



**HORSE HEAVEN HILLS MIDDLE SCHOOL**  
**STUDENT HANDBOOK**  
**2022 – 2023**

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Kennewick, WA 99337

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Horse Heaven Hills Middle School is a place where diversity of all individuals is celebrated through PRIDE (Prepared, Respect, Independent, Dedicated & Empathetic) and Character Strong. Through the collaborative efforts of our community, staff, parents and students, we believe that all students have the right to grow and learn in a safe and inclusive environment. We aspire to foster globally aware and productive citizens for today and tomorrow.

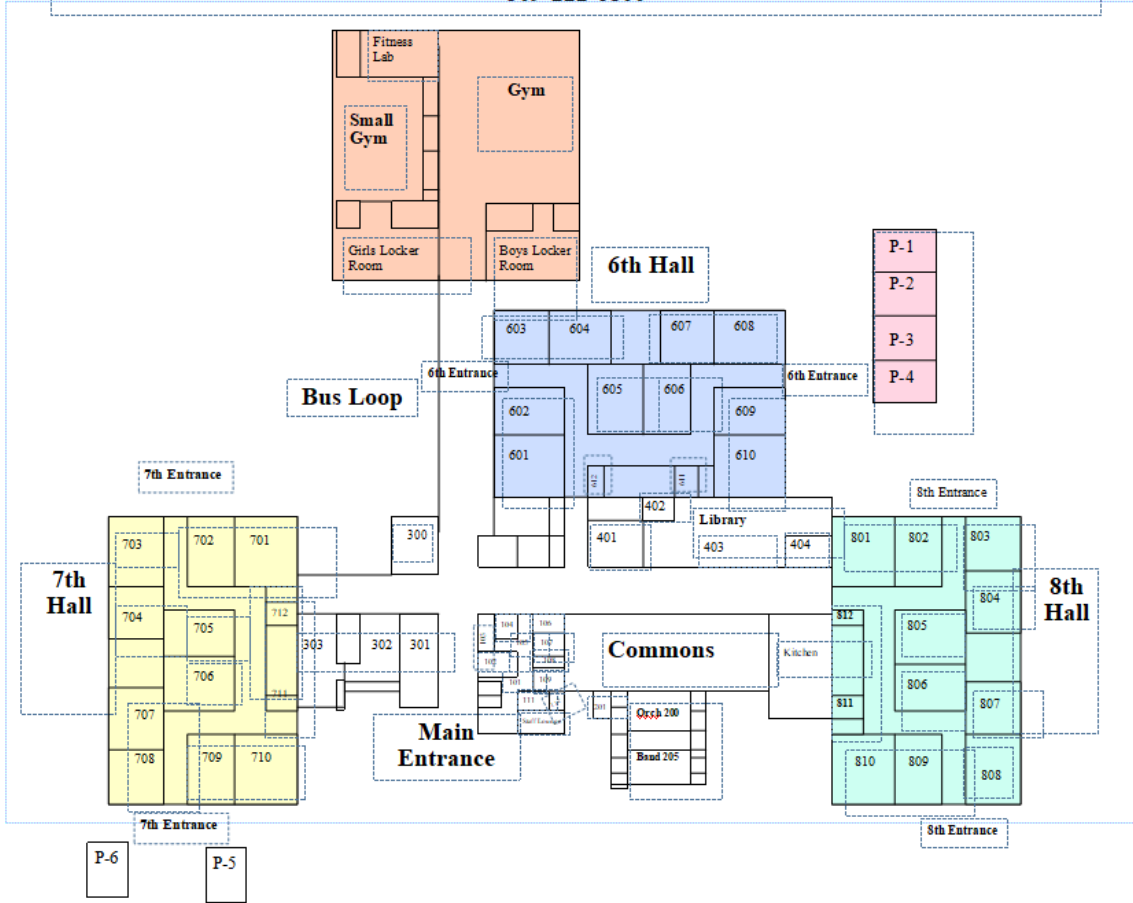
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**Horse Heaven Hills Middle School**  
 3500 S. Vancouver St., Kennewick, WA 99337  
 509-222-6800



