

**Kennewick High School**

# **Student Handbook**

Understanding Employment at Fauget Company



**Be Here -- Participate -- Earn & Show Respect**

**2023-2024**

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## LION PRIDE RESIDES INSIDE

### WELCOME TO KENNEWICK HIGH SCHOOL

Welcome to Kennewick High School, a school rich in tradition for over 100 years. There is a great deal of pride, tradition, and honor that goes with being a Kennewick Lion. This student handbook is provided to assist you in getting the most from your experiences at Kennewick High School. The staff at Kennewick High School is committed to providing you with the best educational opportunities. Learning experiences are offered that prepare you for a habit of lifelong learning. Our school atmosphere affirms and respects the uniqueness of each student but acknowledges that each of us share more commonalities than differences. It is expected that you fully develop your aptitudes and interests while growing in accountability and responsibility. Your most important responsibility is to learn and to develop strength of character. Your academic studies along with your participation in extracurricular activities and athletics build the foundation for your future.

This handbook serves several purposes. The handbook identifies school policies, student rights and responsibilities, and other information pertinent to the operation of Kennewick High School. It provides students with opportunities to exercise appropriate decision-making skills regarding their behavior and approach to their education.

Every person within Kennewick High School has the right to complete his or her responsibilities without interference of others. Every student can expect a physically and emotionally safe school environment that is enhanced by a focus on learning. No one has the right to interfere with the learning or safety of others. Students have a right to learn and the teachers have a right to instruct.

It is expected that students will read this planner, discuss its contents with their parents, peers, and teachers, review it regularly, and adhere to the standards and expectations referred to therein. Students should contact their school counselor or administrator for questions of understanding, clarification, or concern.

#### THE LION'S MOTTO

Lion Pride Resides Inside!

#### KENNEWICK HIGH SCHOOL FIGHT SONG (Please stand when being sung or played)

Onward Kennewick, onward Kennewick, Lions fight for fame ...

Work together as a team for a triumph every time!

K - H - S!

Onward Kennewick, onward Kennewick, Lions fight for fame ...

Fight, Lions, fight, fight, fight to win this game!

K --- E --- N --- N - E - W --- I --- C --- K! Rah! Rah! Rah!

Onward Kennewick, onward Kennewick, Lions fight for fame ...

Work together as a team for a triumph every time!

Fight, Lions, fight, fight, fight to win this game!

#### KENNEWICK HIGH SCHOOL ALMA MATER (Please stand when being sung or played)

Oh, we love you, Alma Mater, though we're near or far away

For the friends we made are lasting 'till our dying day;

For we'll always sing your praises, we're behind you all the way;

Oh, we're proud of you, dear Kennewick, and we'll always be.

May you keep the colors flying, over that great Kennewick High.

There will be a silver lining as the years go rolling by;

Oh, these memories always linger, of the things we used to do.

May the Lions roar forever, and may God bless you.

## IMPORTANT PHONE NUMBERS

KHS Main/General .....	222-7100
Principal's Secretary .....	222-6539
Principal's/Main Office FAX .....	222-7101
Activities/Athletics Office .....	222-5314, 222-7111
Attendance Office .....	222-7108
Career Center .....	222-7019
Counseling Office .....	222-6576
IB Coordinator's Office .....	222-7100
Nurse's Office .....	222-7103
School Resource Officer .....	222-7119
Security Office .....	222-6741, 222-6788

## KENNEWICK HIGH SCHOOL STAFF

### Administration & Security

Ron King .....	Principal
Anna Harris .....	Assistant Principal/Athletic Director
Stacy Estes .....	Assistant Principal
Kayla Monroe .....	Assistant Principal
Twila Wood .....	Assistant Principal
Troy Perkins .....	School Resource Officer
Kyle Edwards .....	Security
Justin Togiai .....	Security

### Counseling Office

Aaron Machart .....	Class of 2027 Counselor
Amy Payson .....	Class of 2026 Counselor
Sonia Sanchez .....	Class of 2025 Counselor
Melanie Cushing .....	Class of 2024 Counselor
Ana Navarro .....	Bilingual Counselor
Estrella Aguilar .....	Migrant Graduation Specialist
Esmeralda Lopez .....	Migrant Graduation Specialist
Brisa Vasquez .....	Multilingual Facilitator
Debbie Bayless .....	Success Coordinator
Robyn Davis .....	Success Coordinator
Ann Giesa .....	Success Coordinator
Jennille Schab .....	Success Coordinator
Rachel Roberts .....	Gear-Up
Yesenia Madrigal .....	Counseling Secretary
Robin Kurtz .....	Registrar
Gloria Gonzales .....	Data Processor
Cassandra Miller .....	Career Center Specialist

### Attendance Office

Cynthia Flores .....	Discipline/Attendance
Rebecca Garcia .....	Discipline/Attendance
Becky Anderson .....	School Nurse

### Main Office

Kyla Goble .....	Principal's Secretary
Lynette Low .....	Building Secretary
Tracy Palmer .....	Assistant Principals' Secretary

### Activities Office

Mary Walker .....	ASB/Activities Secretary
Melissa Thoreson .....	Athletics/Activities Secretary

### Library

Kami Smith .....	Librarian
Joan Colby .....	Library Secretary

# ACTIVITIES AND ATHLETICS

## ASB Membership

Membership in the Associated Student Body (ASB) is required for athletic participation and for membership in the Band, Choral performing groups, Drill/Dance Team, Cheerleading, ASB/Class Officer positions, and other ASB-sponsored clubs and activities. Your ASB card entitles you to attend home athletic contests or activities for a free or reduced cost. Cost is \$35.00. Proof of free or reduced lunch status results in a reduction of ASB membership fees to free. ASB cards are subject to revocation for violation of school and/or district rules and policies.

## Athletics

Kennewick High School offers a variety of extracurricular athletics. Every effort is made to afford all students the opportunity to participate provided they have the desire, willingness to work hard and the self-discipline required of our programs.

Athletes must abide by all school conduct and behavior expectations. Scholastic, attendance, and residence criteria determine athletic eligibility. A student must have parental permission, maintain a 2.0 grade point average, and abide by the standards set forth in the athletic handbook and by the Washington Interscholastic Activities Association.

