

Kennewick High School

Student Handbook

Understanding Employment at Fauget Company



Be Here -- Participate -- Earn & Show Respect

2024-2025

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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
Brandon Leander	School Resource Officer
Kyle Edwards	Security
Justin Togia	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 2028 Counselor
Ana Navarro	Learning Facilitator
Estrella Aguilar	Migrant Graduation Specialist
Esmeralda Lopez	Migrant Graduation Specialist
Brisa Vasquez	Multilingual Facilitator
Debbie Bayless	Success Coordinator
Robyn Davis	Success Coordinator
TBD	Success Coordinator
Jennille Schab	Success Coordinator
Rachel Roberts	Gear-Up
Yesenia Madrigal	Counseling Secretary
Robin Kurtz	Registrar
Gloria Gonzales	Data Processor
TBD	Career Center Specialist

Attendance Office

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

Main Office

Kyla Goble	Principal's Secretary
Noemi Velazquez	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 Tippett
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	Sedale Garcia
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	Robbie Fiocchi
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	Mariah Julson
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
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.

2024-25 ASB Officers

President	Faith Slagle
Vice President	Bella Engel
Secretary	Phoebe Bland
Treasurer	Taneah Shepherd
Publicity Announcer	Layla Suarez
Publicity Manager	Railey Lamb
Multicultural Representative	Layla Suarez
ASB Advisor	Bradyn Leyde

Senior Class (Class of 2025) Officers

President	Amelia Bake
Vice President	Brooklynn Estes
Secretary	Holly Moore
Treasurer	Alethea Lowrance
Delegates	Elijah Hallett, TBD, TBD
Class Advisor	Lindsay Long

Junior Class (Class of 2026) Officers

President	Erika Donis
Vice President	Dave Gonzales
Secretary/Treasurer	TBD
Delegates	TBD
Class Advisor.....	TBD

Sophomore Class (Class of 2027) Officers

President.....	Kaden Clawson
Vice President	Teagan O'Brien
Secretary/Treasurer	TBD
Class Advisor.....	Jennifer Gunter

Freshman Class (Class of 2028) Officers

President	TBD
Vice President	TBD
Secretary/Treasurer.....	TBD
Delegates	TBD
Class Advisor	Robyn Davis