1<sup>st</sup> period teacher: \_\_\_\_\_ Room # \_\_\_\_\_

2<sup>nd</sup> period teacher: \_\_\_\_\_ Room # \_\_\_\_\_

3<sup>rd</sup> period teacher: \_\_\_\_\_ Room # \_\_\_\_\_

4<sup>th</sup> period teacher: \_\_\_\_\_ Room # \_\_\_\_\_

5<sup>th</sup> period teacher: \_\_\_\_\_ Room # \_\_\_\_\_

6<sup>th</sup> period teacher: \_\_\_\_\_ Room # \_\_\_\_\_

7<sup>th</sup> period teacher: \_\_\_\_\_ Room # \_\_\_\_\_

Advisory teacher: \_\_\_\_\_ Room # \_\_\_\_\_

Regular Bell Schedule								
6 <sup>th</sup>			7 <sup>th</sup>			8 <sup>th</sup>		
Entry Bell	7:53		Entry Bell	7:53		Entry Bell	7:53	
1 <sup>st</sup>	8:00 – 8:52		1 <sup>st</sup>	8:00 – 8:52		1 <sup>st</sup>	8:00 – 8:52	
2 <sup>nd</sup>	8:56 – 9:43		2 <sup>nd</sup>	8:56 – 9:43		2 <sup>nd</sup>	8:56 – 9:43	
3 <sup>rd</sup>	9:47 – 10:34		3 <sup>rd</sup>	9:47 – 10:34		3 <sup>rd</sup>	9:47 – 10:34	
<b>Lunch</b>	<b>10:38 – 11:08</b>		4 <sup>th</sup>	10:38 – 11:25		4 <sup>th</sup>	10:38 – 11:25	
4 <sup>th</sup>	11:12 – 11:59		<b>Lunch</b>	<b>11:29 – 11:59</b>		5 <sup>th</sup>	11:29 – 12:16	
5 <sup>th</sup>	12:03 – 12:50		5 <sup>th</sup>	12:03 – 12:50		<b>Lunch</b>	<b>12:20 – 12:50</b>	
6 <sup>th</sup>	12:54 – 1:41		6 <sup>th</sup>	12:54 – 1:41		6 <sup>th</sup>	12:54 – 1:41	
7 <sup>th</sup>	1:45 – 2:35		7 <sup>th</sup>	1:45 – 2:35		7 <sup>th</sup>	1:45 – 2:35	

Wednesday/Advisory Bell Schedule								
6 <sup>th</sup>			7 <sup>th</sup>			8 <sup>th</sup>		
Entry Bell	7:53		Entry Bell	7:53		Entry Bell	7:53	
Advisory	8:00 – 8:26		Advisory	8:00 – 8:26		Advisory	8:00 – 8:26	
1 <sup>st</sup>	8:30 – 9:02		1 <sup>st</sup>	8:30 – 9:02		1 <sup>st</sup>	8:30 – 9:02	
2 <sup>nd</sup>	9:06 – 9:38		2 <sup>nd</sup>	9:06 – 9:38		2 <sup>nd</sup>	9:06 – 9:38	
3 <sup>rd</sup>	9:42 – 10:14		3 <sup>rd</sup>	9:42 – 10:14		3 <sup>rd</sup>	9:42 – 10:14	
<b>Lunch</b>	<b>10:18 – 10:48</b>		4 <sup>th</sup>	10:18 – 10:50		4 <sup>th</sup>	10:18 – 10:50	
4 <sup>th</sup>	10:52 – 11:24		<b>Lunch</b>	<b>10:54 – 11:24</b>		5 <sup>th</sup>	10:54 – 11:26	
5 <sup>th</sup>	11:28 – 12:00		5 <sup>th</sup>	11:28 – 12:00		<b>Lunch</b>	<b>11:30 – 12:00</b>	
6 <sup>th</sup>	12:04 – 12:36		6 <sup>th</sup>	12:04 – 12:36		6 <sup>th</sup>	12:04 – 12:36	
7 <sup>th</sup>	12:40 – 1:10		7 <sup>th</sup>	12:40 – 1:10		7 <sup>th</sup>	12:40 – 1:10	

PRIDE Party Bell Schedule								
6 <sup>th</sup>			7 <sup>th</sup>			8 <sup>th</sup>		
Entry Bell	7:53		Entry Bell	7:53		Entry Bell	7:53	
1 <sup>st</sup>	8:00 – 8:31		1 <sup>st</sup>	8:00 – 8:31		1 <sup>st</sup>	8:00 – 8:31	
2 <sup>nd</sup>	8:35 – 9:06		2 <sup>nd</sup>	8:35 – 9:06		2 <sup>nd</sup>	8:35 – 9:06	
3 <sup>rd</sup>	9:10 – 9:41		3 <sup>rd</sup>	9:10 – 9:41		3 <sup>rd</sup>	9:10 – 9:41	
4 <sup>th</sup>	9:45 – 10:16		4 <sup>th</sup>	9:45 – 10:16		4 <sup>th</sup>	9:45 – 10:16	
<b>Lunch</b>	<b>10:20 – 10:50</b>		5 <sup>th</sup>	10:20 – 10:51		5 <sup>th</sup>	10:20 – 10:51	
5 <sup>th</sup>	10:54 – 11:25		<b>Lunch</b>	<b>10:55 – 11:25</b>		6 <sup>th</sup>	10:55 – 11:26	
6 <sup>th</sup>	11:29 – 12:00		6 <sup>th</sup>	11:29 – 12:00		<b>Lunch</b>	<b>11:30 – 12:00</b>	
7 <sup>th</sup>	12:04 – 12:35		7 <sup>th</sup>	12:04 – 12:35		7 <sup>th</sup>	12:04 – 12:35	
Pride Party	12:35 – 1:10		Pride Party	12:35 – 1:10		Pride Party	12:35 – 1:10	