In-season athletic training rules prohibit the use of tobacco products, alcohol, and other illegal substances. This includes, but is not limited to, the attendance at a party or residence where alcohol and/or illegal drugs are being consumed. Sanctions range from the loss of playing time to the permanent exclusion from athletic participation. A complete description of all athletic rules and policies are found in the student athletic handbook.

All students participating in athletics must have a current physical on file; physicals are good for two years. Students and parents must agree to and sign a Participation Contract, Training Rules, Safety Guidelines, and Clearance Form, including proof of insurance. Athletes must attend school the day of a contest in order to participate in that contest or to practice that day unless cleared by the coach prior to the absence. Students must register for sports prior to each season. Students who fail to register at the appropriate time will not be eligible to participate in practices or competitions. A minimum number of practices are required under WIAA regulations before participation in competitions. A \$40 user fee (students qualifying for free and reduced is free) is assessed to each student per sport season and is to be paid prior to participation in competitions. Students must also purchase an ASB card in order to be eligible for athletic participation. See athletic handbook for more detailed rules and explanations.

## Fall Sports & Activities

Cheer.....	Kate Kinion
Boys Cross Country .....	Josh Eerkes
Girls Cross Country .....	Prescott Davis
Dance .....	Katelyn Fetterolf
Diving .....	Mike Sandbeck
Football.....	Randy Affholter
Girls Soccer .....	Orbie Gilliam
Swimming .....	Trine-Lisa Tippet
Volleyball .....	Brandy Sonderland

## Winter Sports & Activities

Boys Basketball .....	Bradyn Leyde
Girls Basketball .....	Daron Santo
Girls Bowling .....	Tom Richardson
Cheer.....	Kate Kinion
Dance .....	Katelyn Fetterolf
Boys Wrestling .....	TBD
Girls Wrestling.....	Armando Garcia

## Spring Sports & Activities

Baseball.....	Lenny Ayers
Softball.....	Katy Clawson
Boys Golf.....	Jeremy Holbrook
Girls Golf .....	Brittiney Walton
Boys Soccer .....	Orbie Gilliam
Boys Tennis.....	Ed Smith

Girls Tennis .....	TBD
Boys Track .....	Ty Cronenwett
Girls Track .....	Shaun Suss

## Clubs, Organizations, and Advisors

A variety of clubs, organizations, and activities are available for Kennewick High School students. Each club, organization, or activity has its own purpose, function, and membership requirements. Some may, also, require ASB membership for participation. School rules and regulations apply at all Kennewick High activities on and off campus. As a representative of Kennewick High School, as a participant or a fan, each student is expected to be a positive influence for KHS and the community. Kennewick High activities are limited to Kennewick High School students and authorized guests. Students who violate school rules and policies may be asked to leave the activity and school discipline may be applied.

The following list is intended to be illustrative, not all-inclusive; the scope of clubs, organizations, and activities is based upon student interest and participation.

ASB Advisor .....	Bradyn Leyde
Leadership teacher .....	Bradyn Leyde
Art Club .....	Jessica Stoker
Sports Medicine .....	Sydney Hendry
Close Up .....	Tom Riel
FCCLA .....	Caitlin Almaguer
FFA .....	Dan White
International Club .....	Teresa Urrego
Key Club .....	Misty Harmon
Junior Reserve Officer Training Corps (JROTC) .....	Lt. Colonel Wichers
Knowledge Bowl .....	Bradyn Leyde
RTAC Robotics .....	Josh Eerkes
Mock Trial .....	Madge Peterson
Music – Instrumental .....	Jon Miller
Music – Vocal .....	Jennifer Gunter
National Honor Society .....	Corrina Mejia
Journalism .....	Gwen Pennington
Science Bowl .....	Shannon Burleyson
Photography Club .....	Scott Larson
DECA .....	Nidhi Kalra
Yearbook .....	Meri Brines

## Student Government

The ASB Student Senate is made-up of executive cabinet officers, class officers, and club presidents. The ASB House of Representatives is composed of representatives from each homeroom class. The Senate and House meet jointly or separately as needed.

### 2023-24 ASB Officers

President .....	Makayla Hernandez
Vice President .....	Diego Olivera
Secretary .....	Vanessa Robles
Treasurer .....	Leo Garcia
Publicity Announcer .....	Layla Suarez
Publicity Manager .....	Odalys Ambriz Morfin
Multicultural Representative .....	Emily Castro
ASB Advisor .....	Bradyn Leyde

### Senior Class (Class of 2024) Officers

President .....	Mallory Dupaquier
Vice President .....	Calista Tippet
Secretary/Treasurer .....	Aneet Kaur
Delegate .....	Nerma Cvrk, Vee Middleton, Trynity Zayas
Class Advisor .....	Robyn Davis

#### Junior Class (Class of 2025) Officers

President .....	Brook Boderick
Vice President .....	Phoebe Bland
Secretary/Treasurer .....	Isabella Engel
Delegates .....	TBD
Class Advisor.....	Lindsay Long

#### Sophomore Class (Class of 2026) Officers

President.....	Ericka Donis
Vice President .....	Dave Gonzales
Secretary/Treasurer .....	Alexys Brandt
Class Advisor.....	Madge Peterson

#### Freshman Class (Class of 2027) Officers

President .....	TBD
Vice President .....	TBD
Secretary/Treasurer.....	TBD
Delegates .....	TBD
Class Advisor .....	Jennifer Gunter

### ASB Fees

ASB Card (Regular) .....	\$ 35.00
ASB Card (Free & Reduced Lunch) .....	\$ 0.00
ASB Card (Regular - Spring Semester Transfer students only).....	\$ 35.00
ASB Card (Free & Reduced Lunch - Spring Semester only .....	\$ 0.00
Athletic User Fee per Sport (Regular) .....	\$ 40.00
Athletic User Fee per Sport (Free & Reduced Lunch) .....	\$ 0.00
Yearbook.....	\$ 60.00
Parking Permit .....	FREE
Parking Tickets (paid within 2 school days of issuance/more than two days after).....	\$ 10.00 / \$ 15.00
First Week/First Ticket .....	Fine waived if acquire FREE parking permit within 2 school days