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

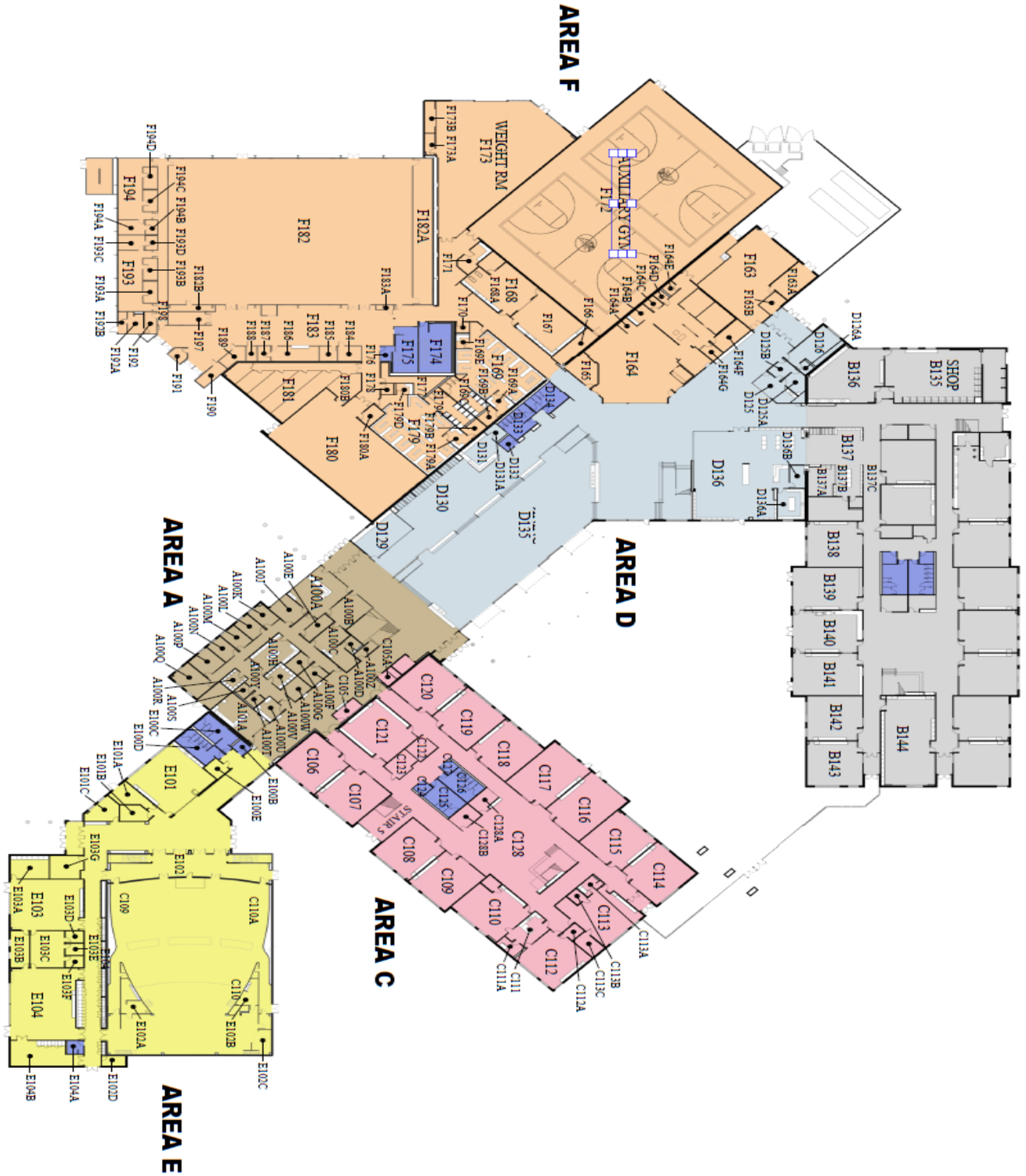
Lunch & Breakfast Prices

All KHS students receive free breakfast and lunch.