Assembly Bell Schedule								
6 <sup>th</sup>			7 <sup>th</sup>			8 <sup>th</sup>		
Entry Bell	7:53		Entry Bell	7:53		Entry Bell	7:53	
1 <sup>st</sup>	8:00 – 8:36		1 <sup>st</sup>	8:00 – 8:36		1 <sup>st</sup>	8:00 – 8:36	
2 <sup>nd</sup>	8:40 – 9:16		2 <sup>nd</sup>	8:40 – 9:16		2 <sup>nd</sup>	8:40 – 9:16	
3 <sup>rd</sup>	9:20 – 9:56		3 <sup>rd</sup>	9:20 – 9:56		3 <sup>rd</sup>	9:20 – 9:56	
<b>Lunch</b>	<b>10:00 – 10:30</b>		4 <sup>th</sup>	10:00 – 10:36		4 <sup>th</sup>	10:00 – 10:36	
4 <sup>th</sup>	10:34 – 11:10		<b>Lunch</b>	<b>10:40 – 11:10</b>		5 <sup>th</sup>	10:40 – 11:16	
5 <sup>th</sup>	11:14 – 11:50		5 <sup>th</sup>	11:14 – 11:50		<b>Lunch</b>	<b>11:20 – 11:50</b>	
6 <sup>th</sup>	11:54 – 12:30		6 <sup>th</sup>	11:54 – 12:30		6 <sup>th</sup>	11:54 – 12:30	
7 <sup>th</sup>	12:34 – 1:10		7 <sup>th</sup>	12:34 – 1:10		7 <sup>th</sup>	12:34 – 1:10	
Assembly	1:14 – 2:35		Assembly	1:14 – 2:35		Assembly	1:14 – 2:35	

2-Hour Late Start Bell Schedule								
6 <sup>th</sup>			7 <sup>th</sup>			8 <sup>th</sup>		
Entry Bell	9:53		Entry Bell	9:53		Entry Bell	9:53	
1 <sup>st</sup>	10:00 – 10:32		1 <sup>st</sup>	10:00 – 10:32		1 <sup>st</sup>	10:00 – 10:32	
2 <sup>nd</sup>	10:36 – 11:06		2 <sup>nd</sup>	10:36 – 11:06		2 <sup>nd</sup>	10:36 – 11:06	
3 <sup>rd</sup>	11:10 – 11:40		3 <sup>rd</sup>	11:10 – 11:40		3 <sup>rd</sup>	11:10 – 11:40	
<b>Lunch</b>	<b>11:44 – 12:14</b>		4 <sup>th</sup>	11:44 – 12:14		4 <sup>th</sup>	11:44 – 12:14	
4 <sup>th</sup>	12:18 – 12:48		<b>Lunch</b>	<b>12:18 – 12:48</b>		5 <sup>th</sup>	12:18 – 12:48	
5 <sup>th</sup>	12:52 – 1:22		5 <sup>th</sup>	12:52 – 1:22		<b>Lunch</b>	<b>12:52 – 1:22</b>	
6 <sup>th</sup>	1:26 – 1:56		6 <sup>th</sup>	1:26 – 1:56		6 <sup>th</sup>	1:26 – 1:56	
7 <sup>th</sup>	2:00 – 2:35		7 <sup>th</sup>	2:00 – 2:35		7 <sup>th</sup>	2:00 – 2:35	