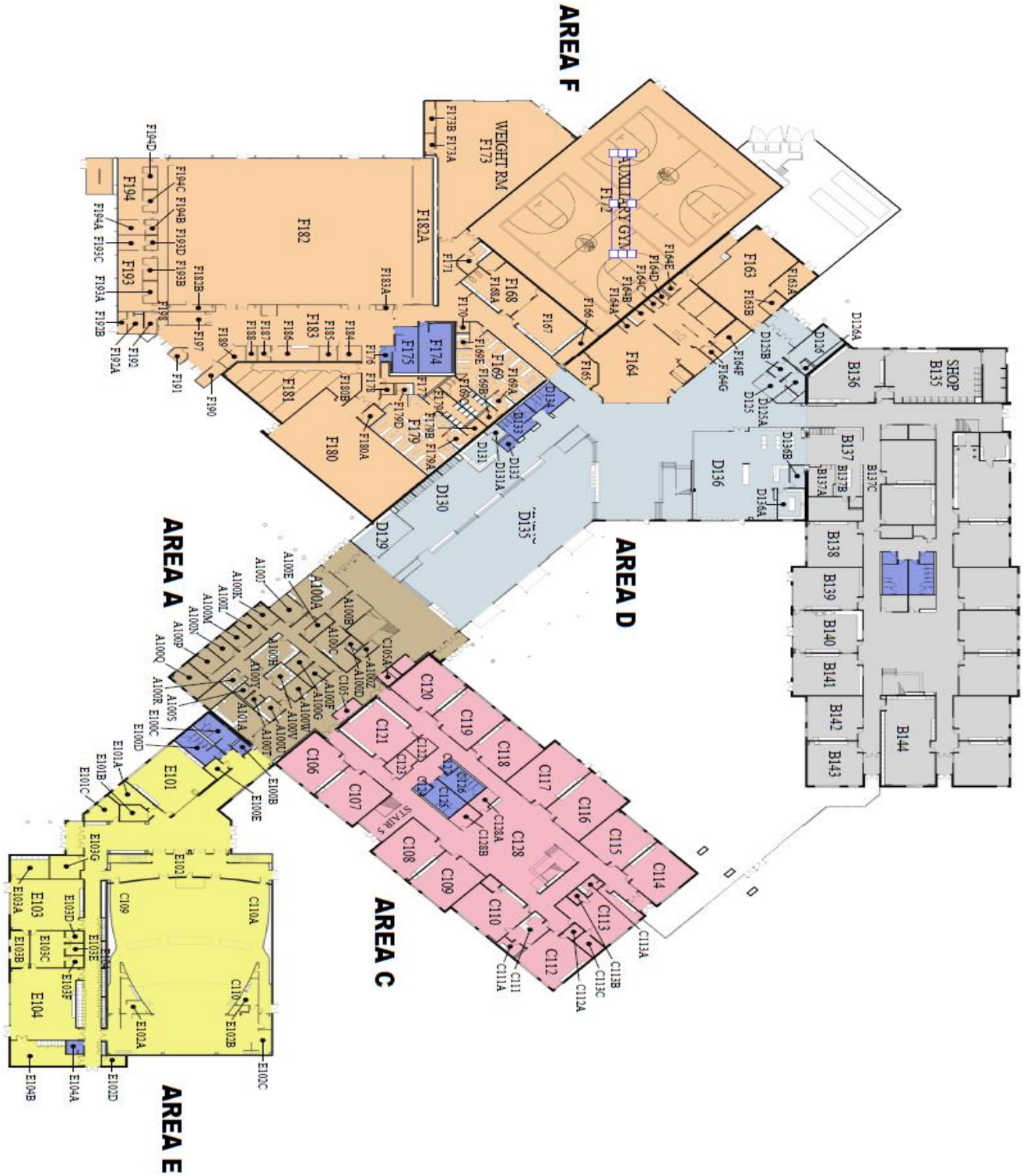
### Lunch & Breakfast Prices

All KHS students receive free breakfast and lunch.

Adult Lunch (with milk) .....	\$ 5.25
Adult Breakfast .....	\$ 3.25

Forms to request Free/Reduced Lunch status are available from the school cafeteria personnel, main office and the activities office.

KHS BUILDING MAP





# **KENNEWICK HIGH SCHOOL UPPER FLOOR PLAN**



# ACADEMIC INFORMATION

## Counseling and Career Guidance

Kennewick High School counselors and the career specialist work with students individually and in large groups on career and educational planning.

## International Baccalaureate (IB) Program

International Baccalaureate is an academically challenging course of study that is available to interested KHS students who are internally motivated. Students may choose to study only certain subjects as IB, or they may take a full load of IB courses to pursue the IB Diploma. Freshman and sophomores take a partial load of pre-IB (honors) courses: junior and seniors take IB courses and can take tests both years.

The IB diploma is advantageous when applying to universities that have very selective admissions policies. It may also be accepted as a year of college or university work or students may be granted advanced placement for exams with higher scores. Successful completion of part of the program may earn advanced university placement in tested areas. The IB Coordinator, David Piper, can be contacted by telephone at 222-7100 or by email at david.piper@ksd.org. Please consult with your IB teacher or Mr. Piper to verify testing dates that takes place in May of each year.

## Course Catalog

More detailed information about graduation requirements, course details, valedictorian/salutatorian selection, and more can be found in our Course Catalog, which is available in our counseling office or online by clicking here or going to our website at <https://kennewick.ksd.org/>.

## Academic Testing

Policies and regulations of the Kennewick School District and the State of Washington require that certain standardized tests be administered to specific students each year. Measure of Academic Progress (MAP) Tests are given to students in grades 9 & 10 in mathematics and reading. The MAP tests are a set of computerized adaptive achievement tests developed from the Northwest Evaluation Association (NWEA) basic skills item banks. They will be taken by designated groups in the fall and all 9<sup>th</sup> – 10<sup>th</sup> in the spring. The test results (RIT scores) describe student achievement and growth. They are tied directly to the curriculum instead of being based on the performance of specified groups of students. This allows student progress to be measured accurately from year to year. A student's RIT scores are used to aid in the placement of students in appropriate classes.

