:

1st Optional Snow Day is March 13th

2nd Optional Snow Day is May 26th

STAFF NAME	E-MAIL ADDRESS	STAFF NAME	E-MAIL ADDRESS
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ATHLETICS



**Athletic Director
Mr. John Heitz**

Athletic participation is limited only to the 7th and 8th grade students. At Desert Hills Middle School we have a "no-cut" policy for all athletics. This means that every student who tries out for a sport will make a team. They can make either "A" or "B" team dependent on their skill level. The school will provide uniforms (with the exception of shoes). All the students participating in athletics must have a physical on file. **Physicals are good for two years.** Students must read over a code-of-conduct form and have it signed by themselves and their legal guardian.

For each different sport in which you participate, you will have to fill out an emergency form. Athletes must attend school to participate in the game, match or practice that day. (Unless cleared by the coach, athletic director or principal prior to the absence) Registration for all the different sports will be held before each season (dates to be announced).

Students who do not turn in all their forms will not be able to try-out or practice until the forms are turned in. If for some reason you cannot make the try-outs or sign-ups, arrangements may be made. **A minimum number of 8-12 practices are required depending on the sport. Practices are required under the WIAA regulations to participate in the first game or match.** There is a **\$30 user fee per student per sport.** It can be paid in the office. A discount is available to students who are eligible for free or reduced lunches. Forms can be downloaded from the Desert Hills and KSD websites (fees are subject to change).

Fall:

Volleyball - Girls

Head Coach - Mrs. Chelin



Football - Boys

Head Coach - Mr. Schuldheisz

Soccer - Boys and Girls

Boys Head Coach - Mr. Martin

Girls Head Coach - Miss Donais



Cross Country - Boys and Girls

Head Coach - Mr. Phillips

Winter I:

Basketball - Boys

Head Coach - Mr. Rexus

Dance Team - Girls

Head Coach - Mrs. Boyce



Winter II:

Basketball - Girls

Head Coach - Miss. Legard

Wrestling - Boys

Head Coach - Mr. DeLeon

Spring:

Track - Boys

Head Coach - Mr. Phillips

-Girls

Head Coach - Mr. Thaelke

Baseball - Boys

Head Coach - Mr. Grillo

Softball - Girls

Head Coach - Mrs. Wren



Intramurals (Morning Sports) Intramurals

start at 7:10 a.m. and end at 7:50 a.m. Students in all 3 grades can participate, but they need teacher supervision at all times in the gym. Procedures, dates of activities and related information will be updated soon.

CLUB INFORMATION

JAZZ BAND Jazz Band is for students who are in concert band and have been selected to participate in this extracurricular activity. More information will be provided by Mrs. Eccleston. ange due to Covid restrictions and interest of students. This group rehearses 2 days a week, on Tuesdays and Thursdays, from 7-7:50 am. There are various festivals and concerts that we perform at throughout the year. Jazz Band students study different styles of music—Swing, Ballad, Latin, Funk, and Rock. Jazz Band

ARCHERY CLUB is for any student interested in learning how to shoot a bow and arrow. Archery Club will be safe and fun! We will be doing regular practices with the possibility of some competitions in the spring.

CHESS CLUB - information to be determined.

DRAMA CLUB - information to be determined

ACADEMIC INFORMATION

TEXTBOOKS AND CHROMEBOOKS:



At the end of the year students will be responsible for their own textbooks and Chromebooks. If they are lost, stolen, or damaged you will be charged a fine. Because prices are different from subject to subject, ask your teacher or the office about the fine you will be charged for your specific textbook or Chromebook.

REPORT CARDS/PROGRESS REPORTS:

At the end of each quarter, printed report cards will be given to every student. Computerized progress reports will be given each mid-quarter to students receiving D's or F's in one or more classes.



HONOR ROLL:

In recognition and celebration of achievement, certificates will be awarded for the following Grade Point Averages:

Honor Roll	3.0 - 3.74
Principal's List	3.75 - 3.99
4.0 GPA	



IN-BUILDING STUDENT TRANSFER PROCEDURES:

A request to transfer a student from one class to another must be in writing or e-mail by a parent, teacher, or principal. We want to find solutions to problems in classes, not run away from them. A conference with the teacher may be needed. Transfers will be made for reasons such as class overload, individual student needs, and special program placement such as Special Services and honors classes. You will not be able to transfer to a class that will cause an overload. **Students may not transfer to a different class after the 5th day of each quarter.**

ATTENDANCE

All absences from school or class must be cleared through the Attendance Office.

