



HIGHLANDS

MISSION

STATEMENT

Scottie Way:

Impact each other in a positive way, every day!

Student Handbook

2022 - 2023

Highlands Middle School's Vision Statement

Our vision is to prepare and motivate our students for a rapidly changing world by instilling in them critical thinking skills, global perspective, and respect for the core values of honesty, loyalty, perseverance, and compassion.

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IMPORTANT DATES

First Day of School – August 31, 2022

Labor Day (No School K-12) - September 5, 2022

*Professional Development Day (No School K-12) - September 23, 2022

No School for Kindergarten Only - October 14, 2022

*Professional Development Day (No School K-12) - October 21, 2022

Veteran's Day (No School K-12) - November 11, 2022

Conferences (No School K-8) - November 21, 2022

Thanksgiving Break (No School K-12) - November 24-25, 2022

Winter Break (No School K-12) - December 22, 2022-January 3, 2023

MLK Jr. Day (No School k-12) – January 16, 2023

Presidents' Day (No School K-12) - February 20, 2023

*Snow Make-up Day (No School K-12) – March 13, 2023

*Professional Development Day (No School K-12) March 24, 2023

Spring Break (No School K-12) - April 3-7, 2023

*Snow Make-up Day (No School K-12) - May 26, 2023

Memorial Day (No School K-12) - May 29, 2023

Last Day of School (Early Release K-12) - June 14, 2023

BELL SCHEDULE

Highlands Middle School

Home of the Scotties

2022-2023 Daily Bell Schedule

6 th GRADE		7 th GRADE		8 th GRADE	
1st	8:00-8:50	1st	8:00-8:40	1st	8:00-8:50
2nd	8:54-9:34	2nd	8:44-9:24	2nd	8:54-9:34
<i>Breakfast Break</i>	<i>9:34-9:40</i>		<i>9:24-9:30</i>		<i>9:34-9:40</i>
3rd	9:40-10:20	3rd	9:30-10:20	3rd	9:40-10:20
4th	10:24-11:04	4th	10:24-11:04	4th	10:24-11:04
Lunch	11:08-11:38	5th	11:08-11:48	5th	11:08-11:48
5th	11:42-12:22	6th	11:52-12:32	Lunch	11:52-12:22
6th	12:26-1:06	Lunch	12:36-1:06	6th	12:26-1:06
7th	1:10-1:50	7th	1:10-1:50	7th	1:10-1:50
8th	1:54-2:35	8th	1:54-2:35	8th	1:54-2:35
		homeroom			

HIGHLANDS MIDDLE SCHOOL PARENT-STUDENT-TEACHER COMPACT

The Scottie Way—Impact each other in a positive way, every day.



Student's Name: _____ Date: _____

1. With your parent/guardian, read and discuss the following list of commitments they can make to help you be successful in school this year.

I promise to...

Dear Parent/Guardian:

We are learning about what it takes for me to be the best student I can be and that each of us plays an important role in my learning. Through this activity we will be able to talk about the responsibilities I have as a student, and the commitment my teachers and family make toward my success. I hope you enjoy this activity with me.

Sincerely,

****Students and Parents will sign a Google Form indicating they have read and agree to the compact.***

- Communicate with teachers and the school when we have questions or concerns about my child's learning.
- Value education and learning by establishing a time and place for practice/homework to be done.
- Monitor my child's attendance in PowerSchool and discuss with them the importance of attending school regularly.
- Check my children's planner at least once a week, or more if possible, to monitor assignments and behaviors (MYD points).

2. Now that your parent/guardian has read the items they will focus on this year, please have them sign here showing their commitment.

Parent/Guardian Signature

Additional Parent/Guardian Signature (Optional)

Student Promise:

1. With your parent/guardian, read and discuss the following list of commitments you can make as a student to help yourself do well in school this year

I promise to...

- Let my teacher and family know if I need help.
- Check on my own grades and track my progress in school via PowerSchool; follow up with teachers with any questions or concerns.
- Work with my parents/guardian to establish a time and place to do my homework.
- Write down assignments in my planner, do my practice/homework every day and turn it in when it's due.
- Choose to follow the classroom and school rules and accept consequences when I don't.

2. Now that you have read the items you will focus on this year, please sign here showing your commitment.

Student Signature

1. My teacher has chosen the following items to focus on this year.

I promise to...

Maintain regular communication with families in the form of emails, conferences, phone calls etc.

Make sure all students get help as soon as it is needed.

Continually work on my teaching strategies and seek out professional development opportunities so that I can successfully teach *all* children.

Hold high standards for all students at Highlands Middle School.

Provide a safe and healthy learning environment for all my students.

Teacher Signature

Kennewick School District's Non-Discrimination Policy

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 guide dog or service animal and provides equal access to the Boy Scouts and other designated youth groups.

PAWS

P Positive	Look like	<ul style="list-style-type: none"> • Including others • Greeting others appropriately • Arriving to class on time 	<ul style="list-style-type: none"> • Inviting others to participate • Taking pride in classmates' achievements
	Sound like	<ul style="list-style-type: none"> • Using appropriate voices • Using kind words 	<ul style="list-style-type: none"> • Encouraging words • Giving compliments
A Always do your best	Look like	<ul style="list-style-type: none"> • Using good manners • Keeping hands and feet to yourself 	<ul style="list-style-type: none"> • Participate in class
	Sound like	<ul style="list-style-type: none"> • Please and thank you • Using cell phones appropriately 	<ul style="list-style-type: none"> • Avoiding peer pressure and negative behaviors
W Work and play respectfully	Look like	<ul style="list-style-type: none"> • Cleaning up after yourself • Cleaning up after others 	<ul style="list-style-type: none"> • Listening to adults
	Sound like	<ul style="list-style-type: none"> • Using appropriate language 	<ul style="list-style-type: none"> • Polite words
S Safety	Look like	<ul style="list-style-type: none"> • Walking in the building • Being aware of surroundings 	<ul style="list-style-type: none"> • Walking with a purpose
	Sound like	<ul style="list-style-type: none"> • Letting an adult know about safety concerns 	<ul style="list-style-type: none"> • Asking before doing something out of the ordinary