### State Test Dates 2023 - 2024

SBA ELA and Math (10<sup>th</sup> grade), and WCAS Science (11<sup>th</sup> grade) ..... March-May

### Dates for Higher Education-Related Tests

We encourage students to visit our Career Center Specialist, Mrs. Miller, if they plan to take ACT/SAT exams. She is available to assist with the registration process.

<i>ACT Test Date</i> .....	<i>Registration Deadline</i>
September 9, 2023 .....	August 4, 2023
October 28, 2023 .....	September 22, 2023
December 9, 2023.....	November 3, 2023
February 10, 2024.....	January 5, 2024
April 13, 2024.....	March 8, 2024
June 8, 2023.....	May 3, 2024
July 13, 2024 .....	June 7, 2024

<i>SAT Test Date</i> .....	<i>Registration Deadline</i>
October 7, 2023 .....	September 7, 2023
November 4, 2023 .....	October 5, 2023
December 2, 2023.....	November 2, 2023
March 9, 2024.....	February 24, 2024
May 4, 2024 .....	April 19, 2024
June 1, 2024.....	May 17, 2024

### PSAT Test Date

October 11, 2023 at Kennewick High -- All Juniors will be tested for free. Sophomores may participate if space is available. Please refer to the Scholastic Assessment Test website at [www.collegeboard.com](http://www.collegeboard.com) for more information.

## CALENDAR INFORMATION

The KSD 2023-2024 Calendar can be found on the KSD Website or by clicking [here](#). A summary of key dates is below.

### Early Release/No School Days 2023-2024

September 13, 2023 .....	10:30 AM Early Release - Building Staff Development
September 22, 2023 .....	No School - District Professional Day
October 4, 2023 .....	10:30 AM Early Release - Building Staff Development
October 20, 2023 .....	No School - District Professional Day
November 1, 2023 .....	10:30 AM Early Release - Building Staff Development
November 10, 2023 .....	No School - Veteran's Day
November 20, 2023 .....	No School - Conferences
November 22, 2023 .....	10:30 AM Early Release – Thanksgiving Break
November 23-24, 2023 .....	No School - Thanksgiving Break
December 6, 2023 .....	10:30 AM Early Release - Building Staff Development
December 20, 2023 .....	10:30 AM Early Release - Building Staff Development
December 21 -January 2, 2024 .....	No School - Winter Break
January 10, 2024 .....	10:30 AM Early Release - Building Staff Development
January 15, 2024 .....	No School - MLK Jr. Day
January 24-26, 2024 .....	1:10 PM Early Release - Semester Finals
February 7, 2024 .....	10:30 AM Early Release - Building Staff Development
February 16, 2024 .....	10:30 AM Early Release - Building Staff Development
February 19, 2024 .....	No School - President's Day
March 11, 2024 .....	No School - Snow Make Up Day #1 (If Needed)
March 22, 2024 .....	No School - District Professional Day
March 27, 2024 .....	10:30 AM Early Release - Building Staff Development
April 1-5, 2024 .....	No School – Spring Break
May 8, 2024 .....	10:30 AM Early Release - Building Staff Development
May 24, 2024 .....	No School - Snow Make Up Day #2 (If Needed)
May 27, 2024 .....	No School - Memorial Day
June 10-12, 2024 .....	1:10 PM Early Release - Semester 2 Finals
June 12, 2024 .....	10:30 AM Early Release - Semester 2 Finals - Last Day of School

### Other Notable Dates

September 6, 2023 .....	Picture Day - Dorian's Picture Package Available in Office
September 15, 2023 .....	Last Day to Add/Drop a Class for Credit
October 11, 2023 .....	PSAT For All Juniors and Self-Select Sophomores/Freshmen
October 19, 2023 .....	Retake Picture Day - Dorian's Picture Package Available in Office
November 30, 2023 .....	Last Day to Submit Senior Portraits to Yearbook
June 8, 2024 .....	Graduation 9 AM

### School Delays/Closures

The Kennewick School District considers many factors when deciding to close or delay school, including:

- Road conditions and the ability of our buses, parents and staff to safely get to school.
- Ability of district maintenance crews to clear parking lots and sidewalks around the school to open the schools.
- Worsening weather conditions and the forecast for more snow or ice.

In the event of snow or icy conditions, the district typically follows the following process:

- Evening and early morning hours —When necessary, facility maintenance crews begin snow and ice removal in parking lots and sidewalks around schools.
- 3 to 4:30 a.m. — District officials begin driving bus routes in the district to assess road conditions.
- 4:30 a.m. — The superintendent consults with the transportation manager, facility services director, city road crews, and neighboring school district superintendents on the latest information regarding road conditions, weather forecasts and traffic conditions.

- 6 a.m. — Every effort is made to notify our community of school closures or delays no later than 6 a.m. As soon as a decision is made, information will be posted at [www.ksd.org](http://www.ksd.org). If there is no notification by 6 a.m., schools will run on a regular schedule.
- 6 to 7:30 a.m. — District officials will continue to monitor and drive bus routes after a decision has been made to delay school. It is possible that the decision to delay school may change to a school cancellation due to worsening conditions. A final decision will be made by 7:30 a.m. If there is a change, an updated notification will be sent out.

For information about school closures, visit the district website, tune in to local news and radio stations, and sign up for school alerts. **If there is no mention on the district website of delays or closures, schools are running on time.** Please do not call the school for information – if schools are delayed/cancelled, staff is also delayed/cancelled, which means there may not be anyone here to take your call.

## BELL SCHEDULES

Our most common bell schedules can be found by clicking [here](#) or by visiting our school's website at <https://kennewick.ksd.org/>.