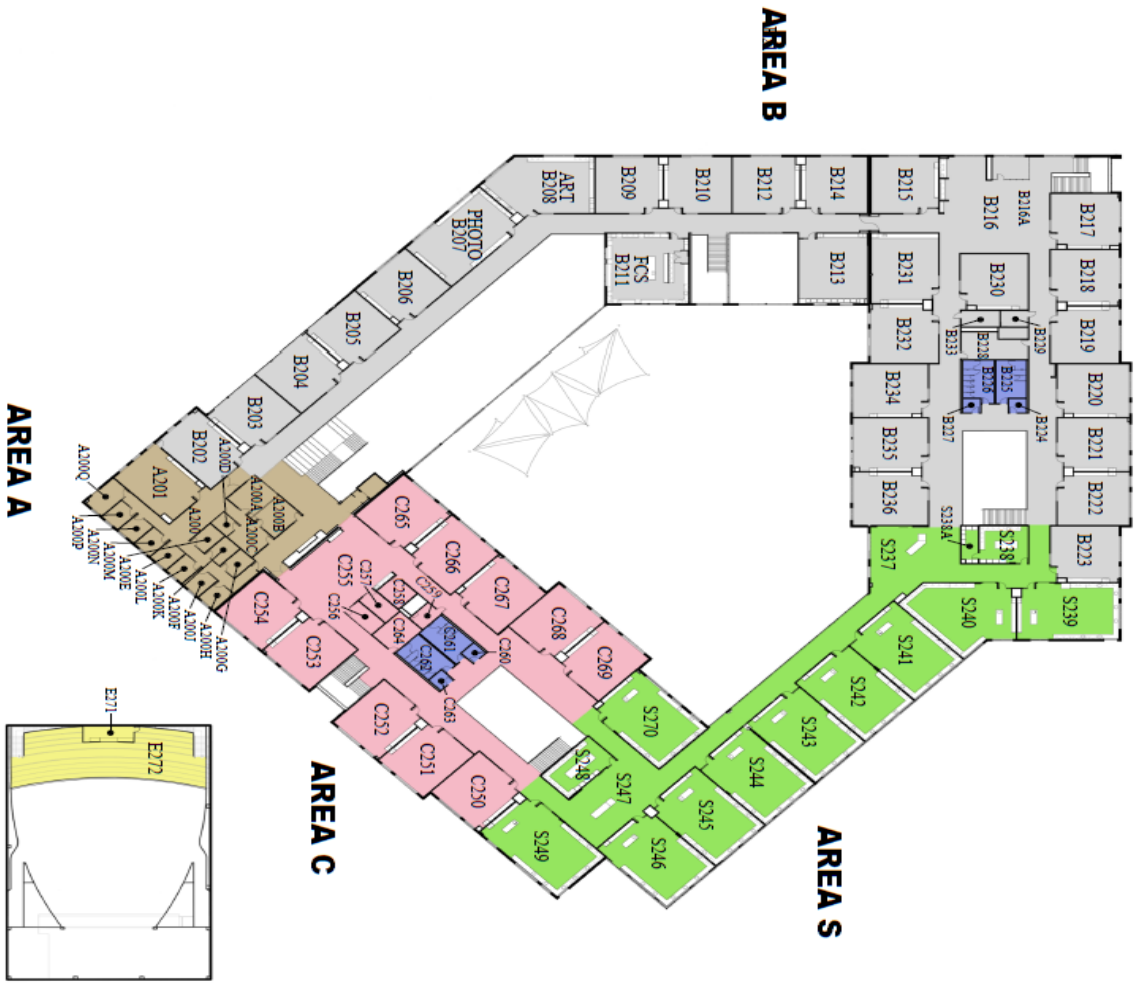
Adult Lunch (with milk)	\$ 5.25
Adult Breakfast	\$ 3.25

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 specialists 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 at least twice – once in the fall and again 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 2024 - 2025

SBAC ELA and Math November

Dates for Higher Education-Related Tests

We encourage students to visit our Career Center if they plan to take ACT/SAT exams. They are available to assist with the registration process.

<i>ACT Test Date</i>	<i>Registration Deadline</i>
September 14, 2024	August 9, 2024
October 26, 2024.....	September 20, 2024
December 14, 2024.....	November 8, 2024
February 8, 2025.....	January 3, 2025
April 5, 2025.....	February 28, 2025
June 14, 2025.....	May 9, 2025
July 12, 2025.....	June 6, 2025

<i>SAT Test Date</i>	<i>Registration Deadline</i>
October 5, 2024	September 20, 2024
November 2, 2024.....	October 18, 2024
December 7, 2024.....	November 22, 2024
March 8, 2025.....	February 21, 2025
May 3, 2025	April 18, 2025
June 7, 2025.....	May 22, 2025

PSAT Test Date

October 12, 2024 at Kennewick High -- All Juniors will be tested for free. Sophomores/freshmen may participate if space is available. Please refer to the Scholastic Assessment Test website at www.collegeboard.com for more information.

CALENDAR INFORMATION

The KSD 2024-2025 Calendar can be found on the KSD Website or by clicking [here](#). A summary of key dates is below.