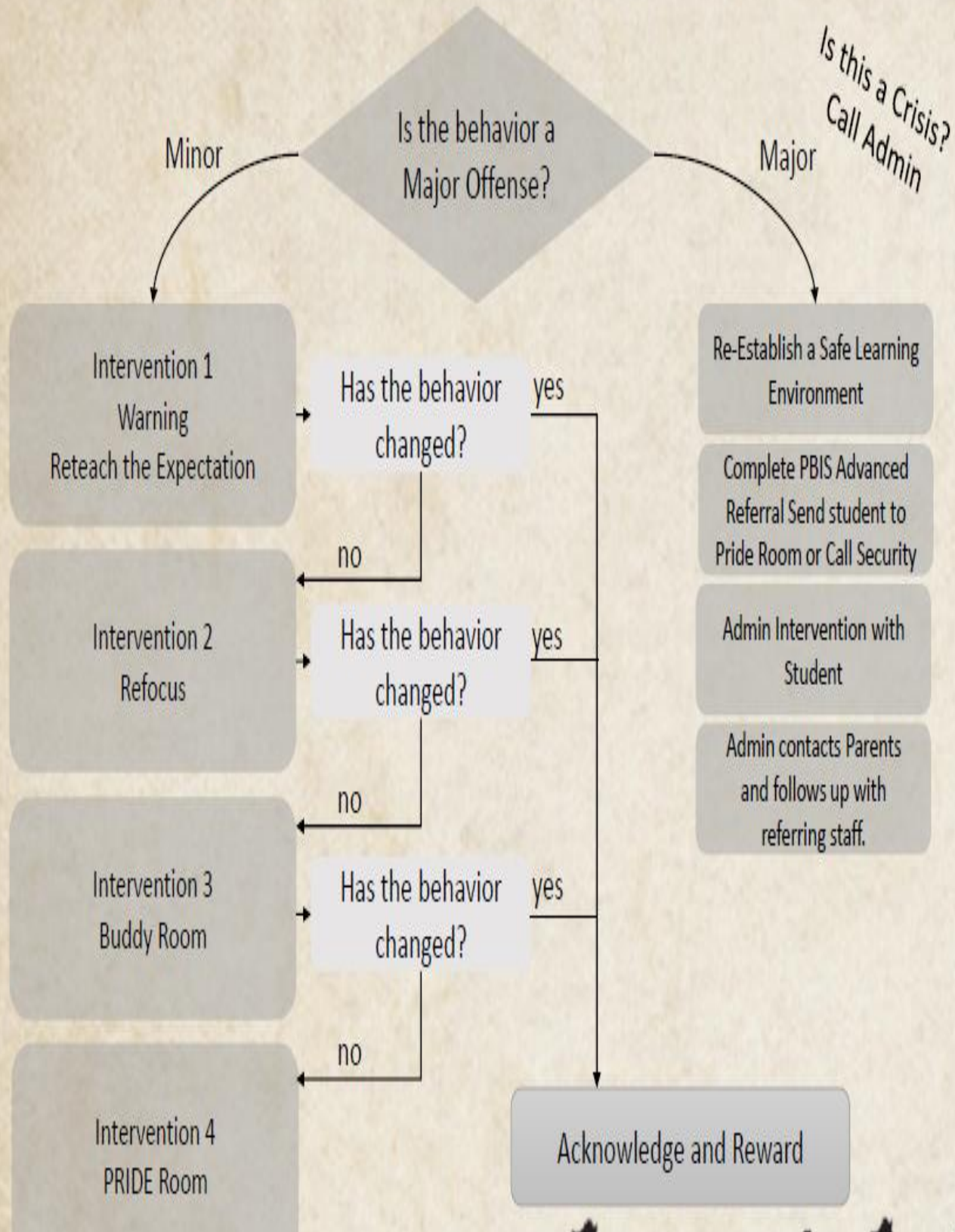
## PRIDE

### *Prepared \* Respectful \* Independent \* Dedicated \* Empathetic*

	Pride for Myself	Pride for Others	Pride in my Learning
All Settings All the Time	I show <b>PRIDE</b> in who I am. I have a positive attitude.	I treat others with <b>Respect</b> .	I show up <b>Prepared</b> and ready to learn.
Hallway	I walk quietly on the right side. I am <b>Independent</b> and travel directly to and from my class.	I am <b>Respectful</b> of other people and their belongings. I try to avoid traffic jams and don't socialize in the hallway. I show <b>Empathy</b> and offer help to those in need.	I am <b>Dedicated</b> and <b>Prepared</b> for class with supplies and personal business completed.
Instructional Area	I come to class <b>Prepared</b> to learn with all necessary materials.	I am <b>Respectful</b> of other's rights and do not take away from the learning environment. I express <b>Empathy</b> by helping my peers when they struggle.	I take <b>Responsibility</b> for my own learning. I am <b>Dedicated</b> by participating and asking good questions.
Cafeteria	I am <b>Prepared</b> with my ID or Lunch.	I <b>Independently</b> manage my own diet and <b>Respect</b> my peers right to manage their diet.	I am <b>Dedicated</b> to my learning. I eat healthy to fuel my body and brain. I <b>Independently</b> clean up after myself to keep the school clean and safe.
Entry and Exit	I am <b>Independent</b> walking quickly in and out of the doorways without creating traffic jams.	I am <b>Dedicated</b> to safety and navigate the doors.	I come <b>Prepared</b> to learn on time and enter and exit in an orderly fashion.
Bathroom	I am <b>Independent</b> and don't socialize in the bathroom. I am <b>Dedicated</b> to my well-being and practice proper hygiene.	I show <b>Respect</b> to others by keeping the bathroom clean. I am <b>Dedicated</b> to keeping the bathroom safe and private. I leave my cell phone in my locker. I <b>Empathize</b> with others and report issues when I see them.	I show <b>Dedication</b> to my learning by trying to avoid using the restroom during class time. I <b>Respectfully</b> handle my business and return to class quickly.
Buses	I <b>Independently</b> arrive to the bus stop on time <b>Prepared</b> with my belongings.	I <b>Respectfully</b> follow the rules and directions of the bus driver and support personnel.	I show my <b>Dedication</b> to a safe environment by helping those in need and by keeping my hands and feet to myself.
Courtyard / Breezeway	I am <b>Dedicated</b> to my safety and dress appropriate for the weather.	I am <b>Respectful</b> and follow the rules when I choose to participate in outside activities. I <b>Independently</b> follow rules and don't need adults to remind me.	I <b>Empathize</b> with others and welcome all students who wish to join our activities.
Locker Room	I am <b>Dedicated</b> to using appropriate language and dressing down daily. I <b>respect</b> the rules and will only bring PE clothing, shoes and deodorant into the locker room. I <b>independently</b> leave my other belongings in my locker.	I am <b>Respectful</b> of people's personal space and privacy. I am dedicated to keeping cameras and phones out of the locker room to protect the safety of our school.	I report to my squad <b>Prepared</b> to participate on time and dressed in appropriate gear.



Observed and Identify the Problem Behavior



## PBIS and Connections

**PBIS Program (Positive Behavior Intervention System):** This program offers rewards for positive behavior and is implemented in classroom and non-classroom settings (such as hallways and restrooms). Results from this program show a reduction in problem behavior as well as increased academic performance and attendance.

***PBIS Motto – “Has anybody acknowledged you for what you have done right lately?”***

This program contains the following areas:

PBIS Rewards – PRIDE Points are issued electronically to students as a reward and can be exchanged for such things as items from the Student Store, a homeroom party, weekly drawing entries, etc.