## ATTENDANCE POLICY

Regular school attendance is necessary for mastery of the educational program provided to students. It is recognized that, at times, students appropriately may be absent from class. Therefore, the following definitions are supplied (per KSD Board Policy 3122):

- 1) A student is absent when they are:
  - a) Not physically present on school grounds; and
  - b) Not participating in the following activities at an approved location:
    - i) Instruction;
    - ii) Any instruction-related activity; or
    - iii) Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district sponsored sports.
- 2) The following are considered **excused** absences from school:
  - a) Participation in a district or school approved activity or instructional program;
  - b) Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible.
  - c) Family emergency, including but not limited to a death or illness in the family;
  - d) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
  - e) Court, judicial proceeding, court ordered activity, or jury service;
  - f) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
  - g) State-recognized search and rescue activities consistent with RCW 28A.225.055;
  - h) Absence directly related to the student's homeless or foster care/dependency status;
  - i) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
  - j) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
  - k) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
  - l) Absences due to a student's migrant status, and
  - m) An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
  - n) Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
  - o) Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
  - p) Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
  - q) Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;

- r) Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
- s) Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

A school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student shall be permitted to make up any graded assignments and/or equivalent participation points outside of class under reasonable conditions and time limits established by the appropriate teacher(s); where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.

- 3) Any absence from school for the majority of hours or periods in an average school day is **unexcused** unless it meets one of the criteria above for an excused absence (A-S).
  - a) As a means of instilling values of responsibility and personal accountability, students whose absences are not excused will experience the consequences of their absences. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or unexcused absences only to the extent and upon the basis that:
    - i) The student's attendance and participation is related to the instructional objectives or goals of the particular subject or course, and
    - ii) The student's attendance and/or participation has been identified by the teacher pursuant to the policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.
  - b) The school shall notify a student's parent or guardian in writing or by telephone whenever the student has incurred one unexcused absence (equivalent of one school day) within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
  - c) The school will hold a conference with the parent or guardian after three (3) unexcused absences within any month during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the District has decided to take to Policy No. 3122 Excused and Unexcused Absences – Continued Page 5 of 8 eliminate or reduce the student's absences. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.
  - d) Not later than the student's fifth (5) unexcused absence (equivalent of five school days) in a month the District shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
  - e) If such action is not successful, the District shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
  - f) Students who are court ordered to return to school may be placed in an alternative learning setting until the next appropriate reentry point to the regular school setting.
  - g) All suspensions and/or expulsions shall be promptly reported in writing to the superintendent or designee. Policies and procedures shall be made available to parents and students upon request.
  - h) The superintendent and or designee will enforce the District's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

## **Clearing Absences**

When returning from an absence, students must check in with a note/parent phone call at the attendance office. Students have 48 hours to clear an absence. An absence is considered un-excused until a valid note is submitted. If contact is not made within the 48 hour time period, the absence will remain unexcused. Students must ALWAYS check out at the attendance office and have parent/guardian permission if they are leaving campus during the regular school day. Failure to do so will result in either truancy or an unexcused absence.

## **Tardies**

Students are considered tardy if they are not in the classroom when the tardy bell rings. Students who are tardy four or more times in a semester shall be subject to school discipline.

## **Potential Loss of Credit**

Students who attend class are more likely to earn passing grades and credits toward graduation than students who are excessively absent. Therefore, absence limits have been established to promote student engagement in school. Excessive absences may lead to difficulties learning content and the possibility of lowered grades or failed classes.

Parents will be notified of their student's absences on the fifth, eighth, and twelfth absence. After the 12th non-school-related absence in a semester, the high school student will be notified of the 12th absence to determine whether an attendance contract is appropriate.

# **CONDUCT POLICY**

## **Student Responsibilities and Limitations**

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 can be found by visiting [KSD Board Policy 3240](#).

### **Assault or Causing Injury**

A student shall not threaten or attempt to cause injury either physically or verbally or intentionally behave in such a way as could reasonably be expected to cause injury to any person.

### **Aerosols**

Mace, "pepper" sprays, hair sprays, perfumes, spray paints, hair paints, etc. should not be brought to school without obtaining prior written permission per KSD School Board Policy. Some people react adversely to these substances when inhaled. These items will be confiscated, and possible discipline assigned.

### **Athletic Events**

Students who attend athletic events at home or away are expected to abide by all school and district rules. They are to remain at the event site and not wander around the campus or in buildings.

### **Athletic Participation**

Involvement in athletics (including dance/drill team and cheer) is a privilege for KHS students. Athletic participation requires ASB membership and completion of the required athletic participation procedures (including parental permission, passing a physical examination, willingness to abide by the athletic code, etc.). 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, as well as the potential suspension and referral to intervention specialist and law enforcement.

### **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 profane language. Students are to be in a supervised classroom or off campus on an approved off-campus period during the school day.

### **Bus Conduct**

Students are expected to abide by the rules of the Kennewick School District, Kennewick High School, and the bus driver while riding the school bus. Failure to abide by the rules can result in school discipline and/or riding privileges being revoked. Endangering the safety of others will not be allowed on the bus or at the bus stop. School district rules apply.

### **Cell phone/Electronic devices**

Cell phones are not allowed to be used during class time unless specified by the teacher. Using a teacher issued hall pass or working in the library does not allow for the use of cell phones unless prior written permission is given to the students by a staff member. Teachers have the responsibility of creating the appropriate learning environment in their classrooms. They provide their students with written copies of their classroom expectations and review them during class time. If they deem it is necessary, they have the authority to ban cell phone use completely during class time. Teachers implementing this policy will have the full support of our administrative team. Some teachers may choose to implement limited use of cell phones during class time. It is the responsibility of the student to learn the classroom expectations from each of their teachers. Parents wishing to contact their student during class time can contact the main office at 509-222-7100. Students will also have time to respond to calls or texts during passing time or our lunch break.

### **Cheating or Plagiarism**

A student shall not intentionally obtain test or assignment questions and/or answers and homework through fraudulent means and shall not plagiarize any published materials, whether in hard-copy or electronic/digital format. Plagiarism is defined as taking the ideas, passages, works, or writing of another person and representing these items as one's own original work.

### **Closed Campus and Leaving Campus**

KHS is a closed campus to protect students and staff from unfamiliar persons. Students cannot leave school grounds once they arrive without checking out at the attendance office and must have parent/guardian permission. Exceptions are students leaving campus at lunch hour or an Off-Campus class period. A truancy consequence will be issued to students who leave campus without clearance.

### **Computer Use**

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences.

### **Criminal Acts**

A student engaged in any criminal act will be referred to the appropriate law enforcement officials.

