



HIGHLANDS

MISSION

STATEMENT

Scottie Way:

Impact each other in a positive way, every day!

Student Handbook

2023 - 2024

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 30, 2023

Labor Day (No School K-12) - September 4, 2023

*Professional Development Day (No School K-12) - September 22, 2023

No School for Kindergarten Only - October 13, 2023

*Professional Development Day (No School K-12) - October 20, 2023

Veteran's Day (No School K-12) - November 10, 2023

Conferences (No School K-8) - November 20, 2023

Thanksgiving Break (No School K-12) - November 23-24, 2023

Winter Break (No School K-12) - December 21, 2023-January 2, 2024

MLK Jr. Day (No School k-12) – January 15, 2024

Presidents' Day (No School K-12) - February 29, 2024

*Snow Make-up Day (No School K-12) – March 11, 2024

*Professional Development Day (No School K-12) March 22, 2024

Spring Break (No School K-12) - April 1-5, 2024

*Snow Make-up Day (No School K-12) - May 24, 2024

Memorial Day (No School K-12) - May 27, 2024

Last Day of School (Early Release K-12) - June 12, 2024

BELL SCHEDULE

Highlands Middle School

Home of the Scotties

2023-2024 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 periods are 10 minutes longer each day.

HIGHLANDS MIDDLE SCHOOL PARENT-STUDENT-TEACHER COMPACT

Students and Parents will be asked to complete a Google Form indicating that they have read and agree to the following compact.

Parent/Guardian Promise:

- ☐ Communicate with teachers and the school when there are 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 child's grades in PowerSchool to monitor assignments and academic progress.

Student Promise:

- ☐ Let my teacher and family know if I need help.
- ☐ Check on my own grades and track progress in PowerSchool; follow up with teachers with any questions or concerns.
- ☐ Work with my parents/guardians to establish a time and place to do my homework.
- ☐ Do my practice/homework every day and turn it in when it is due.
- ☐ Choose to follow classroom and school rules (and accept consequences when I do not).

School Promise:

- ☐ 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 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 students.

HIGHLANDS ACADEMIC INFORMATION

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 may 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.

Report Cards and Progress Reports

Computerized report cards are issued to students 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 communication on students' grades. 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—40% of student's grade

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

- 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—60% 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 semester from each teacher
 - One work habit comment per semester from each teacher

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.

HIGHLANDS PROCEDURES

Personal 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 follow the guidelines below:

- Parent/Guardian 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 comes into the front of the building and signs the 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 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 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 depending 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/guardian. 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, Boy's Soccer, Girl's Soccer, Football, Girl's Volleyball
- WINTER I – Boy's Basketball, Dance Team
- WINTER II – Girl's Basketball, Wrestling
- SPRING – Co-ed Track, Girl's Softball, Boy's 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 PowerSchool

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. Intramurals are subject to change.

ATTENDANCE POLICIES

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.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- 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.
- 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(s) 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 by 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 to help.
- Keep track of your student's attendance through PowerSchool and sign up for ParentSquare alerts.
- 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.

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 upon 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, or communicate through ParentSquare or the phone. 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 NOTIFY 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. Families with students having health related problems, which make abiding by the absence requirements 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.

3. 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, 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. Students will be assigned lunch detention after three tardies, and an additional lunch detention after each tardy.

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 PowerSchool.

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.

DISCIPLINE

Students are expected to follow our school rules and to not interfere with the learning of other students. Staff Members will Remind and Review expectations with students. When a student continues to misbehave, or has not acted in a Safe, Respectful, or Responsible manner, the student will be asked to complete the following Reflect Form:



Highlands Middle School

Behavior Reflect & Reteach Form

Name: _____ Date: _____

Which of the Big 3 are you struggling with today? Check all that apply and explain on the lines below.

☐ Safe

☐ Respectful

☐ Responsible

- What will you do differently in order to be successful?

Explain your choice below, then respectfully let your teacher know when you're ready to review and discuss.