HIGHLANDS ACADEMIC INFORMATION

Policy 2420

Academic Achievement

Student academic achievements are acknowledged and rewarded each quarter. Students who earn 3.5 to 3.74 grade point average (GPA) achieve the Honor Roll. Students between a 3.75 and 3.99 earn a spot on the Principal's List. Students who secure all A's make the 4.0 List. In addition, students are recognized for high marks in their Work Habit category. Highlands hosts an awards night in February to celebrate Academic Achievement for end of 1st semester as well as lunchtime treats for 1st and 3rd quarters.

Academic Expectations

Middle school students are expected to pass ALL classes. It is the responsibility of all students to apply consistent and sustained effort toward learning experiences that are assigned. Students with failing grades will be placed on an academic improvement plan. In accordance with Kennewick School Board Policy #2421, students must demonstrate the skills, attitudes, and behaviors to be successful in the next grade in order to be promoted. Students who do not pass all classes may be recommended for retention. Under these circumstances, successful completion of summer school would be required to earn promotion to the next grade.

Expected School Supplies

It is expected that students bring the following supplies to class daily: organizer (3-ring binder, folders, etc...), pens, pencils, notebook paper, journal (spiral notebook, composition book, etc...), planner, and identification badge. Students are encouraged to carry books and supplies to and from school in a backpack. We were able to provide most of these supplies this year.

Report Cards and Progress Reports

Computerized report cards are issued to every student at the end of each quarter. Along with quarter and/or semester grades, your student's report card will contain a Work Habit comment and a personalized comment from each teacher. At each mid-quarter, teachers will issue progress reports to each student who is not meeting standards in class. Parents are

encouraged to contact their child's teacher for more information. Many teachers require signed progress reports to be returned with their child to help with grade communications on the student. Please double check with your son/daughter and keep in contact with your child's teachers.

HIGHLANDS MIDDLE SCHOOL GRADING EXPECTATIONS

Advanced		Proficient			Emerging			Beginning		No Evidence of Learning
A	A-	B+	B	B-	C+	C	C-	D+	D	F
100-93%	92-90%	89-87%	86-84%	83-80%	79-77%	76-74%	73-70%	69-67%	66-60%	<60%
4.00	3.70	3.30	3.00	2.70	2.40	2.00	1.70	1.30	1.00	0.00

- All courses and grade levels will use a 100 point scale for assignments and assessments.
- Grading systems will be consistent within a grade level and within each course at HMS.
- Course grades will be earned from individually completed assessments. Group scores will not be included in the grade.
- Assignments and assessments should be described clearly enough that parents and students know the skills/knowledge that is being assessed.
- Grades for the semester will be weighted as followed:
 - Practice—20% of student's grade
 - Work that is past 1 week overdue may not be accepted at all (or the end of the quarter whichever is sooner)
 - Practice grades will be reflective of the student's effort on the assignment/project
 - Assessments—80% of the student's grade
 - All courses will have a clearly defined number of assessments per semester (minimum 3 per quarter)
 - Assessments may cover one or more standards
 - To earn a 2nd attempt on an assessment, students must complete the following:
 - Complete all practice/homework
 - Complete the 2nd attempt with a week of receiving the graded 1st attempt
 - Students will be responsible for setting up their re-take with the teacher
- Report Cards—
 - One personalized comment per quarter from each teacher
 - One work habit comment per quarter from each teacher

For PE & Exploratory classes:
 Practice/Participation 50%
 Assessments—50%

Teachers shall provide the principal and parents of their students with a written explanation of how semester grades will be determined for the classes they teach. These written explanations shall be completed prior to the first posting of grades in PowerSchool/Power Grade.

Textbooks

Textbooks are issued to students as their personal property. Please keep all books covered with your name, teacher's name, room number on the inside cover and keep them in your assigned locker. Don't lend your books. Students are responsible for the safekeeping of these books for the entire year. Students are responsible for the replacement of any book that is lost or stolen. You will be assessed the full price of a book that is lost or stolen. Report all lost books to your teacher immediately so another book can be assigned to you, if available. A fine will be assessed for books that are damaged. Report cards will be held until all fines are paid in full.

HIGHLANDS PROCEDURES

Appointments during School Hours

Whenever possible, we encourage student appointments to be after school hours. However, we realize this is sometimes not feasible. If it is necessary for parents to pick up a student during school hours, it will save a lot of time if you will follow the guidelines below:

- Parent should send a note with the student stating the time for pick up.
- The student is to take the note to the attendance office before school. The office will give the student a pre-excused note for the student to give to the teacher.
- Parent signs student out.
- If the student returns to school the same day, he/she will sign in at the office.

Leaving Campus during School Hours

Only authorized adults listed in PowerSchool (parents, guardians, emergency contact persons) may give permission for students to leave campus during school hours.

ASSOCIATED STUDENT BODY (ASB)

The ASB works to promote student interests and plan student activities. It is through this organization that students learn about participatory government. Money from fundraisers and the sale of ASB cards supports all sports teams, equipment, uniforms, team travel, and officials. ASB also provides materials for other school activities such as academic recognition, school improvement projects, field trips, and socials. All students who participate in extracurricular

activities must purchase an ASB card. ASB officers (President, Vice-President, Secretary, and Treasurer) will be elected in the spring. One representative and alternate from each homeroom will be elected in the fall. Council officers and representatives meet every month to discuss school activities and issues.