Students must have absences cleared within 2 days or they will be unexcused. Absences are classified according to the Kennewick School District policy as excused, unexcused, or truant.

1. **Students returning from absences must have an admit slip before entering classes** unless participating in a field trip, sports or club activity, or awaiting a parent conference. Students are to report to the attendance window the day they return and pick up an admit slip before returning to class. **Students will not be allowed into class without an admit slip.** This includes out-of-school suspensions and pre-excused absences.
2. **Students leaving campus during the day** must check out before leaving and check back in at the Attendance Window upon coming back (unless participating in a field trip or school sponsored activity). A parent contact (note or phone call) is required for student permission to leave campus. Students cannot be checked out of school by anyone other than the legal guardian unless there is written permission.
3. **Students leaving campus daily for lunch** must have parents fill out an off-campus lunch request form and have it OK'd by a principal. You must also sign out and back in every day you leave for lunch.
4. **Homework requests** will be given to the student's teachers on the morning of the third day of absence. Please place the request by 7:30 a.m. to allow the teachers a chance to put it together during their planning period. The homework will be in the office by 2:30 p.m. The office is open until 3:00 p.m.

EXCUSED ABSENCES:

Absences are only excused if the student was sick, had family or district emergencies, short-term suspension, medical, dental, sports or sports related activities, parental pre-excused absences, or field trips.



UNEXCUSED ABSENCES:

Absences are not considered excused without parent permission and should be cleared within 48 hours.

PRE-ARRANGED ABSENCES:

Anticipated absences for two or more school days will be excused with a written note from a parent/guardian. A NOTE MUST BE PRESENTED TO THE ATTENDANCE OFFICE PRIOR TO THE STUDENT'S ABSENCE.



TRUANCIES (skipping school):

These are absences such as skipping school or ditching class without the knowledge and/or permission of parents or the school. This will result in a parent conference and the student being placed in Refocus in each class for as many periods as truant. (For example, a student who skips 7 periods will be in Refocus in each of his or her classes for 7 periods.)



TARDINESS:

Students have four (4) minutes to get from class to class. This is long enough to make it to class. Students are expected to be in class on time each day. Consequences will be assigned according to the guidelines. Sleeping in late, alarm not working, missing the bus, "Mom didn't wake me up," staying up late, and all other unacceptable reasons are considered unexcused tardies that will eventually lead to a parent conference.

ANSWERING MACHINE:

The school's phone answering machine is on from 3:00 p.m. - 7:00 a.m. The message changes regularly.

DELIVERIES:

Please refrain from having flowers, balloons, food etc. delivered to your student at school. This extremely disruptive.

FEES

ASB	\$15
(Required to participate in athletics and ASB Representative)	
YEARBOOK	\$30
BOTH ASB AND YEARBOOK	\$40



STUDENT MERCHANDISE

Student merchandise can be purchased through the office during office hours.

DHMS Clothing:

DHMS P.E. T-shirt	\$5
DHMS P.E. shorts	\$10

Other

"Spirit" items such as sweatshirts and Sports Packs are also for sale.

(Prices are subject to change)



SCHOOL DELAYS, CLOSURES OR REMOTE LEARNING DAYS

Listen to local radio stations for information on school delays, closures or if the KSD switches from in-person to remote learning for the day. Do not come to school if it is announced that school is closed or changed to a remote learning day.

Check the district website: www.ksd.org. Remember to refresh your browser for updates.

Text and Email Alerts - [Sign up](#) in advance to receive text and email alerts using FlashAlert. You will be required to set up an account and verify your email or mobile device. Please note that it is possible, depending on your carrier, that you may receive multiple messages or experience delays when using this service.

Facebook and Twitter - Follow updates on [Facebook](#) or Twitter @ksddistrict

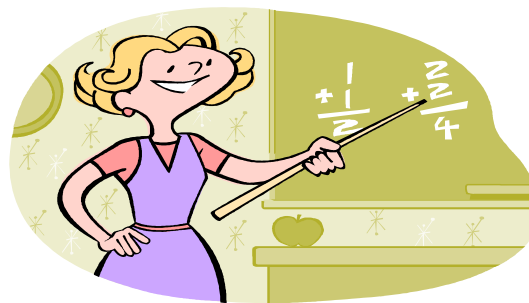
Media - Watch or listen to local media stations and websites.