The goal of the form is for the student to reflect upon their actions and then make better choices regarding their behavior. If a student continues to misbehave, or their behavior justifies a classroom exclusion, they will be sent to our Reteach Room. In the Reteach Room, students will complete various activities designed to help them learn how to make better choices in class. Students will also write a letter of apology and make a plan to be successful in school.

Fights

- Any participation, promotion, or video recording of a physical fight on or off school grounds may result in suspension or expulsion.
 - This includes fighting, filming, 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 consequence and may subject to suspension.

Highlands Middle School Dress Code

Policy #3224

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate group.
2. Damage to school property will result from the student's dress.
3. The student's dress or appearance will create a material and substantial disruption of the educational process at the school.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco/alcohol-related messages, or gang-related apparel. Students are not permitted to wear hats or hoods during school hours.

Prohibited Items

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

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

CELL PHONES Electronic Devices:

- It is 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/lockers upon entering the school.
- Cell phones and other electronic devices cannot be used during lunch, between classes, or in bathrooms.
- 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.Progressive discipline will be used as a consequence.
- If an electronic device is being used inappropriately by a student at any time, the student may receive a consequence. 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.

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 have 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 with Chromebooks.

Computer Use

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 and 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.
- 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 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
Example:		- Missing keys (they do not just fall off)
Screen Replacement:	Example: 3rd Stolen	- Negligent/willful damage
\$63	Chromebook: \$323	
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 \$7.00
- 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. 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.

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. 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 two(2) items at any one time. All materials may be borrowed for a 2-week period and may be renewed once. 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.

Library Expectations

Normal classroom conduct is expected of all students while using the library. Students unable to conduct themselves will be sent back 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.

Students should bring only those materials they need to the library. Students should replace chairs and leave the library in the same condition as when they arrived.

Chromebooks

- If you are new to the Kennewick School District the library will checkout a Chromebook to you.
- If your Chromebook has been damaged, stolen, lost, or is malfunctioning, report to the library for assistance.
- For any questions or concerns about Chromebooks see the Librarian.

LUNCH TIME EXPECTATIONS

- Walk to the cafeteria
- Go directly to the lunch line, if purchasing lunch. Students are not allowed to get lunch after they have gone outside.
- Borrowing money and food is strongly discouraged.
- Keep seated while eating or talking.
- 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.

Cafeteria

Safe

- ☐ Keep hands, feet, and items to yourself
- ☐ Stand in a single-file line
- ☐ Let an adult know of safety concerns

Responsible



- ☐ Follow adult directions
- ☐ Clean up after yourself
- ☐ Accept responsibility for your actions

Respectful

- ☐ Use voice levels 0 - 2
- ☐ Cell phones are turned off and stored in lockers/backpacks
- ☐ Use school appropriate language

MEDICATION

Under normal circumstances, prescribed or over-the-counter medication should be dispensed before and/or after school hours under the supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops or ear drops medications from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. The order should be current, valid, updated as

needed, and will only remain in effect for the remainder of the current school year. For any questions regarding medication, you may contact our school nurse or refer to policy #3416.

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 begin each day at 8:00 a.m.; dismissal is at 2:35 p.m. Before school, students must wait outside at their grade level door. 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 complete appropriate paperwork.

KENNEWICK SCHOOL DISTRICT POLICIES AND PROCEDURES

Kennewick School district policies can be found at:

<https://www.ksd.org/school-board-landing/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:

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

Title IX and 504 Officer:

BJ Wilson – Student Services Director
Bj.Wilson@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.
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. interfering seriously with the conduct of any class or activity.
 - g. urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions.
 - h. 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. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation, are prohibited.
7. 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.
8. 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.
9. Students are to respect the property of others. Entry, theft or possession (without permission) of another's property is prohibited.
10. Activities defined by federal, state or municipal law as criminal are prohibited.
11. The forging of any signature or alteration of any document is prohibited.
12. Obvious and conscious disregard of legal requests or orders given by recognized school or civil officials.

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.