**Prepared \* Respectful \* Independent \* Dedicated \* Empathetic**

Tardy Sweeps – When the tardy bell rings, teachers will shut their classroom doors. Students left in the hallway will need to report to the PRIDE Room for a lunch detention form and classroom pass before they may enter their classroom. Tardy Sweeps will be for all class periods.

**Connections Program (Advisory):** This program meets the developmental need for adolescents to feel connection to a group. Research shows this program results in higher grade point averages, increased attendance and fewer behavioral referrals and will take place every Wednesday morning. Activities during this class time include:

- Character Strong curriculum
- Team & Relationship Building
- Organizational Skills
- Community Service
- Activity Themes are the “8 Essentials of Character Strong” ...kindness, forgiveness, humility, respect, patience, selflessness, commitment and honesty.

## **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.

### **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 students bring their Chromebooks fully charged each day. Additional supplies to bring: organizer (3-ring binder, folders, etc....), pens, pencils, notebook paper, journal (spiral notebook, composition book, etc....) and identification badge. Students are encouraged to carry books and supplies to and from school in a backpack. Backpacks are not allowed in class and must be placed in the locker at the start of school each day.

### **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, the report card will include a Work Habit comment and a personalized comment from each teacher on semester report only. Mid-quarter progress reports will be mailed to parents/guardians of students not meeting class standards. Parents/guardians are encouraged to contact teachers for information.

## HORSE HEAVEN HILLS 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.
- 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 based on each teacher's syllabus for their class with grading expectations and are consistent for each grade level and content.
- PE & Exploratory: practice/participation - 50% Assessments – 50%
  - Practice
    - 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
    - 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 2<sup>nd</sup> attempt on an assessment, students must complete the following:
      - Complete all practice/homework
      - Complete the 2<sup>nd</sup> attempt with a week of receiving the graded 1<sup>st</sup> attempt
    - Students will be responsible for setting up their re-take with the teacher
- Report Cards—
  - One comment per semester from each teacher

	Always = A	Routinely = B	Inconsistent = C	Rarely = D
<b>Work Habits</b>	<ul style="list-style-type: none"> <li>* Always in class on time. Brings needed materials to class. (organization)</li> <li>* Always demonstrates engagement in the learning activity and follows directions with a positive attitude.</li> <li>* Always serves as a model student for others.</li> </ul>	<ul style="list-style-type: none"> <li>* Routinely in class on time. Brings needed materials to class. (organization)</li> <li>* Routinely demonstrates engagement in the learning activity and follows directions</li> <li>* Routines serves as a model student for others</li> </ul>	<ul style="list-style-type: none"> <li>* Inconsistently in class on time. Brings needed materials to class. (organization)</li> <li>* Inconsistently demonstrates engagement in the learning activity and follows directions</li> </ul>	<ul style="list-style-type: none"> <li>* Rarely/never in class on time. Brings needed materials to class. (organization)</li> <li>* Rarely, never demonstrates engagement in the learning activity and follows directions.</li> <li>* Rarely follows directions and/or behavior expectations.</li> </ul>

## 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 safe keeping of these books for the entire year. Students are responsible for the replacement of any book that is lost or stolen. Students will be assessed the full price of a book that is lost or stolen. Lost books should be reported to teacher(s) immediately so another book can be assigned, if available. A fine will be assessed for books that are damaged. Report cards will be held until all fines are paid in full.

## Appointments during School Hours

Whenever possible, student appointments should be scheduled after school. We understand this may not always be possible. If a student needs to leave early for an appointment, a note can be delivered before school to the Attendance office or a phone call ahead of time to the Attendance office. Students are to wait in the front office until parent/guardian arrives to sign them out. If a student returns to school from an appointment, they can check back in at the Attendance window without a parent/guardian signature. **Students will not be allowed to leave school at any time without parent/guardian approval and signing out through the main office.**

## ASSOCIATED STUDENT BODY (ASB)

The ASB works to promote student interests and plan student activities. It is through this organization students learn about participatory government. Fundraisers and the sale of ASB cards support student recognition, clubs, intramurals, sports, equipment, uniforms, team travel, and officials. All students who participate in extra-curricular activities must purchase an ASB card. ASB officers (President, Vice-President, Secretary, and Treasurer) are elected in the spring. One room representative and alternate from each 1<sup>st</sup> hour are selected in the fall. Council officers and representatives meet every month to discuss school activities.

## ATHLETICS

Athletic participation is limited to 7<sup>th</sup> and 8<sup>th</sup> 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. Every student who tries out for a team will participate and be assigned to the “A” or “B” team, dependent on their performance level. The school will provide uniforms. Listed are the participation requirements:

- Current Sports Physical Exam (they are valid for 2 years from exam date)
- Medical insurance (medical coupons accepted)
- Valid ASB - \$15 (\$0 Free/Reduced Lunch Program)
- Participation Fee - \$30 (\$0 Free/Reduced Lunch Program) **for each sport**
- Online registration
- Follow all school and athletic policies

## Horse Heaven Hills Middle School Sports

- FALL – Co-ed Cross Country and Soccer, Boys' Football, Girls' Volleyball
- WINTER I – Boys' Basketball, Dance Team
- WINTER II – Girls' Basketball, Wrestling
- SPRING – Track, Girls' Softball, Boys' Baseball

## Athletic Eligibility Policy:

Students in 7<sup>th</sup> & 8<sup>th</sup> grade are encouraged to participate in the interscholastic athletic program. Students must have a 2.0 GPA during the last reporting period (quarter). Students who have not earned a 2.0 GPA are ineligible to participate in athletics for the following quarter. Student athletes must maintain passing grades during each season. If a student is earning an “F” grade in any class, they will be suspended from game play. Students may practice with the team but will not compete until the failing grades are brought up to a passing grade.