TV Channels: 19 KEPR CBS, 25 KNDU NBC, 42 KVEW ABC

Radio (English): KALE 960, KTCR 1340, KEGX 106.5, KKSR 95.7, KIOK 94.9, KUJ 99.1, KONA 610, 105.3, KORD 102.7, 87, KXRX 97.1, KEYW 98.3, KFLD 870, KOLW 97.5, KFAE 89.1 FM

Radio (Spanish): KMNA 98.7, KZHR 92.5, KZTB 97.9, KMMG 96.7

Online News: Tri-City Herald - www.tri-cityherald.com



DHMS Tri-Force (PBIS)

Solve Problems, Show Respect, Make Good Decisions.

Philosophy:

- Tri-Force is the Desert Hills way of teaching students what behaviors and expectations are needed to be a good citizen in our school culture.
- We have a team of teachers, parents, and students who are working to make DHMS a great place to learn.
- Students will be treated as individuals whose behavioral choices are important to our school culture, therefore individualized behavioral interventions will be used with students who need them.
- All students will have an opportunity to participate in a school-wide reward system designed to encourage positive behaviors leading to a positive culture.

All Students Are Given:

- The opportunity to learn in a positive caring atmosphere.
- The opportunity to make choices.
- The opportunity to evaluate and self-correct.
- The opportunity to benefit from our positive school culture.

Refocus

Inappropriate behavior will be dealt with by refocusing. Desert Hills emphasizes student decision-making and responsibility. It is important for the student, parent, and teacher to realize that progression through the discipline process is ENTIRELY THE STUDENT'S CHOICE.

Kennewick School District CODE OF CONDUCT POLICY

It is the goal of the Kennewick School District to provide a safe, productive, positive and disruptive-free classroom and learning environment. The following rules of conduct are to be followed while on school property, during or immediately before or after school hours, at any time the school grounds are being used for a school activity or event, or while attending school activities or events off the school grounds and at the bus stops.

Desert Hills Middle School is a Positive Behavioral Interventions and Supports school (**PBIS**). PBIS is a school wide support system that is intended to enhance student behavior and academics outcomes through a positive approach to our school culture and behavior systems.

Refocus: When students choose not to do what is expected of them, they may be asked to sit away from the activity for 1-3 minutes to refocus on their behavior..

Minor Incident Form: If the student chooses to act inappropriately while refocusing, he/she will be asked to fill out a minor incident form.

Refocusing allows students to remain in the classroom and receive instruction as they attempt to correct their behavior.

Major Incident Form: When students make this choice, they are sent immediately to the office where they call their parents to set up an immediate conference. Until their parents arrive, the student will be sent to the ISS (In-School Suspension) Room until their parents arrive.

Students who are unable to change their behavior must be removed from the school setting. These sanctions may involve an in-school suspension, short-term suspension, long-term suspension or expulsion from Desert Hills Middle School.

Some examples that may warrant a major incident form may include, but are not limited to:

(Taken from Kennewick School District Policy #3240)

- Truancy
- Disregard of a reasonable request
- Repeated violation of district dress code
- Bus problems
- Serious interference with class activities
- Cheating
- Plagiarism
- Inappropriate computer use
- Laser Pointers
- Trading lockers

Other Major Incidents:

(Taken from Kennewick School District Policy #3240)

- Setting fire or damaging school property
- Using, or threatening to use firearms, explosives or other weapons on the school premises
- Preventing students from attending a class or school activity
- Urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions
- Making false accusations about staff or student behavior
- Oral or written defamation, obscenity, profanity, verbal or physical attacks, harassment and intimidation are prohibited

- 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 the peaceful discharge or conduct of his or her duties. (RCW 8.A.635)
- The use, sale, distribution or possession of the following on school premises or during school sponsored activities:
 - Drugs and narcotics
 - Fireworks
 - Pornography
 - Alcoholic beverages, tobacco and vaping products
 - Weapons
 - Stolen property
- Theft or possession (without permission) of another's property is prohibited.
- Activities defined by federal, state or municipal law as criminal.
- The forging of any signature or alteration of any document.
- Coming to school under the influence of drugs or alcohol.
- Bringing any sort of lighters, matches or aerosols.