ATHLETICS

Athletic participation is limited to 7th and 8th grade students only. Involvement in athletics (including dance team) is a privilege for HMS students. In-season athletic training rules prohibit the use of tobacco products, alcohol, and other illegal substances at any time during the season. Sanctions range from loss of playing time to permanent exclusion from athletic participation. We have a “no-cut” policy here at HMS. That means that every student who tries out for a team will make it and will be assigned to the “A” team or “B” team, dependent on their performance level. The school will provide uniforms (with the exception of shoes). All students participating in athletics must have a physical on file. Physicals are good for two years only and must be renewed. Students must also have a code of conduct form signed by them and their parent. There is a \$30 user fee assessed each student per sport season to be paid prior to the first practice. All students who participate in athletics must purchase an ASB card.

Highlands Middle School offers the following sports during the school year:

- FALL – Co-ed cross country and soccer, boys' football, girls' volleyball
- WINTER I – Boys' basketball, dance team
- WINTER II – Girls' basketball, wrestling
- SPRING – Co-ed track, girls' softball, boys' baseball

To be eligible to participate in athletics a student must:

- Have a GPA of 2.0 or better
- No more than one F
- Pay a participation user fee for each sport (\$30)
- Purchase an ASB card (\$15)
- Have passed a current medical physical on file

- Complete all necessary online paperwork and participation contract through Power School

Intramurals

Beginning Winter I sports season (end of October/early November), Intramurals will be open for 6th graders first from 7:00 am to 7:40 am. During Winter II sports season (starting in January), Intramurals is open for all grades.

Scottie Squad

In order to attend after school events without parents students need to sign-up for Scottie Squad and have a student ID with them.

I want to join the Scottie Squad!

I would like to join the Scottie Squad and attend Highlands after school athletic events unsupervised by my parents. I understand that participating in this club requires responsibility and maturity. Attending after school sporting events without parent supervision is a privilege and requires a commitment to the following behavior expectations:

1. I will respect and abide by all school rules, regulations, and policies.
2. I will respect the dignity of all persons.
3. I will exhibit good sportsmanship (I will cheer positively and not put down anyone. This would include members from either team and for any performance.)
4. I will comply with instructions from all supervisors, coaches, and/or parents.
5. I will stay in my seat in the student section and not wander around the school (halls or behind the gym). I will not be in the team sections.
6. I will use language that is socially acceptable. Profanity, vulgar talk and obscene gestures will not be tolerated.
7. I will respect the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
8. I can enter the gym starting at 3:45. If I leave the event I will not be allowed to re-enter.

I understand that if I do not meet these expectations that I will lose the privilege of attending without parent supervision. The first time will result in a warning and a step 1. Any other misbehaviors will result in mandatory supervision by a parent for all future after school athletic events.

I, _____ have read and understand these expectations and promise to

perform them at all after school sporting events.

Student Signature

Parent Signature

Date

Grade Level

ATTENDANCE POLICIES

Policy #2421

Attendance

Highlands Middle School wants 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. 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 schoolwork, 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.
509-222-6612

WHAT YOU CAN DO

- Set a regular bedtime 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 for more information.

All students are expected to be in school every day and to be on time. If absent, the student must bring a written statement from the parent/guardian explaining the absence. This note must be presented at the attendance window BEFORE the student reports to class. The attendance window is open each morning at 7:45 a.m. ONLY ABSENCES/TARDINESS DUE TO ILLNESS, APPOINTMENT OR FAMILY EMERGENCY WILL BE EXCUSED. Oversleeping, missing the bus, etc. are not considered family emergencies. FAILURE TO PRODUCE A NOTE WITHIN 48 HOURS WILL RESULT IN THE ABSENCE OR TARDY BEING MARKED AS UNEXCUSED.

Absences are classified according to the Kennewick District policy as excused, unexcused, or truant.

1. The school will attempt to communicate with parents by telephone and/or mail when unexcused or unresolved absences occur.
2. Kennewick School District policy permits HMS teachers to give reduced or failing grades to students who have missed more than 12 days during a semester or more than 7 days during the 1st or 3rd quarters. Students with 12 or more absences in a semester will accumulate 1 point that is applied to the district's accountability policy and may contribute to the possible retention of the student. Included in this policy are EXCUSED

and UNEXCUSED absences. Excluded are FIELD TRIPS, ATHLETICS, ACTIVITIES & SUSPENSIONS.

3. Families with students having health related problems, which make abiding by the 12/7-day absence limitation difficult, need to contact the school nurse to outline the concern and develop an appropriate action plan. This needs to be done at the beginning of each semester.
4. Students leaving campus during the day must be checked out by a parent and checked back in at the Main Office upon returning (unless participating in a field trip or school sponsored activity).

Excused Absences are those absences due to illness, family or district emergencies, short-term suspension, medical, dental, co-curricular activities, parental pre-excused absences and field trips.

Unexcused Absences are those absences not considered excused but occurring with parent consent; absences not pre-approved for anticipated absences (vacations); long term suspensions (over 10 school days); and absences not cleared within 48 hours.

Pre-Arranged Absences are excused anticipated absences for all or part of a school day. Students must have a written parent note at least three school days prior to the absence. THIS NOTE MUST BE TAKEN TO THE ATTENDANCE OFFICE.

Truancies are absences from school or class without the knowledge and/or consent of parents or school.