### **Dances**

Attendance at KHS dances is a privilege. The school administration will exclude students who have discipline problems from attending a dance. Students will be asked to present school issued I.D. to attend a dance. Guests are not allowed to attend KHS dances without prior permission and appropriate identification. Only one guest per student will be permitted. When admission to a dance is sold at the door, identification must be shown at the door. When admission is not sold at the door, but is sold prior to the dance, a student bringing a guest must complete a Guest Attendance form for that guest at the time of admission purchase and assumes full responsibility for the conduct of that guest. The guest is to leave a picture ID at the door. Guest Attendance forms are available at the KHS Activities Office and the Attendance Office. All school rules (including the AODA policy) are enforced during the dance. Students who are found in possession or consumption of alcohol or illegal drugs will have parents and police contacted. Inappropriate dancing or behavior is subject to removal from the dance and school discipline. No front to back dancing is allowed at school dances.

### **Dangerous Activities**

Students are expected to refrain from behaviors that endanger persons or school property. Examples of dangerous activities include but are not limited to the following: Skateboarding on campus, playing with matches and lighters, tripping, shoving, and running in hallways and on the cement walkways, throwing objects (including water balloons, snow and food).

### **Disruption of School**

A student shall not intentionally cause substantial or material disruption of any school or bus operation. This includes KSD bus stops and incidents that occur within the proximity of the campus or have a nexus to school. Students classified as substantially or repeatedly disruptive will be assigned progressive discipline.

Objects, pictures, or written text that depict illegal drug use, alcohol use, or are gang-related are not permitted at KHS: A student shall not possess any object, picture (including on clothing), or written text that contains reference to illegal drugs, tobacco, alcohol, gangs or violence.

### **Dress Code**

Kennewick's dress expectations are aligned with Kennewick School District policy and are established to eliminate disruptions to the education process caused by individual attire.

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

- Sheer tops
- Mesh tops
- Tops with overly large openings at the neck or arms
- Halter-tops
- Tube tops
- Swim tops and bottoms
- Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:
  - Demeaning statements
  - Violent statements
  - Sexual statements
  - Racist statements
  - Gang affiliated statements and symbols
  - Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs
  - Jewelry or accessories that could be used to cause harm or injury.

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

KHS students are not allowed to wear hats and/or hoods while inside the school building.

For more information about the Kennewick School District's policy regarding student dress, visit [KSD Board Policy R3224](#).

### **Extortion**

A student shall not extort anything of value from a student.

### **False Accusations**

A student shall not intentionally make false accusations against staff or students.

### **FERPA (Family Educational Rights and Privacy Act)**

Unless a parent/guardian files a written objection, the Kennewick School District may release to the public without prior parental consent "directory information" regarding students. For senior high school students, directory information includes the following: the student's name and address, scholarship and award winners, telephone number, activities and sports, weight and height of athletic teams, institution attended by the student, graduation list, and class list. In addition, parents who do not want their students photographed (Occasionally students are photographed or videoed during the school day and may be used in district publications) need to complete the Use of Student Likeness Denial Form. Parent(s) and/or guardian(s) not wishing this information to be made public should notify the school principal or designee in writing within ten (10) calendar days following the issuance of the student handbook to students the first week of school. Forms requesting the non-disbursal of student directory information and use of student likeness are available at the high school main office and on the district/KHS websites.

### **Forgery**

A student shall not make or alter any school document used in connection with the operation of the school.



**Fighting**

Students involved in a physical altercation where mutual or returned pushes, strikes, blows or grabs are exchanged will be subject to discipline, including suspension/expulsion from school. Walking away is a choice when someone is hit, pushed, etc. If a fight occurs and the combatants do not break and cease fighting when told to by a staff member or other adult, all combatants may be subject to further progressive discipline. If a weapon of any kind is used in the fight, the student will be subject to further progressive discipline. A fight that involves two or more combatants on one will result in further progressive discipline.

**Harassment, Intimidation and Bullying**

A student shall not harass, intimidate, or coerce students or staff members. Verbal or acted-out threats of violence to use a weapon will be grounds for expulsion. This includes, but is not limited to, internet social networking sites such as Facebook that create a disruption at school or interrupts the educational process. Immediately report all bullying and/or harassment to a teacher, a security officer, or an administrator.

**Identification**

Students are required to identify themselves upon request by any KSD staff member. Students who refuse to do so will face disciplinary consequences.

**Keewaydin Park Incidents**

Problems that occur in Keewaydin Park immediately before, during, or immediately after school may result in on-campus restrictions from the park, including lunch. Trespass notices can be issued to students for recurring problems at the park. Please stay out of the park.

**Laser Pointers or similar electronic devices**

No laser pointers or pens are to be brought to school or any school related activity. Lasers present a serious safety risk and are disruptive to the educational environment. Lasers will be confiscated, and discipline imposed.

**Lewd Conduct**

A student shall not use or exhibit obscene or vulgar language, in writing, pictures, signs, or acts.

**Littering**

Students are expected to clean up after themselves and to help keep the school clean and litter free. Trash, food wrappers, beverage containers, and unwanted items are to be placed in the nearest trash receptacles. Students who litter or fail to clean up after themselves may be subjected to appropriate disciplinary action.

**Lockers**

Locker use is a privilege that may be revoked if abused. Students may use only the locker assigned to them. Keep combinations confidential. Do not tell anyone the combination or let anyone use the locker. Always spin the combination dial before closing. Students assume all risk and responsibility in the use of lockers. DO NOT bring valuables to school. DO NOT put valuables in lockers. The school is NOT responsible for articles lost or stolen from lockers. Report thefts immediately to an administrator or security. Immediately report any locker that is not operating correctly or that needs repair. Lewd pictures, illegal substances, or materials in poor taste may not be kept or displayed in lockers. Marking or other damage to the locker will result in a fine and/or discipline. Lockers are the property of the Kennewick School District. School officials have the right to open the locker for the purpose of inspection, repair, or search. There is not an expectation of privacy.

**Lunch Off-Campus**

Appropriate behavior is expected when students leave campus for lunch. School rules and policies apply during lunch time.

**Matches/lighters**

The use or possession of matches, lighters or other fire-producing devices is prohibited and will result in confiscation and potential disciplinary action and/or suspension.