EXCEPTIONAL MISCONDUCT:

- A. Substantial Disruption of School:** A student shall not cause the substantial disruption of any school or bus operation. This includes KSD bus stops and incidences that occur within the general area of the campus or have a connection to school. The Kennewick School District has a Disruptive Student Policy, which means any student who is substantially or repeatedly disruptive is subject to suspension.
- B. Damage or Theft of Property:** Students are not to damage or steal school or other students' property.
- C. Extortion, Assault, Fighting or Causing Physical Injury:** A student shall not cause or threaten to cause physical injury to another person.
- D. Weapons and Dangerous Instruments:** Students shall comply with the District's "No Tolerance" policy towards weapon use, transmission, or possession on school property. A weapon is defined as any object used to threaten or injure another person. Guns and knives are weapons. Blunt or heavy objects displayed in a fight are also considered weapons. Use, transmission, or possession of weapons shall result in emergency expulsion. The emergency expulsion will continue until police and school officials have conducted an investigation. If you see any of the above weapons contact a principal immediately.
- E. Narcotics, Alcoholic Drinks and Stimulant Drugs:** Students are not allowed to buy, sell, or be under the influence of any drug (including: hallucinogens, inhalants, amphetamines, marijuana, barbiturates, alcoholic drinks, or intoxicants of any kind). Violators of this rule will be suspended and the police may be contacted. The first offense is a five day suspension and A.O.D.A. counseling. The second offense is a ten day suspension and A.O.D.A. counseling. The third offense is complete expulsion.
- F. Cigarettes, Cigars, Tobacco and Vaping:** It is illegal for students to possess or use cigarettes, e-cigarettes, other vaping products, cigars, chewing tobacco or tobacco of any kind. Violators will be sent to a prosecuting attorney's

office on a Juvenile Contact Report. The first offense will result in a one day suspension.

- G. Lewd Conduct:** A student shall not use or exhibit obscene or vulgar language, writing, pictures, signs, or acts.
- H. Gambling:** A student shall not engage in gambling of any form.
- I. Forgery:** A student shall not make or alter any school document used or intended to be used in connection with the operation of the school.
- J. Criminal Acts:** A student engaged in any criminal act will be referred to the proper authorities.
- K. Cheating/Plagiarizing:** A student shall not intentionally and deceitfully misrepresent work for a grade, obtain test questions and/or answers through fraudulent means, and shall not plagiarize written material.

What is plagiarism?

Plagiarism is using somebody else's writing, artwork, etc. and claiming it as one's own.

Plagiarism is unacceptable. A student who plagiarizes will be choosing a parent conference or suspension. Plagiarism includes:

- Copying the work of someone else and turning it in as one's own.
- Paraphrasing (restating or rewording) someone else's work without giving credit to the original writer.

The original work could be from another student, an encyclopedia, a book, or simply "cut and pasted" from the Internet.

What are the consequences of plagiarism?

- Parent conference or suspension.
- The student earns a zero on the assignment.
- The student may have a chance to re-do the assignment if the plagiarism was unintentional.

- L. False Accusations:** A student shall not intentionally make false accusations against staff or students. Consequences will be based on the seriousness of the situation and the repetitiveness of this act by the student.
- M. Harassment and Intimidation:** 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 an emergency expulsion.



CODE OF STUDENT CONDUCT

RULES and EXPECTATIONS:

1. **Athletic Participation:** Involvement in athletics is a privilege for Desert Hills' students. To participate in athletics you must have an A.S.B. membership, parental permission form, a current physical, and be willing to abide by the athletic code. If you are caught with tobacco products, alcohol, or any other illegal substance, your punishment will be decided according to the district AODA Policy. **Athletes who have been suspended will not be allowed to participate in a game or practice for that day. Students whose grades fall below a 2.0 GPA will not be allowed to participate in any athletic contests until their GPA goes back up to 2.0 or above.** Each sport season requires a **fee of \$30.00** which must be paid when you register. Students who want to watch an athletic event after school should go home first and arrive back on campus no earlier than 3:50. You are expected to abide by all school and district rules. You are to remain at the event site and not run around campus or in the building.