Consequences for Poor Attendance

The Washington attendance law, known as the Becca Bill, requires all schools to report excessive truancies or unexcused absences to the Juvenile Justice Center for legal action. Excessive absences prevent learning. After five (5) unexcused absences in one semester, parents will be notified by mail requesting a conference and the student may be placed on an attendance contract. After ten (10) unexcused absences in a year, a report will be filed with Juvenile Justice Center, required by the state. After twelve (12) absences in a semester, a student is subject to review for retention under School Board Policy #2421. In the case of chronic absence or truancy, an affidavit of non-attendance will be submitted to the Benton

County Prosecutor and the student will be required to appear before the county Truancy Board.

Tardy Policy

Three tardies per quarter in one class —Teachers must call home and log contact in PS.

Three tardies in any combination of classes will generate a lunch detention.

Three unserved detentions generate an ISS for the day and the grade level administrator will make parent contact.

Make-Up Work Policy

Students may make up schoolwork missed during EXCUSED absences. It is the student's responsibility to contact the teacher and request make-up assignments and their due dates. For prolonged absences, parents may call and request homework assignments after a student has missed three (3) days of school. Generally, the assignments may be picked up in the office 2:30-3 p.m. on the day following the request.

BAD WEATHER

Listen to local radio stations, watch local TV stations, or check www.ksd.org for announcements about school closures and delays and sign up for school alerts through power school. Do not call the school.

BICYCLES, SKATEBOARDS, SKATES, SCOOTERS, ETC...

All bicycles, skateboards, or scooters must be locked in the bike/skateboard/scooter rack. Highlands has a fenced rack for storage. It is located in the back near the school portables. Students may not have access to the rack during the school day. Due to safety concerns, the use of skateboards, skates, scooter, or roller blades are not permitted to be ridden any place on campus. This includes after-school hours.

BUILDING CONDUCT

Students on campus and in hallways are expected to be quiet and not disruptive. This includes inappropriate displays of affection and the use of profanity.

Fights

- Any participation or promotion of a physical fight on or off school grounds may result in suspension or expulsion.
 - This includes fighting, filming or posting footage of a fight, encouraging, instigating or watching a fight.
- Students should under no circumstances be hitting, slapping, punching another student, fake fighting or any other act that involves physical contact that could be mistaken as one of the above actions.
 - Any student that is seen participating in such behavior will earn a Step 4 and may subject to in our out of school suspension.

Highlands Middle School Dress Code

Policy #3224

Student Dress

It is the goal of the Kennewick School District to ensure that students are safe, known, and valued and to establish and maintain a quality learning environment for all students and staff. We expect all students to dress in a manner that provides for adequate safety while on any school campus or at school sponsored events. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Students who are wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the principal reasonably believes that the student's dress will interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

A student's personal dress shall not:

1. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
2. Create a health or other hazard to the student's safety or to the safety of others.
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture, or threat of violence
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.

5. Prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

School uniforms (cheer, dance team, school sponsored athletic jerseys) may be worn in school. Students may be required to wear uniforms or safety equipment/clothing in certain courses.

To maintain adherence to the student dress policy, students may not wear clothing that reveals the back, midriff, chest, buttocks, or undergarments. Prohibited clothing includes but is not limited to the following:

- Sheer tops
- Mesh tops
- Tops with overly large openings at the neck or arms
- Halter-tops
- Tube tops
- Swim tops and bottoms
- Clothing or accessories with offensive 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 are to use good judgment and not wear any clothing that may violate the dress code.

Policies regarding head coverings such as hats, hoods etc. are at the discretion of the individual school building. Students will not be prohibited from wearing head coverings for religious or cultural reasons.

If the student's dress is objectionable under these provisions, the principal/designee shall request the student to make appropriate corrections. Staff are expected to communicate dress code violations to students in a discrete manner that maintains student privacy and dignity. Students should report any concerns to the principal/designee. If the student refuses to make the appropriate corrections, the principal/designee shall notify the parent/guardian

and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. Students may be suspended if circumstances warrant, and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal/designee may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Legal References

RCW 28A.320.140 Schools with Special standards – Dress codes

WAC 392-400 Student Discipline

Cross References

3220 - Freedom of Expression

Revised: August 25, 2004

Revised: 2004 July 16, 2014

Revised: March 30, 2022

Prohibited Items

The following items will be confiscated if they are at school:

- Permanent markers, cans of paint, or aerosol cans.
- Energy drinks, or any outside, unsealed drinks(i.e; Dutch Brothers, etc...).
- Noise makers.
- Gum
- Any other items deemed to be disruptive.

CELL PHONES Electronic Devices:

- It is highly recommended that students do not bring electronic devices such as cell phones, video games, tablets, and other electronic devices to school.
- Students who bring electronic devices to school must turn them off and place them in their backpacks upon entering the school.
- 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 while in the building the electronic device will be taken to the office
 - 1st offense: Students can pick up after school
 - All future offenses: Arrangements will need to be made for a parent to pick it up.
- If an electronic device is being used inappropriately by a student at any time, the student will receive a step 4. Inappropriate uses include, but are not limited to:
 - Taking photos, video or audio footage of a student or staff member without their permission.
 - Creating posts that are harassing or bullying other students on any social media platform.
 - Sending inappropriate texts.
 - Taking video of or sharing videos of fights. Looking up or viewing inappropriate pictures/materials on the internet
- 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. School number is 222-6700.

Electronics

We are not responsible for lost, stolen or misplaced electronic devices including those that are confiscated due to inappropriate use during school hours. School personnel has the authority to determine whether an investigation is warranted if any electronic devices are lost, stolen, or misplaced. Earbuds or headphones are not to be used in the hallways but may be used outside or in the cafeteria.

Computer Use

Student use of school computers is to occur only under the authority of school personnel.