Early Release/No School Days 2024-2025

September 2, 2024.....	No School, Labor Day
September 11, 2024	10:30 AM Early Release - Building Staff Development
September 20, 2024	No School - District Professional Day
October 2, 2024	10:30 AM Early Release - Building Staff Development
October 18, 2024	No School - District Professional Day
October 30, 2024	10:30 AM Early Release - Building Staff Development
November 11, 2024	No School - Veteran’s Day
November 25, 2024.....	No School - Conferences
November 27, 2024	10:30 AM Early Release – Thanksgiving Break
November 28-29, 2024	No School - Thanksgiving Break
December 4, 2024.....	10:30 AM Early Release - Building Staff Development
December 23 -January 3, 2025	No School - Winter Break
January 15, 2025.....	10:30 AM Early Release - Building Staff Development
January 20, 2025.....	No School - MLK Jr. Day
January 22-24, 2025.....	1:10 PM Early Release - Semester Finals
February 5, 2025.....	10:30 AM Early Release - Building Staff Development
February 14, 2025.....	10:30 AM Early Release - Building Staff Development
February 17, 2025.....	No School - President’s Day
February 28, 2025.....	No School – District professional Day
March 5, 2025.....	10:30 AM Early Release – Building Staff Development
March 17, 2025.....	No School - Snow Make Up Day #1 (If Needed)
March 22, 2024.....	No School - District Professional Day
March 19, 2025.....	10:30 AM Early Release - Building Staff Development
March 31 – April 4, 2025.....	No School – Spring Break
May 7, 2025	10:30 AM Early Release - Building Staff Development
May 23, 2025	No School - Snow Make Up Day #2 (If Needed)
May 26, 2025	No School - Memorial Day
June 10-12, 2025.....	1:10 PM Early Release - Semester 2 Finals
June 12, 2025.....	10:30 AM Early Release - Semester 2 Finals - Last Day of School

Other Notable Dates

September 4, 2024	Picture Day
September 12, 2024	Last Day to Add/Drop a Class for Credit
October 12, 2024.....	PSAT For All Juniors and Self-Select Sophomores/Freshmen
October 6, 2024.....	Retake Picture Day
December 6, 2024	Last Day to Submit Senior Portraits to Yearbook
June 7, 2025.....	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. 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 ([WAC 392-401-015](#)):
 - Not physically present on school grounds; and
 - 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.

Absences due to the following reasons are excused:

- A. Physical health or mental health symptoms. Illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health);
- B. Family emergency, including but not limited to a death or illness in the family;
- C. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- D. Court, judicial proceeding, court ordered activity, or jury service;
- E. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- F. State-recognized search and rescue activities consistent with [RCW 28A.225.055](#);
- G. Absence directly related to the student’s homeless or foster care/dependency status;
- H. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with [RCW 28A.705.010](#);
- I. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to Chapter [392-400-WAC](#) if the student is not receiving education services and is not enrolled in qualifying “course of study” activities as defined in [WAC 392-121-107](#);
- J. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- K. Absences due to a student’s migrant status; and
- L. 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.

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.

- 2) 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.

The Importance of Good Attendance/Consequences for excessive attendances

Consistent attendance is vital to the success of all students at Kennewick High School. School data shows that students who miss classes 12 or fewer times in a semester are much more likely to earn credit, stay on track for graduation, and achieve high test scores. The data also shows that students who are absent more than 12 times from a class are 6 times more likely to fail their classes with an F grade. Learning and grades are directly impacted by daily attendance.

Parents are strongly encouraged to make the attendance of their children a priority and should consult PowerSchool's Parent Portal on a routine basis to monitor attendance. Parents should contact their child's school counselor or one of the school's administrators if they need support in creating a successful attendance pattern for their child.

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

Per Kennewick School District [Policy 3308](#), cell phone use in the classroom is strictly prohibited unless students are given direct permission to use them as part of the lesson.

Kennewick High School's expectation for student use of Personal Electronic Devices:

It is our intent that students be fully engaged in learning throughout the day. The goal of our Personal Electronic Device policy is to increase student engagement in the classroom and create a culture of respect for learning. All classrooms at KHS have a default "No Personal Electronic Devices" policy in place. Personal electronics should be turned off, or on silent mode, and should not be visible at any time during class unless given explicit permission by the teacher for the daily lesson. Personal electronic devices are allowed before and after school, at lunch and in between class periods.

Personal Electronic Devices are not allowed to be used in classrooms. Before entering the classroom, all personal electronic devices are to be "put away" and not to be seen or heard. Personal Electronic Devices include, but are not limited to, cellular phones, earbuds, etc...

Discipline progression for not meeting Personal Electronic Device expectations:

It is the responsibility of all students to comply with the Personal Electronic Device policy. Teachers do not need to give Personal Electronic Device warnings.