2. **Building Conduct:** Students on campus for a before-school or after-school activity are expected to follow the same rules that are in effect during the regular school day.

3. **Closed Campus and Leaving Campus:** Desert Hills is a closed campus in order to protect the students and staff. Students can't leave during the school day or enter school grounds without checking into the main office.

4. **Computer Use:** Students may only use school computers under the supervision of staff members. Unauthorized use of equipment or software may result in a parent conference or a suspension.

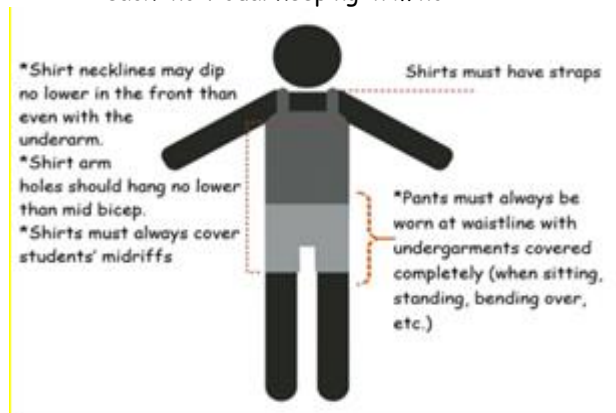
5. **Dangerous Activities:** Students are expected to not take part in behaviors which endanger people or property. Examples of dangerous activities include but are not limited to: skateboarding or rollerblading on campus, playing with matches and lighters, starting fires, running in hallways and stairways, climbing on the building, fences, or trees, and throwing objects (including water balloons, food, & snow).



6. **Gang-Related Activities:** Gang-related attire, items, graffiti and writing are not tolerated. Because of the rapid changes in gang-related identifiers, if a staff member notices gang-related objects, writing or clothing, it will be immediately addressed. It may be necessary to modify the dress and personal property standards to include items as advised by the Kennewick Police Department. Students in violation of this policy are subject to a parent conference, a suspension or an emergency expulsion.

- No hairnets, bandanas, comedy/tragedy masks, or "look-alike" gang markings on clothing.
- No group of students dressed in clothing that identifies with specific gangs or gang members.
- No gang-related doodling, names, or symbols on any item, i.e., notebooks, folders, book covers, backpacks, papers, clothing, etc. This includes Old English or Gothic lettering.
- No permanent tattoos may be visible.
- No clothing with #'s 13, 14, or 18 or any combination of those numbers.

7. **Dress:** Kennewick School District expects all students to dress in a manner that provides for adequate safety while on any school campus or at school sponsored events. Clothing should fit each individual keeping in mind:



To maintain adherence to the student dress policy, students may not wear clothing that reveals the back, midriff, chest, buttocks, or undergarments. Clothing or accessories with offensive or inappropriate pictures, symbols, or sayings. These include, but are not limited to:

- * Demeaning statements
- * Violent statements
- * Sexual statements
- * Racist statements

- * Gang affiliated statements and symbols.
- * Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs
- * Jewelry or accessories that could be used to cause harm or injury.

Students who choose to dress inappropriately will be asked to change. If a student does not have appropriate clothes in which to change, parents will be contacted and arrangements will be made for the student to change into appropriate clothing.

8. **I.D. Badges:** The school-wide expectation is that all students have an I.D. badge while on campus. The badge needs to be in the student's possession - it does not need to be worn around the student's neck.
 - Every student will be issued a picture I.D. badge at the beginning of the school year at no charge.
 - Lost or destroyed badges must be replaced immediately. Cost to replace the badge is \$3.00 and is the responsibility of the student.
 - Students must show their I.D. badge when entering a school-sponsored social. If a student does not have an I.D. badge, he/she will not be allowed into the social and will not receive a refund if he/she has already purchased a ticket.
 - Badges may not be given to other students. Transfer of a badge for false identification or fraud is prohibited and will result in an automatic parent conference.
9. **Lockers:** Lockers will be issued to ALL students ELA classes for the 2022-23 school year. The expectation is that all students utilize their lockers. Backpacks will not be allowed in classes or at lunch.
10. **Medication:** Medication is to be given at school only when necessary. An adult must bring all medication, prescriptions, as well as over-the-counter drugs, to school with a "Medication at School" form. The form must be filled out by a physician and a parent/guardian. For help on this matter contact the school nurse at 222-6603.