Unauthorized use of equipment or software will result in school discipline. Student use of the Internet is with teacher/staff supervision only. There will be no independent use of the Internet at middle school per School Board policy. Students will use the computer systems for educational purposes only. Parents will be made aware of the school usage of the Internet on

the Highlands rules page given out at the beginning of the school year or when new students enroll.

ONE-TO-ONE RESPONSIBILITIES MANUAL 2022-2023

Purpose

Learning, work, and citizenship in today's world demand our graduates responsibly, ethically, and capably apply a variety of technology skills. By providing each secondary student a Chromebook computer to use at school and at home, Kennewick School District (KSD) intends to enable an engaging, collaborative, self-directed, and empowering learning environment that supports students' preparation for fulfilling ever changing vocational needs beyond high school.

Through rich and ample opportunities to use technology for learning in school and at home, it is our goal students will:

- access digital resources where and when they need them;
- proficiently and safely use information, media, and technology to succeed in a digital world;
- communicate with peers, teachers, and appropriate resources beyond the schoolhouse in support of learning;
- learn, share, collaborate and create to think and solve problems;
- manage work, equipment, resources, and time lines to lead to accomplishment; and
- take ownership of goals and apply resources to reach them.

The use of district-provided technology requires students to abide by all KSD policies and procedures related to the Acceptable Use Procedures for Electronic Resources (www.ksd.org), local, state, and federal laws. Students are expected to responsibly use district technology and network resources and to keep their district-issued devices safe, secure and in good working order. The information in this Manual will assist students and parents in meeting these expectations:

1. Student Responsibilities
2. Parent Responsibilities
3. Chromebook Maintenance Fees

GENERAL CARE

- **Keep your device in the case at all times.**
- Place a nametag on the cover.
- Leave asset tags displayed; do not tamper with or remove.
- Leave vents uncovered.

- Clean the screen with a soft, dry microfiber cloth if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water.)
- Use USB headphones (recommended) to prolong the life of the sound jack and improve sound quality.
- **Report any damage to the device as soon as possible. This means no later than the next school day.**

CLASSROOM HABITS

- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- **Do not close the lid with anything inside the book** (headphones, pencils, etc.).
- Follow all directions given by the teacher.
- Follow copyright laws and cite appropriately sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

TRAVELING TO, FROM, AND AROUND SCHOOL

- Completely shut down the device before traveling.
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.

AT HOME

- Take your device home every day
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- **Do not leave the device in a vehicle.**
- Protect the device from:
 - Extreme heat or cold
 - Food, drinks, other liquids
 - Small children or pets

FOLLOWING THE ACCEPTABLE USE PROCEDURES FOR ELECTRONIC RESOURCES

Rules and guidelines are in effect before, during, and after school hours, for all KSD electronic devices whether on or off the school campus. All use of the network, whether on a district-provided or personal electronic device, must support education and research and be consistent with the mission of the school district. Remember these important do's and don'ts from our KSD procedures:

DO...	DON'T...
<ul style="list-style-type: none"> • Keep your network login and password safe and private; change passwords in accordance with district policy. • Create files, digital projects, videos, web pages and podcasts using network resources in support of education and research. • Participate in blogs, wikis, bulletin boards, social networking sites and groups that support education and research. • Create content for podcasts, email and web pages that support education and research. • Cite appropriately sources used from the Internet or other electronic media. • Keep personal information private, including your full name, home address, and phone numbers, on websites, blogs, podcasts, videos, social networking sites, wikis, email or as content on any other electronic medium. • Keep other individuals' personal information private on any electronic medium unless first obtaining permission to share. • Notify a school authority if dangerous or inappropriate information or messages are encountered online. 	<ul style="list-style-type: none"> • Use other users' accounts. • Access unauthorized computers, networks or information systems. • Cyberbully, harass or distribute hate mail of any kind, including discriminatory jokes and remarks. • Post, send or store information that could endanger others. • Demonstrate actions that are unethical, illegal or result in liability or cost to KSD. Copy or make copies of electronic works or software programs; this is the same as stealing. • Hack, vandalize, or introduce viruses, worms, or other changes to hardware, software and monitoring tools. • Access, upload, download, store or distribute obscene, pornographic or sexually explicit material. • Use KSD technology for personal gain, commercial solicitation or compensation of any kind. • Physically alter parts or components of district technology devices without explicit prior approval of the Information Technology Department. • Download, copy or reproduce district data, data sets, and/or data collections of the KSD.

Remember that files, including email, stored on KSD equipment or the KSD network are the property of KSD and are subject to regular review and monitoring. (All students have access to the Google drive to save documents.)

Any failure to comply with these responsibilities may result in disciplinary action. KSD staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. KSD staff reserves the right to confiscate the Chromebook at any time.

School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen

Monitoring Student Use

The KSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations for protection of students are extended to Chromebooks when they are used away from school.

Parent involvement is key for keeping students safe online.

Parents may elect to have students not take home the Chromebook and have it checked in and out at the school each day.

Suggestions

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child's Google Drive to check on work progress. If you have your own devices like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the work they have been doing at school, including comments from teachers and peers.

- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices “to bed” for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

Chromebook devices are loaned to students and remain the property of the KSD. Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in good condition. However, we understand that accidents or loss may happen, even when students are doing their best to take care of their devices. An annual fee of \$30 per student, \$15 for those qualifying for free or reduced lunch, is assessed for Chromebook maintenance as described here.

Service

Unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). KSD Information Technology Department is available to assist students with getting such issues resolved. Students should submit work orders through their school Chromebook coordinator. KSD owned devices should not be taken to an outside computer service for repair.

Loaner Devices

Temporary replacements (sometimes called “hot swaps”) are available at each school so that learning may continue during any repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

Repairs

Costs of accidental damage and theft are covered as follows. (Accidental damage, fire, flood or natural disaster.)