**Medication**

Parents are discouraged from sending over-the-counter medicines and prescription drugs to school. Please consult with your physician to help in this matter. If medication must be taken at school, contact the school nurse at 222-7103 for the proper paperwork. Information in student health records may be shared with school personnel on a need-to-know basis to protect the student's health, safety, and educational interests. This will be done at the discretion of the school district certified nursing staff. If parents do not want this information to be shared, they must notify the school nurse in writing.

**Parking**

The parking of student vehicles on KHS premises is a privilege obtained through meeting certain requirements. In order to park legally on KHS premises, vehicles must be registered, have a parking permit properly displayed (FREE permits are available in the security office), and be parked in the appropriately identified student parking spaces. Vehicles must also comply with the applicable vehicle parking policies established by KHS, Kennewick School District, The City of Kennewick, Benton County, and State of Washington. Registering a vehicle for parking on KHS property indicates an implied understanding of the policies and the consequences of improper or unauthorized parking violations. A fine will be assessed for improperly parked vehicles as well as possible school discipline for each parking violation. Parking fines are \$10 if paid in the Activity Office by 3:00 p.m. within two days following the issuance of the parking ticket. After that, the fine is \$15. Cars may be towed if they block emergency vehicle access or are habitual offenders. Kennewick High School and the Kennewick School District assume NO LIABILITY for theft or damages to vehicles parked on KHS property. It is, also, understood that registering a vehicle for parking on the KHS premises DOES NOT GUARANTEE OR ENTITLE the registrant to a parking space. Parking spaces are limited and are available on a first come first served basis only. Vehicles parked on KHS property may be searched at any time with reasonable suspicion. The Kennewick Police Department will issue citations for cars illegally parked in disabled parking stalls and those parked in fire lanes.

**Pedestrians**

Students must cross the streets surrounding Kennewick High School by using the crosswalks. It is unlawful for a pedestrian not to yield to oncoming vehicles (RCW 46.61.235.2). If a pedestrian crosses a street outside of an existing crosswalk causing a vehicle to stop to allow him/her to pass, the pedestrian may be subject to a police citation. Be safe. Always look before crossing the street and use a crosswalk.

**Profanity or Inappropriate Language**

Students shall refrain from using profanity on campus and/or at school-sponsored events. Progressive discipline may apply.

**Repeated Misconduct**

A student shall not repeatedly fail to comply with the district policies or school rules or with the directions of school personnel during any period of time when he/she is properly under the authority of school personnel.

**Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- the conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed below. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: Policy: [3206](#) [R3206](#).

Title IX Officer:

BJ Wilson

K-12 Student Services Director

(509) 222-5003 | [bj.wilson@ksd.org](mailto:bj.wilson@ksd.org)

**Signs and Bulletins**

Material placed on the bulletin boards, or any signs put up in the building or on the building must have prior staff approval. All approved posters or signs must be placed on the vinyl covering lining the walls in the hallways.

**Skateboard/Scooters**

Skateboards, roller blades, scooters, or similar devices are not to be ridden on campus. Boards and scooters should be left in a bike rack and not carried from class to class. Violations will result in confiscation of the item and disciplinary action.

**Student Identification**

Students must identify themselves to school district staff immediately when requested.

**Technology**

District workstations may not be altered without direct teacher permission. Any vandalism (destroying or changing files, illegal copying, etc.), intentional copyright violations, or attempted access to unauthorized data will result in disciplinary action, which may include criminal charges, restitution, suspension, or expulsion. Possession or distribution of passwords other than the student's own password is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network or inappropriately accessing material including but not limited to inappropriate internet sites that violate district pornography policy will be subject to discipline, suspension or expulsion.

**Telephone Use**

The telephones in all offices/classrooms may be used by students in cases of emergencies and with the permission of a staff member.

**Textbooks**

Textbooks are issued to students to use as their personal property. Students are responsible for the safekeeping of these books for the entire year. Students are responsible and assessed for the replacement of any book that is lost or stolen. Fines will be issued for not returning the exact text that was issued to the student by the teacher. Students should report all lost books to the teacher immediately so another book can be assigned if available. A fine will be assessed for books that are damaged. Transcripts will be withheld until all fines are paid in full. Students may not participate in commencement activities until all fines and fees are paid.

**Theft or Larceny**

A student shall not take or remove without appropriate permission school or another person's personal property with the intent of permanently depriving the owner the use or possession of the property. Such behavior will result in school discipline and notification to law enforcement authorities.

**Vandalism**

A student shall not willfully or maliciously destroy or deface school property or the private property of students or school district employees. When school property is damaged or stolen, the district may seek restitution as permitted by law. Such behavior will be reported to law enforcement authorities.

**Visitation to Other Schools**

Students are not allowed on the campuses of other schools during the school day without prior approval. Do not visit other high schools, middle schools or elementary schools.

**Visitors**

Student visitors are not permitted to attend classes with friends or relatives at Kennewick High School. Administrators may make an exception. This includes children and infants. For the protection of our students, all persons visiting campus on official business must register at the main office. Parents visiting classrooms must check in at the main office and fill out the appropriate paperwork. There is a 24-hour notice required for parent classroom visits.

**Weapons and Dangerous Instruments**

Students shall comply with the District's policy toward weapon use, transmission, or possession on school property. A weapon could be any object used with the intent of threatening harm to another person. Weapons may include, but are not limited to, air, gas or slide operated firearms, nun-chucks, sticks, throwing stars, clubs, knives of all kinds (including pocket knives or home-made blades), silencers and objects similar in form or use to those listed above. Any item used with the intent to threaten and/or intimidate another person is considered a weapon. For the purpose of enforcing this policy,

blunt or heavy objects used or displayed in a fight may be considered a weapon. Students are to contact an administrator immediately if weapons are known to be at school.

## Corrective Actions and Discipline

Kennewick School District focuses on the educational achievement of every student. The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. “Discipline” means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline. The Board intends that this policy and procedure be implemented in a manner that supports positive school climate, maximizes instructional time, and increases equitable educational opportunities. Visit [KSD Board Policy 3300](#) – Student Discipline for additional detail about the district’s policy.