Electronic Devices: It is highly recommended that students do not bring electronic devices such as cell phones, video games, iPods, MP3 players, cameras, i-pads, tablets and other electronic devices to school. Students who bring electronic devices to school must turn them off and place them in their LOCKERS upon entering the school.



- Students can use cell phones and other electronic devices for educational purposes with teacher permission and direction.
- Cell phones and other electronic devices cannot be used during lunch or between classes.
- If a cell phone or other electronic device is being used by a student without teacher direction while in the building, the electronic device will be taken to the office and arrangements will need to be made to pick it up after school.
- If an electronic device is being used inappropriately by a student at any time, the student will be asked to fill out a minor or major incident form. Inappropriate uses include, but are not limited to:
 - making a video or audio recording without the permission of the person(s) being recorded
 - taking vulgar or other types of inappropriate pictures
 - looking up or viewing inappropriate pictures/materials on the internet
 - using "apps" such as Instagram and Snapchat to send inappropriate messages to others
 - bullying others by text or social media
- **The school is not financially responsible for any electronic device that is lost or stolen. Parents will need to contact the police to investigate lost or stolen electronic devices.**
- Parents who need to contact their students during the school day need to call the office and leave a message. They will not be able to call their child's cell phone because the cell phone will be in their child's backpack or locker and turned off.
- 11. **Phone Use:** Phones located in the office are only to be used for emergencies. They may not be used during lunch or between classes without permission from a staff member. Friend arrangements must be made before school, **not** during or after school. Each teacher and principal has a phone located in their offices or classrooms. We urge students to use the



- classroom phones if at all possible and let their parents know where to call them back.
12. **Visitors:** Student visitors are not permitted to attend classes with friends or relatives at Desert Hills. All persons visiting campus on official business must register at the main office and get a visitor badge. This badge may not be taken off until the visitor has left the campus. Parents visiting classrooms must also wear a visitor badge and fill out the appropriate paperwork in the main office. There must be a 24-hour notice for parent classroom visits.
 13. **Bicycles and Skateboards:** Desert Hills has two racks provided for bike and skateboard storage. One is located in the back of the building by the bus loop and the other is at the front of the school near the entrance. Bicycles and skateboards are to be locked to the rack and must not be left overnight. The racks are off limits during the school day. The school and the Kennewick School District are not financially responsible for theft or damage to bicycles and/or skateboards ridden to school. Students are to remove any accessories from the bikes that could be taken off. Bicycles and/or skateboards are not to be ridden on campus except to get to and from the storage racks.
 14. **Lost and Found:** There are lost-and-found boxes in both the Commons and the P.E. area. If you find something please take it to the office. If you have lost something, first check to see if it has been placed in the lost-and-found, then check the main office.
 15. **Homework Room:** Homework room is available for students on Mondays, Tuesdays and Thursdays from 2:35 until 3:15 beginning at the end of September. Homework room takes place in room 108, Mrs. McPeak's room.
 16. **Socials:** Socials are held right after school. Students who enter the social must stay to the end unless a parent comes to the social and picks up the student. A building administrator may exclude students with multiple suspensions from attending the social. Any student absent on the day of the social will not be allowed to attend the social. Visitors are not allowed to attend DHMS socials. Regular school rules are enforced during the social. A student I.D. badge is required to enter.
 17. **Skateboards/Roller Blades/Scooters:** It is highly recommended that students **do not bring** skateboards, rollerblades, "grinder shoes" and scooters to school. If you do, be sure to place them in your locker or the skateboard rack before 1st period, and they must stay there until after 7th period.
 18. **Laser Pointers/Shocker Pens:** No laser pointers or shocker pens are to be brought to school or any school related activity. They present a safety risk and are disruptive to the learning environment. The choice to bring either to school will result in a parent conference.
 19. **Off campus at the end of the day:** Students need to be off campus by the time the 15 minute bell rings after school. Students can only be on campus if they are attending homework room or participating in a school sport or activity.
 20. **Bus conduct:** Students are expected to abide by the rules of the Kennewick School District, Desert Hills Middle School, and the bus driver while riding the school bus. Failure to abide by the rules may lead to a parent conference, a suspension, restrictions such as an assigned seat, or the loss of riding privileges.
 21. **Aerosols:** Hair sprays, perfumes, spray paints, hair paints, etc. are not allowed at school. These aerosols trigger some people's allergies and asthma when they are inhaled.
 22. **Backpacks and coats:** Must be stored in your lockers.
 23. **No food or drinks:** Food and drinks (water is okay) are not allowed in the gym, classrooms, or in the library during the school day.
 24. **Public Display of Affection (PDA):** Students must act appropriately when showing affection towards one another. Holding hands is OK, but prolonged hugs and kissing are not allowed. Administrators will determine whether or not the PDA is appropriate and if a parent conference is needed.