Examples costs if using insurance

Accidental Damage	Stolen*	Not Covered
1st Incident: \$25	1st Incident: \$50	-Cords
2nd Incident: \$50	2nd Incident: \$100	-Charger
3rd Incident: Full Cost	3rd Incident: Full Cost	-Case
<i>Example:</i>		-Missing keys (they do not just fall off)
Screen Replacement: \$63	Example: 3rd Stolen Chromebook: \$323	-Negligent/willful damage
1st Incident: \$25		

2nd Incident: \$50 3rd Incident: \$63	*Police Report is required.	-Lost devices -Theft without police report/failure to return
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- Two incidents **total**, in any combination (damage/stolen) are covered per year. The family will be financially responsible for replacement/repair costs associated with any damage or loss to subsequently issued Chromebooks.
- If a lost or stolen device is later recovered in working condition, the fine will be refunded.

Accidental damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. If the device is deemed to be intentionally or willfully damaged, the student may be subject to discipline and the cost of repair or replacement. Willful damage includes damage caused by removal of the case, writing on the machine, willful destruction, prying off keys/trackpad, spilling liquid in the machine, etc.

Repair costs are for parts; no labor charges are assessed. Representative costs are provided here:

Damage	Estimated Cost (incl. WA sales tax)
Chromebook Screen Replacement (Dell)	\$43
Chromebook Screen - LCD Cable Replacement	\$65
Chromebook Keyboard Replacement	\$120
Chromebook Key Replacement (Individual Key)	\$31
Chromebook Touchpad - Torn	\$120
Chromebook Touchpad - Not Working	\$72
Chromebook Headphone Jack - Object Removal	\$72
Chromebook Headphone Jack - Broken	Repair Not Possible
Chromebook Charging Port - Repair/Replace	\$120
Chromebook Bezel (frame around screen) Replacement	\$72

Chromebook Hinge Replacement	\$72
Chromebook Camera Lens - repair	\$76

Replacement Item	Replacement Cost
Chromebook Case	\$23
Power Cord	\$7
Charger w/ cord	\$30
Chromebook	\$323

Payment Timeline

Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear fines, if needed.

Lost Equipment

If any equipment is lost, the student or parent must immediately report it to the school Chromebook coordinator. When a device is reported as lost or stolen, the Information Technology Department will remotely turn off all device functionality so the device is unusable.

Equipment Return

All District owned devices must be returned. Students leaving the KSD midyear must return the device to the Chromebook site coordinator. As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. If a student leaves the KSD, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering KSD property.

FEES/ITEMS FOR PURCHASE

ASB	\$15.00	P.E. Lock	\$7.00
Yearbook	\$30.00	Long Sleeve PE T-Shirt	\$10.00
PE T-Shirt	\$5.00	Replacement ID	\$5.00
PE shorts (mesh)	\$10.00	Highlands Sweatshirt	\$25.00
Highlands Cinch Sacks	\$6.00		

A fee of \$25 for each returned check (NSF, non-sufficient funds) will be imposed per school district policy. If the district receives 2 or more checks they will not accept any checks from that person for the rest of the year.

PE Uniform

- A combination of either a long or short sleeve gray KSD PE shirt AND black KSD shorts or solid black leggings (no sheer material or cutouts) are expected.
- Shirts and shorts are available for purchase in the office:
 - Black KSD Shorts \$10.00
 - Gray KSD T-Shirt \$5.00
 - Gray KSD Long Sleeve Shirt \$10.00
 - Lock \$6.00
- Close-toed tennis shoes must be worn in class. Separate shoes for P.E. are recommended. No boots, sliders or sandals.
- Sweatpants and sweatshirts of any color may be worn outside as the weather gets colder.
- See you PE teacher if you cannot afford the uniform.

FIRE DRILLS, EVACUATION, AND LOCKDOWN PROCEDURES

An emergency evacuation map is posted in each class area. Teachers will review the different plans several times during the school year. In the case of an alarm, students walk quietly and orderly from the building to their class's designated area. Students will stay with the class and await further instructions. Classes will not re-enter the building until they are told to do so by their teacher. Upon entering the building, students will report directly back to their assigned area.

IDENTIFICATION CARDS

All students at Highlands Middle School are required to have on their person a Highlands issued I.D. badge whenever they are at school. This includes before and after school. They will be used for identification, library check out, and as breakfast/lunch cards.

- Students will be issued a picture I.D. at the beginning of the school year at no charge.
- Lost or destroyed badges must be replaced immediately. Cost to replace the badge is \$5.00 and is the responsibility of the student.

- Students who forget their badge will be issued a temporary badge by their first hour teacher.
- All visitors to Highlands must check in at the main office and visibly display a visitor's badge during the school day. Excluded are visitors attending athletic events, music performances, and evening/after school activities.
- Badges may not be given to other students. Transfer of a badge for false identification or fraud is prohibited. Parents will be called, and discipline assigned.

INJURY OR ILLNESS AT SCHOOL

A student who becomes ill or injured will be sent or taken to the nurse's office where every effort will be made to see that he/she is comforted. When a student is too ill to stay in class, he/she should have the planner signed. Office personnel will contact the student's parent/guardian if the student needs to go home or if medical attention is required. It is vitally important that we have emergency numbers on file so we may reach you in an emergency. This includes all numbers possible, such as home, work, cellular, next of kin, etc.

LIBRARY PROCEDURES

Students may check out a maximum of three (3) items at any one time. All materials may be borrowed for a 2-week period and may be renewed once. EXCEPTION: Reference materials are checked out for one night and due the next school day. Students will have their library privileges restricted if these materials are not returned promptly.