## Intramurals

Co-ed intramurals is open for all grade levels. Basketball (September) and Volleyball (May) programs are available. ASB is required to participate.

Mr. Tobery – Assistant Principal

Mrs. Toon – ASB/Athletic Secretary

Mr. Gebers – Athletic Director

## ATTENDANCE POLICIES – Policy #2421

### Attendance

All students are expected to be on time and in school each day. If absent, a parent or guardian needs to **call the Attendance Office at (509) 222-6596** to report the absence. If unable to call, a written note signed by a parent/guardian explaining the absence is required upon returning to school. Notes must be brought to the Attendance window **BEFORE** the student reports to class. Students will receive an Admit Slip. **ONLY ABSENCES/TARDINESS DUE TO ILLNESS, MEDICAL APPOINTMENTS OR FAMILY EMERGENCY WILL BE EXCUSED.** Oversleeping and missing the bus 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/guardians by telephone and/or mail when unexcused or unresolved absences occur.
2. Kennewick School District policy permits 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 1<sup>st</sup> or 3<sup>rd</sup> 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/guardian 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/guardian 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. Student must have a written parent/guardian 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/guardians 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**

1<sup>ST</sup> Tardy – Verbal warning and the student calls a parent/guardian

2<sup>nd</sup> Tardy – Lunch detention and the student calls a parent/guardian

3<sup>rd</sup> Tardy – After school detention and the student calls a parent/guardian. Action plan is made on how the student is going to make it to class on time.

4<sup>th</sup> Tardy – After school detention, office referral to grade level Administrator, student is placed on a contract and parent/guardian is notified.



## 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. The assignments may be picked up in the office 2:30-3:00 p.m. on the day following the request. **Homework packets will not be made for students with pre-planned absences (i.e. vacation). Upon returning, students must make arrangements with their teachers to complete any make-up work.**

## BAD WEATHER

Listen to local radio stations, watch local TV stations, or check [www.ksd.org](http://www.ksd.org) for announcements about school closures and delays and sign up for school alerts through PowerSchool. Do not call the school.

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

All bicycles, skateboards, or scooters must be locked in the bike/skateboard/scooter rack. It is located near the bus loop off 36<sup>th</sup> Ave. 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.

## BUILDING CONDUCT

Students on campus and in hallways are expected to be quiet and not disruptive. This includes inappropriate displays of affection, kissing, holding hands or hugging. The use of profanity is not permitted.

## 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, and/or 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 may be subject to in or out of school suspension.

## **CLOSED CAMPUS**

Kennewick School District middle schools are closed campuses. Students are required to remain on campus the entire school day. If a student needs to leave campus, the office must be contacted. **Only parents/guardians are allowed to visit students on campus and are required to sign in at the main office.**

## **DRESS CODE – Policy #3224**

Horse Heaven Hills maintains dress code standards for everyone. The Kennewick school district dress code policy will be enforced. 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
- Overly bagging clothing
- 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, symbols, and gang related colors
  - Bandanas or head dress that relates to gang activities
  - Jewelry or accessories that could be used to cause harm or injury or related to gang activity
- Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs
- Hats and hoods

Students are to use good judgement and not wear any clothing that may violate the dress code.

Students are not permitted to draw on their bodies or the bodies of their classmates.

**A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.**

**Students who violate the dress code will have the following:**

1<sup>st</sup> Offense – Warning and students call parent/guardian

2<sup>nd</sup> Offense – Warning, student calls parent/guardian and has (1) lunch detention

3<sup>rd</sup> Offense – Student calls parent/guardian and has (2) lunch detentions

4<sup>th</sup> Offense – Student calls parent/guardian and has (1) after school detention

5<sup>th</sup> Offense – Student calls parent/guardian to schedule a parent/guardian conference with grade level Principal and discuss next level intervention.

## **ELECTRONIC DEVICES**

Cell phones and electronic devices must be turned off and kept in the students' locker during the school day, this includes lunch. The following events will lead to electronic devices being confiscated and locked up in the main office. These incidents include, but not limited to:

- Being used during class time without teacher's permission
- A school staff member asks a student to put the device away and the student refuses or argues
- A device being used by a student at any time of the school day or during any school sponsored activity for inappropriate purposes. Inappropriate uses include, but 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
  - Viewing inappropriate pictures or websites
  - Using messages, videos, pictures or other forms of media to harass or bully another student or staff member

### **Unauthorized use of cell phones/electronic devices at school will result in the following:**

**1<sup>st</sup> Offense** - Device confiscated and returned to student at the end of the school day.

**2<sup>nd</sup> Offense** – Parent/guardian is notified, and student receives after school detention. Parent/guardian must pick it up in the office.

**3<sup>rd</sup> Offense** – Parent/guardian is notified, and student receives two (2) after school detentions. Parent/guardian must pick it up in the office.