ATTENDANCE POLICY

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. Students 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 students will not master skills 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 also impacts learning.
- 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, children learn valuable social skills and have 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 PARENTS

We miss students when they are gone and we value their contributions to our school. We would like parents to help ensure that students attend regularly and are successful in school. If your student is going to be absent, please contact the school attendance office at 222-6614.

WHAT PARENTS CAN DO

- Set a regular bed time and morning routine.
- Prepare for school the night before, finish homework and get 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 PARENTS

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 at Desert Hills prepared to help if students face challenges in getting to school regularly or on time (school nurse, counselors, etc). We promise to track attendance daily, to notice when students are missing from class, communicate with parents to understand why students were absent, and to identify barriers and supports available to overcome challenges parents may face in helping students attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that parents understand our school policies and procedures, as well as Washington State Law, to ensure children are 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 parents when students have an unexcused absence.](#)

If students have **three** unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with the parent and 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 the student and reduce absenteeism. If the student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If a 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 the student and family may be referred to a Community Truancy Board, or the student and parent may need to appear in Juvenile Court. If the student continues to be truant, the student and parent may need to go to court.

The Kennewick School District has an established policy defining excused absences that will help parents ensure that their students are 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 or this student handbook for more information.

Daily Schedule

(Monday, Tuesday, Thursday, Friday)

<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
1st Bell	7:55	1st Bell	7:55	1st Bell	7:55
1st Hour:	8:00 - 8:52	1st Hour:	8:00 - 8:52	1st Hour:	8:00 - 8:52
2nd Hour:	8:56 - 9:43	2nd Hour:	8:56 - 9:43	2nd Hour:	8:56 - 9:43
3rd Hour:	9:47 - 10:34	3rd Hour:	9:47 - 10:34	3rd Hour:	9:47 - 10:34
Lunch:	10:38 - 11:08	4th Hour:	10:38 - 11:25	4th Hour:	10:38 - 11:25
4th Hour:	11:12 - 11:59	Lunch:	11:29 - 11:59	5th Hour:	11:29 - 12:16
5th Hour:	12:03 - 12:50	5th Hour:	12:03 - 12:50	Lunch:	12:20 - 12:50
6th Hour:	12:54 - 1:41	6th Hour:	12:54 - 1:41	6th Hour:	12:54 - 1:41
7th Hour:	1:45 - 2:35	7th Hour:	1:45 - 2:35	7th Hour:	1:45 - 2:35

Wednesday Schedule

<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
1st Bell	7:55	1st Bell	7:55	1st Bell	7:55
1st Hour:	8:00 - 8:36	1st Hour:	8:00 - 8:36	1st Hour:	8:00 - 8:36
2nd Hour:	8:40 - 9:16	2nd Hour:	8:40 - 9:16	2nd Hour:	8:40 - 9:16
3rd Hour:	9:20 - 9:56	3rd Hour:	9:20 - 9:56	3rd Hour:	9:20 - 9:56
4th Hour:	10:00 - 10:36	4th Hour:	10:00 - 10:36	4th Hour:	10:00 - 10:36
Lunch:	10:40 - 11:10	5th Hour:	10:40 - 11:10	5th Hour:	10:40 - 11:10
5th Hour:	11:14 - 11:50	Lunch:	11:14 - 11:50	6th Hour:	11:14 - 11:50
6th Hour:	11:54 - 12:30	6th Hour:	11:54 - 12:30	Lunch:	11:54 - 12:30
7th Hour:	12:34 - 1:10	7th Hour:	12:34 - 1:10	7th Hour:	12:34 - 1:10

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 a appeal, and to whom it must 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.

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

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](#)