Students are responsible for all materials checked out in their name. Responsibility begins with the check-out of the item(s) and ends when the computer checks it in. Students will be expected to return or pay the replacement cost for any materials that are lost. Students with unresolved fines will have their library privileges restricted.

The Highlands Library has many resources including computers, periodicals, electronic data gathering, video material and equipment, pamphlets, and, of course, books. The Highlands Library staff is here to assist students in using all these resources. Please don't be afraid to ask for help!!

Library Expectations

Normal classroom conduct is expected of all students while using the library, which includes the MYD policies. Students unable to conduct themselves will be returned to their classes and /or be subject to the discipline procedure. The library is a place to read, study or do research. No food or gum is permitted in the library.

The library is open to all students without passes before and after school. Passes to the library are required at all other times—including LUNCHES. You need to obtain library lunch passes from the library before or after school.

Students should bring only those materials they need to the library. Before and after school, book bags must be left at the counter. During regular school hours students are not to have book bags.

Students should replace chairs and leave the library in the same condition as when they arrived. Students are to enter using the door on the right as you enter and exit through the door on the right as you exit.

Library Computer Rules

- The library has a number of computers available for student use. These are to be used for school activities only. Students, not with a class, need to notify the library staff prior to using the Internet.
- NO games are allowed!!!
- Students are allowed to print up to 2 pages – with permission. Additional pages may be printed with special permission. You must ask permission before printing any materials.

Policy #3230

LUNCH TIME EXPECTATIONS

- Walk to the cafeteria
- Go directly to the lunch line, if purchasing lunch.
- Borrowing money and food is strongly discouraged.
- Keep seated while eating or talking—no loitering!
- Clean up after yourself and stack trays.

- When finished with lunch, please go outside to the basketball court area and grassed areas.
- All food must remain in the cafeteria (no food or drink outside).
- Students will eat lunch only in the cafeteria except under special conditions.
- No contact sports are allowed.
- All hallways are closed during lunch.
- Playground equipment may be checked out with the use of I.D. card.

STEPS:

Step 1: When a student chooses not to do what is expected of them they may be asked to sit away from the activity for 3-5 minutes.

Step 2: If the student fails to sit and/or act appropriately on Step 1, he/she forfeits their chair and stands facing away from the activity.

Step 3: If the student fails to stand and/or act appropriately on Step 2 then he/she will be given a choice. He/she can either stay in choose step 3, the same as step two, or they may choose Step 4.

*Steps 1-3 allow students to remain in the classroom and receive instruction as they attempt to correct their behavior.

Step 4: Students make the choice to go to Step 4 by refusing to do step three correctly or by a leap. Students who choose Step 4 are sent immediately to the office where they call their parents to set up an immediate Step 4 conference. Until their parents arrive, the student will be sent to a buddy room where they will sit facing away.

If the student is unable to do this appropriately they are choosing Step 5.

If the students' parents are unable to come in for a Step 4 conference on that day the student may go home. They are not allowed back at school until a Step 4 conference is held. Students who show up at school the following day without completing a Step 4 conference will be taken home and/or choosing a step 5.

Step 5: This step is only used when a student is unable to change their behavior and must be removed from the school setting. Step 5 sanctions may involve short and long term suspensions as well as expulsion from Highlands Middle School.

In certain situations a student may choose an Automatic Step 4 or 5. Below are examples of some choices that students may make that would qualify.

MEDICATION

Policy #3416

Parents are discouraged from sending prescription drugs to school. Please consult a physician to help in this matter. If medication must be taken at school, contact the school nurse at 222-6700. Information about 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's certified nursing staff. If parents do not want this information to be shared, they must notify the school nurse in writing. Any medication required during the school day must be kept in the office. The medication must be accompanied by a permission slip signed by the physician and parent. This policy also applies to over-the-counter medications, such as aspirin, ibuprofen and cough drops.

SCHOOL BUS CONDUCT

Students are expected to follow bus safety rules and obey the driver at all times. Failure to abide by the rules may result in school discipline and/or riding privileges being revoked.

SCHOOL HOURS

Doors open at 7:55 a.m. Classes beginning each day at 8:00 a.m.; dismissal is at 2:35 p.m. Before school, students must wait outside in front of the school. After school, all students must leave campus or be in a supervised activity by 2:40 p.m. Students are not to loiter. Office hours are from 7:30 a.m. to 3:30 p.m. daily.

VISITORS AND VOLUNTEERS

Parents are encouraged to visit the school and volunteer in classes, the library, or the office. Please arrange visitations to classes 24 hours in advance. For protection of our students, all persons visiting campus on official business must register at the main office. Student visitors are not permitted. All visitors and volunteers must wear a visitor badge and fill out appropriate paperwork in the main office.

KENNEWICK SCHOOL DISTRICT POLICIES AND PROCEDURES

Alcohol and Other Drug Use/Abuse (AODA) – Policy #3418

Corrective Actions or Punishment – Policy #3300

Prohibition of Harassment, Intimidation, Bullying, and Cyber Bullying – Policy #3207

Promotion and Retention – Policy #2421

Student Dress – Policy #3224

Student Exceptional Misconduct – Policy # 3314

Student Responsibilities and Limitations Policy #3240

[Link to KSD Policy and Procedures Webpage](#)

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:

Dr. Doug Christensen – HR Director
Doug.christensen@ksd.org
509-222-5010

Title IX and 504 Officer:

Brian Leavitt – Student Services Director
Brian.Leavitt@ksd.org
509-222-5004

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.