**4<sup>th</sup> Offense** – Student must check device in the office every morning and pick it up at the end of each day and has (3) after school detentions.

***Students who choose to bring electronic devices to school do so at their own risk. Devices may become lost, stolen or damaged. Horse Heaven Hills nor the Kennewick School District may be held liable for loss, theft or damage to personal property.***

## **COMPUTER/CHROMEBOOK 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 Chromebooks for educational purposes only.

### **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 timelines 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](http://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:

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

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.

### **Unauthorized use of Chromebooks at school will result in the following:**

**1<sup>st</sup> Offense** – Warning and student contacts parent/guardian.

**2<sup>nd</sup> Offense** – Loss of Chromebook for the day, student contacts parent/guardian and student has (1) after school detention.

**3<sup>rd</sup> Offense** – Loss of Chromebook for the day, student contacts parent/guardian, student conference with parents, teachers and school administrator and student has (2) after school detentions.

**4 or more Offenses** – Parent/guardian contacted, Loss of Chromebook privileges, referred to school administrator, placed on a contract and student has (3) after school detentions.

### **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.
- 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.
- Turn off your home Wi-Fi 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 Wi-Fi 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**

<b>Accidental Damage</b>	<b>Stolen*</b>	<b>Not Covered</b>
1st Incident: \$25 2nd Incident: \$50 3rd Incident: Full Cost <i>Example:</i> <i>Screen Replacement: \$63</i> <i>1st Incident: \$25</i> <i>2nd Incident: \$50</i> <i>3rd Incident: \$63</i>	1st Incident: \$50 2nd Incident: \$100 3rd Incident: Full Cost  Example: 3rd Stolen Chromebook: \$350.38  *Police Report is required.	-Cords -Charger -Case <b>-Missing keys (they do not just fall off)</b> <b>-Negligent/willful damage</b> <b>-Lost devices</b> -Theft without police report/failure to return

- 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/set of 2	\$15.00
Yearbook	\$30.00	Replacement ID	\$5.00
PE T-Shirt	\$6.00	Hooded Sweatshirt	\$25.00
PE Shorts (mesh)	\$10.00	Water Bottle	\$3.00
Cinch Sack	\$5.00	Lanyard	\$3.00
ID Card Holder	\$1.00		

All forms of payment, cash, check, credit, or debit cards are accepted. A fee of \$25 for each returned check (NSF, non-sufficient funds) will be applied per school district policy. Checks will not be accepted until the NSF fee and original check amount are paid.

## PE Uniform

- A combination of either a long or short sleeve gray shirt AND black shorts mid-high length i.e. basketball shorts must be worn.
- Hooded sweatshirts and sweatpants of any colors may be worn as the weather gets colder.
- Shirts and shorts are available for purchase in the ASB office.
  - Black KSD Shorts \$10.00 - Sizes Adult XS – 2XL are available for purchase.
  - Gray KSD T-Shirt \$6.00 – Sizes Youth Large – Adult 3XL

Close-toed tennis shoes must be worn inside gym. Tennis shoes must have white soles. No black soled shoes are allowed on gym floor. Separate shoes for P.E. are recommended. No boots, sliders, or sandals.

If you have questions or concerns, please call Boyd Gebers 222-5757 or email [boyd.gebers@ksd.org](mailto:boyd.gebers@ksd.org).

## **FIRE DRILLS, EVACUATION AND LOCKDOWN PROCEDURES**

An emergency evacuation map is posted in each class. The plans will be reviewed during the school year with practice drills. In the case of an alarm, students walk quietly and orderly from the building to their class's designated area. Students will remain with the class and await further instructions. Classes will re-enter the building and report directly back to their assigned area when instructed to do so by a staff member.

## **GUIDANCE AND COUNSELING**

School counselors provide many services for students, parents, and school staff. Counselors facilitate groups to help students deal with common middle school problems. They meet one-on-one with students to provide guidance and help. If a student needs to speak with a counselor, they can set up a time at lunch or during Exploratory to visit them.

## **IDENTIFICATION CARDS**

All students at Horse Heaven Hills Middle School are required to have on their person a Horse Heaven Hills issued ID card whenever they are at school. This includes before and after school. They will be used for student identification and to check out books in the library.

- Students will be issued a picture ID card when school photos are taken at the beginning of the school year at no charge.
- Lost or destroyed badges must be replaced immediately. Cost to replace the ID card is \$5.00 and is the responsibility of the student.
- ID cards may not be given to other students. Transfer of an ID card for false identification or fraud is prohibited. Parents will be contacted, and discipline assigned.

## **INJURY OR ILLNESS AT SCHOOL**

A student who becomes ill or injured during the school day **must** check into the Nurses' office to determine if the school day can be continued. Students must check in with their teacher **before** coming to the Nurses' office. Office personnel or the student will contact a parent/guardian if the student needs to go home or requires medical attention. **It is important the school has updated emergency contact information.**

Students with potentially life-threatening conditions, requiring medication and a plan at school will not be able to attend school until we receive the doctor's orders, a plan is created, and staff is trained. Forms can be found on the KSD website [ksd.org](http://ksd.org). If your student has a non-life-threatening health issue or becomes injured requiring accommodations at school, please contact the school nurse at 222-6803 and provide the school with any medical documentation. A doctor's note is required if your student will be out of PE 3 or more days. If the note is not time limited, an additional doctor's note will be required for clearance to return to PE without restrictions.

