






“WHEN THE TASSEL TURNS”
Information to get you to graduation.

Graduation – Three Rivers Convention Center
Thursday June 6th at 5:00 P.M

Principal: Mrs. Carrie DeForest Assistant Principal: Mr. Travis Hatke
Counselor: Karla Perry

Important Dates:	
August	Review courses needed for Graduation and make sure you are registered for all the classes you need to complete high school requirements.
	High School and Beyond- Take a look at your beyond high school goals and remember to take the next step.
	College bound - Remember application deadlines.
	Trades and Apprentices – Apply early.
October	FAFSA Application for financial aid assistance is available at your local Colleges, Tri-Tech and High School Counselor Office or apply here https://studentaid.gov/h/apply-for-aid/fafsa
December	Have you taken the computer competency test or taken a course that meets this graduation requirement? Schedule your test this month if you have not done so. An APEX course of computer applications will also fulfill this requirement plus give you a .5 credit. Click here to sign up for the test or use this QR code. 
January	Please send in to the office a selection of about 3-7 childhood pictures – they could include a baby picture, family celebrations, neighborhood friends together, vacations, fun and funny pictures – we will scan them and return your originals. This is an important part of our celebration so please take the time to pull some favorites. Please send to anita.Mcdaniel@ksd.org
	Order navy blue cap & gown, tassel and medallion through Jostens. 
February	Senior Pictures ~ Email a copy of one of the images in JPG format. Make sure it is high resolution (High enough to print out an 8 x 10). You may send this file to: dayna.faultersack@ksd.org and include “Senior Photo” and your name in the subject line. Please have your senior picture submitted between now and Tuesday, February 27th.

	<p>You may also send us a quote for the yearbook at https://forms.gle/q4HPBp5YtXh1mdp8A. It must be appropriate, preferably one that a famous figure has said and we can look up. If the quote is not appropriate or questionable, we retain the right to not include it in the yearbook. The deadline is Tuesday, February 27th so the yearbook students can complete those pages of the yearbook.</p>	
March	<p>Are you still on track for graduation with all of your courses?</p> <p>Check on college credits earned to be part of the graduation recognition [we will count credits that will be earned later in June through CBC & WSU Tri-Cities]</p>	
April	<p>Outstanding fees fines and overdue materials must be turned in or paid before May 1st</p>	
May	<p>Please let us know if you have been awarded any scholarships that you know of so that we may recognize you and the dollar amount awarded</p> <p>APEX and Aleks on-line courses completed by deadline so that teachers may grade materials in a timely manner.</p> <p>Friday May 31st - Senior Breakfast @ 9:00 am at MCP. You will all be invited and an RSVP is requested. Important information regarding graduation is given during this breakfast, and all students planning to walk are expected to attend. It is also a great time to visit with your teachers and classmates who will be graduating with you.</p> <p>Thursday, June 6th Graduation Day. Seniors arrive at 3:45 at Three Rivers Convention Center. Families are welcome to start arriving at 4:30. Ceremony begins at 5:00 pm.</p>	

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
 509-222-5010

Title IX and 504 Officer:

Brian Leavitt – Student Services Director
 Brian.leavitt@ksd.org
 509-222-5003

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

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