Student Responsibilities and Limitations – Policy #3240

The school district has established rules of conduct that shall be applicable at all schools. Individual buildings may distribute written rules of conduct that cover additional areas of student behavior. Violations of a rule of conduct may result in corrective action or punishment imposed by authorized employees of the district. ***It is the intent of the Kennewick School District to provide a safe, productive, positive, and disruptive-free classroom and learning environment.*** General rules of conduct are as follows:

1. A student shall be punctual and in regular attendance unless officially excused.
2. A student must:
 - a. attend all classes assigned unless officially excused.
 - b. comply with school bus rules of conduct.
 - c. identify himself/herself on request to school district and/or public officials.
 - d. follow school rules regarding driving/parking use of vehicles during the school day.
3. A student shall not cause the substantial and material disruption of any school operation or classroom. Though not the only acts of substantial disruption, the following illustrate the kinds of offenses encompassed here:
 - a. occupying a school building or school grounds in order to deprive others of its use.
 - b. blocking the entrance or exit of any school building or room in order to deprive others of passing through.
 - c. setting fire to or damaging school property.
 - d. using, or threatening to use, firearms, explosives or other weapons on the school premises.
 - e. preventing students from attending a class or school activity.
 - f. blocking normal pedestrian or vehicular traffic on a school campus.
 - g. interfering seriously with the conduct of any class or activity.
 - h. urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions.

- i. intentionally make false accusations about staff or student behavior.
4. Students are expected to be honest, that is, lying and cheating will not be tolerated and will result in appropriate disciplinary action.
5. Students are expected to:
 - a. respect self and the rights of others
 - b. treat others as they would like to be treated
 - c. respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences
 - d. refrain from ethnic jokes, slurs, and attire with derogatory messages
6. Dress and appearance must not present health or safety problems or cause disruptions.
7. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation, are prohibited.
8. Any student, singly or in concert with others should not intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties. (RCW 28.A.635)
9. The use, sale, distribution or possession of the following are prohibited on school premises or during school sponsored activities:
 - a. drugs and narcotics.
 - b. alcoholic beverages and tobacco products and/or electronic delivery devices.
 - c. fireworks.
 - d. weapons.
 - e. pornography.
 - f. stolen property.
10. Students are to respect the property of others. Entry, theft or possession (without permission) of another's property is prohibited.
11. Activities defined by federal, state or municipal law as criminal are prohibited.
12. The forging of any signature or alteration of any document is prohibited.
13. Obvious and conscious disregard of legal requests or orders given by recognized school or civil officials.

Student Responsibilities and Limitations: Disruptive Students – Policy #3240

It is the intent of the Kennewick School District to provide safe, productive and positive learning environments for students. This includes eliminating disruptive behavior so that all students can learn. Disruptive student behavior is defined as: a student whose behavior, either physical or verbal, inhibits the learning process. This type of behavior may lead to physical violence, either on the part of the disruptive child or a person who is offended by those actions. Disruptive behavior will not be condoned in the classroom, in other areas of the campus, or at other related school activities. To ensure the rights of children to a safe, productive and positive learning environment, the following procedures have been established.

1. Reporting Disruptive Student Behavior. The teacher or school personnel will report to the principal or assistant principal incidents of disruptive behavior in the classroom or in other school environments. The teacher, principal, or school personnel will provide written documentation of each incident. The parent/guardian will be contacted by the teacher, principal, or school personnel and the content of the written report will be shared with the parent/guardian. For each incident a written report will be compiled and contact with the parent/guardian will be made.
2. Remedial Discipline Plan. After a student's fourth documented disruptive incident, the teacher and the principal or assistant principal will assess the situation and develop a remedial behavior plan is needed to address the disruptive behavior. The teacher, assistant principal, parents, and other school personnel as needed, will meet to develop a remedial discipline plan. The plan will be completed using the District Remedial Discipline Plan Form (Behavioral Contract). The purpose of this meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives, and timelines to modify such behavior. It will include the consequences in the event that the student violates the plan. The parent/guardian will receive a copy of the plan. The Remedial Discipline Plan Form will be signed by the teacher, student, administrator(s), and parents. If the student is in special education, a

Multiple Disciplinary Team (MDT) will meet to review the students Individual Education Plan (IEP) and develop a specific disciplinary plan.

3. Out-of-classroom Alternative Plan. If the remedial disciplinary plan is violated by a student, the teacher and principal will meet to determine if it is in the best interest of the other members of the classroom that the student be removed and placed on an out-of-class alternative plan. The principal will initiate a meeting with the parent/guardian to review the situation and to cooperatively develop an alternative placement plan that will include goals, objectives, and a timeline for changing the disruptive behavior. If the student is in special education, the principal will convene a MDT that will review the student's IEP and develop an out-of-classroom alternative plan. The alternative plan may include alternative programs available within the District and may include grouping disruptive students in self-contained classrooms.
4. Expulsion from the Kennewick School District. If the out-of-classroom alternative plan is violated, by the students, the procedures for expulsion from the Kennewick School District will be initiated. One of the options for the hearing officer is the development of a behavior modification plan for the expelled student, that if successfully completed, will allow the expelled student to work his/her way back into school. The behavior modification plan would be developed cooperatively with the parents and could involve professional counseling and other services which would be the financial responsibility of the parents. Upon successful completion of the behavior modification program the student will be allowed to re-enroll at the beginning of the next semester. If the student is in special education the MDT will be convened to modify the IEP to include a homebound program.

Non-Discrimination – Policy #3210

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: Dr. Doug Christensen – (509) 222-5010 (doug.christensen@ksd.org)

Section 504, Title IX: Brian Leavitt – (509) 222-5004 (brian.leavitt@ksd.org)

FEDERAL LAW – US DEPARTMENT OF EDUCATION

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers

FERPA are: Family Policy Compliance Office
 U.S. Department of Education 400
 Maryland Avenue, SW
 Washington, DC 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

KENNEWICK SCHOOL DISTRICT PRIVACY ACT

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

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