## **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. 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 item(s) are returned. 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 library staff is here to assist students in using resources. Please don't hesitate to ask for help.

## **Library Expectations**

Classroom and school rules are to be followed while using the library. Students unable to conduct themselves will return to class and/or subject to the discipline procedure. The library is a place to read, study or do research. Food or gum is not 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 LUNCHEES. Students should bring

only the items needed. Backpacks/book bags are not permitted in the library. Students are required to replace chairs and any other item to its original location. 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 several 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.
- Students are not allowed to download programs or files to library computers.
- 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.

### **LOCKERS – Policy #3230**

Locker use is a privilege, which may be revoked if abused. Lockers are assigned to students. Students are responsible to provide their own locks (one for PE & one for hall). We encourage the purchase of locks through the ASB Office, but students can use their own. If students use their own locks and forget their combination, it may be necessary to cut the lock off to access the locker. The staff can only access locks purchased through the school. Lockers are the property of the Kennewick School District. Student use means that school officials are given the right to open the locker for the purpose of inspection, repair, or search. Locker combinations should be confidential. Students should not share or trade lockers with anyone.

### **LUNCH TIME EXPECTATIONS**

- Walk to the Commons
- Proceed directly to the lunch line, if purchasing lunch.
- Borrowing cards, money, and food is strongly discouraged.
- Stay in line
- Keep seated while eating or talking—no loitering!
- Food delivery/services (i.e., pizza, Uber Eats, Door Dash) are not permitted

- Open containers (i.e., Dutch Bros., Starbucks, canned/bottled beverages) other than water is not permitted
- Clean up after yourself and stack trays.
- When finished with lunch, please wait to be dismissed if going outside.
- All food must remain in the Commons (no food or drink outside).
- Students will eat lunch in the Commons except under special conditions.
- No contact sports are allowed outside.
- All hallways are closed during lunch.
- Playground equipment may be checked out with the use of I.D. card.

### MEDICATION- Policy #3416

Parents are discouraged from sending prescription drugs to school. If medication must be taken at school, contact the school nurse 222-6803. Any medication including over-the-counter medications are not allowed at school without medical provider orders and proper procedures followed. Any medication required during the school day must be kept in the office.

### PROHIBITED ITEMS

The following items are not allowed and will be confiscated if they are at school:

- Permanent markers, cans of paint or aerosol cans
- Open containers
- Water Bottles (students have access to drinking fountains)
- Noise makers
- Gum
- Any other item(s) deemed to be disruptive (i.e., fidget spinners or cubes)

### WEAPONS AND LOOK-ALIKES – POLICY #3314

No student shall possess, use, or attempt to use, and/or threaten to use any weapons on school property. The safety of our students and staff are our top priority, and a **no tolerance policy** is in effect regarding weapons. Possession of weapon or look-alikes may result in suspension or expulsion.

## SCHOOL BUS CONDUCT

Riding the bus is a privilege, not a right. Physical or verbal actions that distract the bus driver or interfere with the safety of others, or the safe operation of the bus are disruptive and unsafe. Use of the school bus may be in jeopardy if students choose not to act responsibly on the bus and at the bus stop. Students are not permitted to leave the bus except at their regular stop unless written permission is given by a parent/guardian. If a parent/guardian want their student to go home on the bus with another student must send a written note to school with the student for a principal approval and signature. In addition, parent/guardian must call the Transportation Dept. at (509)222-5075. The office staff cannot take bus changes over the phone.

## MAIN OFFICE

Parents/guardians can call (509)222-6800 during the hours of 7:30am – 3:00pm with questions or concerns. The main office is open Monday – Friday 7:30am-3:00pm. **Celebrations for birthday, holidays and other special occasions should be celebrated at home. The office will not accept or deliver individual gifts or any form of individual recognition to students.**

## SCHOOL HOURS

Bells ring at 7:53, with classes beginning each day at 8:00 a.m.; dismissal is at 2:35 p.m. Before school, students must wait outside. After school, all students must leave campus or be in a supervised activity by 2:40 p.m. Students are not permitted to loiter.

## 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. A volunteer application must be completed online at [www.ksd.org](http://www.ksd.org). **Volunteers must be cleared prior to event/activity.**



## **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**

**<https://www.ksd.org/District/School-Board/Policies-and-Procedures>**

### **DISCRIMINATION/HARASSMENT:**

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

**Civil Rights Coordinator:**

Doug Christensen – HR Director  
[Doug.christensen@ksd.org](mailto:Doug.christensen@ksd.org)  
509-222-5010

**Title IX and 504 Officer:**

Jack Anderson – Student Services Director  
[Jack.anderson@ksd.org](mailto:Jack.anderson@ksd.org)  
509-222-5003

### **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.

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

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

#### **Deadline for Filing an Appeal**

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

#### **30 Calendar Days to Respond to Your Appeal**

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

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

### **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 student's 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, 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:** Douglas Christensen – (509) 222-5010 (doug.christensen@ksd.org)

**Section 504, Title IX** Jack Anderson – (509) 222-5004 (jack.anderson@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.