### Progressive Discipline

Kennewick High School uses a progressive discipline structure, which means that corrective measures typically move through a series of graduated discipline steps. Egregious offenses may result in discipline beginning at a higher level (i.e., STS instead of Detention). Definitions of commonly used discipline terms are explained below. They are listed in progressive order.

**Teacher Discipline:** Teachers are empowered to discipline students for minor offenses. After school or lunch-time detention are common consequences used by teachers. Continued minor infractions by a student may result in the student’s referral to school administration for disciplinary action.

**School Service/Lunch Detention:** Assigned detention in the cafeteria during lunchtime, supervised by staff.

**School Service/After-school Detention:** Assigned after school service, which is done for 30 minutes to 1 hour and is supervised by staff.

**In-School Suspension (ISS):** The student spends the school day in a classroom with no contact with other students supervised by staff. Lunch is eaten in the room.

**Short Term Suspension (STS):** Student is barred from attending school or school sponsored activities for up to 10 school days.

**Long Term Suspension (LTS) or Expulsion (E):** Student is barred from attending school or school sponsored activities for a defined number of days beyond 10 days.

**Emergency Expulsion:** A school may immediately remove a student from the student's current school placement, subject to the following requirement if the school has sufficient cause to believe that the student's presence poses: (a) An immediate and continuing danger to other students or school personnel; or (b) An immediate and continuing threat of material and substantial disruption of the educational process.

## MISCELLANEOUS

### Follow us on Social Media

We find that one of the most efficient ways to communicate up-to-date information to students and families is via our social media pages.

### Sign up for School Messenger Alerts

Another great way to make sure you receive information from the school is to sign up for School Messenger Alerts via PowerSchool. Log into PowerSchool using your child's assigned ID and password and click the School Messenger link on the left side menu. Click on the Contacts tab at the top of the page and then click Edit on the right-hand side of the screen. Choose if you want to receive alerts by phone, email or text/SMS, and click Save at the bottom. Please make sure that your contact information – address, phone number and email– is correct. Any problems? Call our office at 509-222-7100 and we’d be happy to help you. Or you can check our instructions [here](#).





# **IT'S OKAY TO ASK FOR HELP**

**Resources below are available 24-7**

**Benton County Crisis Response**

509-783-0500

**National Suicide Prevention Hotline**

800-273-8255

**Support, Advocacy, and Resource Center**

(crisis line) 509-374-5391

**LGBT National Help Center**

888-843-4564

**Trans Lifeline**

(transgender friendly services) 877-565-8860

**Trevor Lifeline**

(LGBTQ friendly services) 866-488-7386

**National Sexual Assault Hotline**

800-656-4673

**Girl's & Boy's Town**

(abuse, anger, school, chemical dependency, relationships, depression) 800-448-3000

Visit <https://kennewick.ksd.org/> for a more extensive list of resources available in our community

## **Trusted Adults**

We encourage our students to identify at least one adult staff member that they can trust. What does this mean? To trust someone means feeling safe or comfortable talking, acting or being oneself around him/her. It means that you can go to them when you need something. Here are a few familiar faces at KHS...

### **Success Coordinators**

Available to help students with their homework, provide extra help on assignments, monitor grades, and more!



Mrs. Bayless



Mrs. Davis



Mrs. Giesa



Ms. Schab

### **Counselors**

Assist with registration, planning for after high school, bullying, peer issues, relationships, family concerns, substance abuse concerns, and eating disorders



Mrs. Cushing



Mr. Machart



Ms. Payson



Ms. Sanchez

### **Security and School Resource Officer**

Security and Officer Rosane are available to take reports of theft, bullying, peer mediation, general safety concerns, and more. Officer Rosane also provides students with community connections and assist with classroom information on various topics.



Kyle Edwards



Justin Togiai



Officer Perkins

### Administrators

Administrators handle discipline, attendance, new students, student transfers, athletics, activities, assemblies, facilities, work permits, and more.



Mr. King  
Principal



Mr. Estes  
Assistant Principal



Mrs. Harris  
Assistant Principal/  
Athletic Director



Ms. Monroe  
Assistant Principal



Ms. Wood  
Assistant Principal

### Non-Discrimination Policy

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

Civil Rights & Equity: Dr. Douglas Christensen - (509) 222-5010 ([doug.christensen@ksd.org](mailto:doug.christensen@ksd.org))

Section 504, Title IX: Brian Leavitt - (509) 222-5003 ([brian.leavitt@ksd.org](mailto:brian.leavitt@ksd.org))

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 the district's nondiscrimination policy and procedure, contact your school or the district office: Kennewick School District 1000 W. 4th Ave Kennewick, WA 99336 or view at: [ksd.org](http://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.

### File a Complaint of Discrimination with Your School District

Anyone can file a formal complaint that alleges discrimination in a Washington State public school — based on a protected class. Anyone could include parents, students, teachers, administrators, and advocates. We encourage you to follow the

complaint procedure closely. If you have questions, go directly to your district or and ask for the information you need to move forward.

#### STEP 1 WRITE OUT AND SEND YOUR COMPLAINT

- Describe the conduct or incident. Use facts: what, who and when
- Explain why you believe discrimination has taken place
- 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 an appeal, and to whom it must be 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.

#### **Attendance Matters**

Dear Parent/Guardian,

This year, Kennewick High School is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

#### **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.



- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact our attendance office at 509-222-5140 (grades 9-10) or 509-222-5207 (grades 11-12). Additional procedures and/or policies are listed on pages 11-13 in this handbook.

### **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. Please see page 22 in this handbook for a list of our Trusted Adults. 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. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are 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 requires an assessment to determine how to best meet the needs of your student and reduce absenteeism if they are in middle or high school.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. 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 will be automatically stayed and your student and family may be referred to a Community Truancy Board or other coordinated means of intervention. The KSD has established a Community Truancy Board that your student may be referred to. If your student continues to be truant, you may need to go to court.

At Kennewick High School, we have established rules on attendance that will help you ensure your student is attending regularly. These rules and procedures are described in detail beginning on page 11 in this handbook.

### **WHAT YOU CAN DO**



- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Sincerely,

Ron King, Principal