When Personal Electronic Devices are seen out in class—for any reason— without explicit permission...

- **1st incident:** The student is requested to "give up" their device, fill out a "Personal Electronic Device Form" and place the device and form in an envelope". The student picks up their *device* after school from their teacher. ****The student is encouraged to text/call their parents to inform them that they will not have access to their phone until 2:20 pm.*
- **2nd incident:** The student is requested to "give up" their device, fill out a "Personal Electronic Device Form" and place the device and form in an envelope". The student picks up their device after school from their teacher. **Parent Contact (Parent Square or phone call home) is made by the teacher.** ***The student is encouraged to text/call their parents to inform them that they will not have access to their phone until 2:20 pm and that the next incident will result in the parents having to pick up the phone from the office.*
- **3rd incident:** The student is requested to report to the attendance office with their device and a "Personal Electronic Device Form". The student "gives up" their device, and form, to the office staff. Parents are contacted. Parents **MUST** pick up the device after school.
- *****4th/+ incident:** The student is requested to report to the attendance office with their device and a "Personal Electronic Device Form". The student receives a referral for "Failure to Cooperate" and must meet with their administrator. Parents are contacted by the administrator. Parents **MUST** pick up the device after school. Additional disciplinary action will be determined by the administrator based on Kennewick School District's Discipline Matrix. The student will not return to class for the remainder of the period, unless it is requested by the teacher.

**** Any student that refuses to "give up" their device will immediately move to "4th incident".*

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 exchange 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 discipline.

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

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons, that is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics, when the act is intended to result in any of the following:

[Our Schools Protect Students from Harassment, Intimidation, and Bullying \(HIB\)](#)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB <https://www.ksd.org/report> but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer BJ Wilson, bj.wilson@ksd.org, 509-222-6534 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's <https://www.ksd.org/about/policies-procedures> or the district's *HIB Policy 3207* and *Procedure 3207P*.

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.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3207](#) and Procedure [3207P](#), visit <https://www.ksd.org/about/policies-procedures>.

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

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Tom Brillhart, Civil Rights Coordinator, thomas.brillhart@ksd.org, 509-222-5000

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about disability discrimination:

Section 504 Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to The School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3206P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov

- Phone: 800-421-3481

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 locker 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.

Discipline

Kennewick High School follows [KSD Regulation 3300.R3](#). 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.

Parent/Student Square

To sign up for parent or student square, please click [here](#).

A black rectangular box containing social media and website information. On the right side, the text "FOLLOW US" is written vertically in orange. On the left side, there are four rows of icons and text: a Twitter icon with "@ksdkennewick (general)" and "@kennewick_lions (athletics)"; a Facebook icon with "@kennewickhighschool"; an Instagram icon with "@kennewickhighschool"; and a website icon with "kennewick.ksd.org (general)" and "kennewicklions.com (athletics)".



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

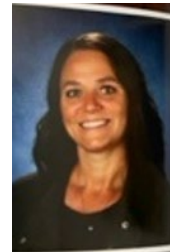
Available to help students with their homework, provide extra help on assignments, monitor grades, and more!



Mrs. Bayless



Mrs. Davis



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 (SRO)

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



Officer Leander



Mr. Edwards



Mr. Togjai

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

Sexual Harassment KSD Policy #5013

It is a violation of this policy to knowingly report false allegations of sexual harassment. People found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

[Our Schools Protect Students from Harassment, Intimidation, and Bullying \(HIB\)](#)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

[What is HIB?](#)

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

[How can I make a report or complaint about HIB?](#)

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy and Procedure, visit www.ksd.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy and Procedure, visit www.ksd.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dr. Tom Brillhart - (509) 222-5010 (tom.brillhart@ksd.org)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: BJ Wilson - (509) 222-6534 (bj.wilson@ksd.org)

Concerns about disability discrimination:

Section 504 Coordinator: BJ Wilson - (509) 222-6534 (bj.wilson@ksd.org)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: BJ Wilson - (509) 222-6534 (bj.wilson@ksd.org)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit

<https://www.ksd.org/about/policies-procedures>.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 25.

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