



# KENNEWICK HIGH SCHOOL

## 2013-2014

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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.

**CLASS SCHEDULE**

	1 <sup>st</sup> Semester			2 <sup>nd</sup> Semester		
Per	Course	Teacher	Rm	Course	Teacher	Rm
0						
1						
2						
3						
4						
5						
6						
7/8						

**IMPORTANT PHONE NUMBERS**

KHS Main/General .....	222-7100
Principal's Office.....	222-6539
Principal's Office FAX.....	222-7101
Assistant Principal's Offices.....	222-7105, 222-7106, 222-7107
Activities/Athletics Office.....	222-5314
Attendance Office.....	222-7108
Career Center.....	222-5240
Counseling Office.....	222-6576
IB Coordinator's Office.....	222-6382
Nurse's Office.....	222-7103
School Resource Officer.....	222-7119
Security Office.....	222-6741, 222-6788

## KENNEWICK HIGH SCHOOL STAFF

### Administration & Security

Van Cummings.....	Principal
Ron King.....	Assistant Principal
Ronny Coleman.....	Assistant Principal
Ryan Rettig.....	Assistant Principal
James Canada.....	School Resource Officer
Becky Detloff.....	Security
Marlene Howell.....	Security

### Counselors

Aaron Machart.....	All 9 <sup>th</sup> grade students
Marie Colvin.....	A – G students
Wendy Dammarell.....	H - O students
Donna Brown.....	P – Z students
Wendy Dammarell.....	All Running Start students
Aaron Machart.....	All Tri-Tech students
Estrella Aguilar.....	Bilingual Advocate

### Office Staff

Lee Daubert.....	Principal's Secretary
Lynette Low.....	Assistant Principal's Secretary
Mary McDowell.....	ASB Secretary
Kelly Crofford.....	Athletics/Activities
Evoria Beasley.....	Counseling Secretary/Registrar
Robin Kurtz.....	Registrar/Counseling Secretary
Janell Johnson.....	Data Processing
Karen Suhr.....	Career Center
Jan Brinson-Wagner.....	Discipline/Attendance
Rebecca Garcia.....	Attendance
Tracy Palmer.....	Discipline/Attendance
MaryJo Wilkins.....	School Nurse
Laura Jepsen.....	Success Coordinator
Robyn Davis.....	Underclassman Academic Specialist

### Library Staff

Corey Nelson.....	Librarian
Sue Tavares.....	Librarian
Patti Elder.....	Library Secretary
Connie Parr.....	Library Secretary

## ACTIVITIES AND ATHLETICS

## ASB Membership

Membership in the Associated Student Body 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 \$12. ASB cards are subject to revocation for violation of school and/or district rules and policies.

## Athletics and Activities

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 2 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 in practice for 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 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.

## Fall Sports & Activities

Cheer.....	Kate Weir-Kinion
Cross Country Boys'.....	Blake Stemp
Cross Country – Girls'.....	Katie Schwisow
Dance.....	Patti Elder
Diving.....	Mike Sandbeck
Football.....	Bill Templeton
Soccer – Girls'.....	Matt Kessie
Swimming.....	Micah Larsen
Volleyball.....	Julie Maciboba

## Winter Sports & Activities

Basketball – Boys'.....	Bradyn Leyde
Basketball – Girls'.....	Oliver Browning
Bowling – Girls'.....	Oscar Garnica
Cheer.....	Kate Weir-Kinion
Dance.....	Patti Elder
Wrestling.....	Dwane Sittler

## Spring Sports & Activities

Baseball.....	A.J. Marquardt
Softball.....	Patti Flora
Golf – Boys'.....	Darain Brown
Golf – Girls'.....	Jason Woods
Soccer – Boys'.....	Brian Gochoel
Tennis – Boys'.....	Ed Smith
Tennis – Girls'.....	Steve Buckingham
Track – Boys'.....	Ty Cronenwett
Track – Girls'.....	Charlie Hingston

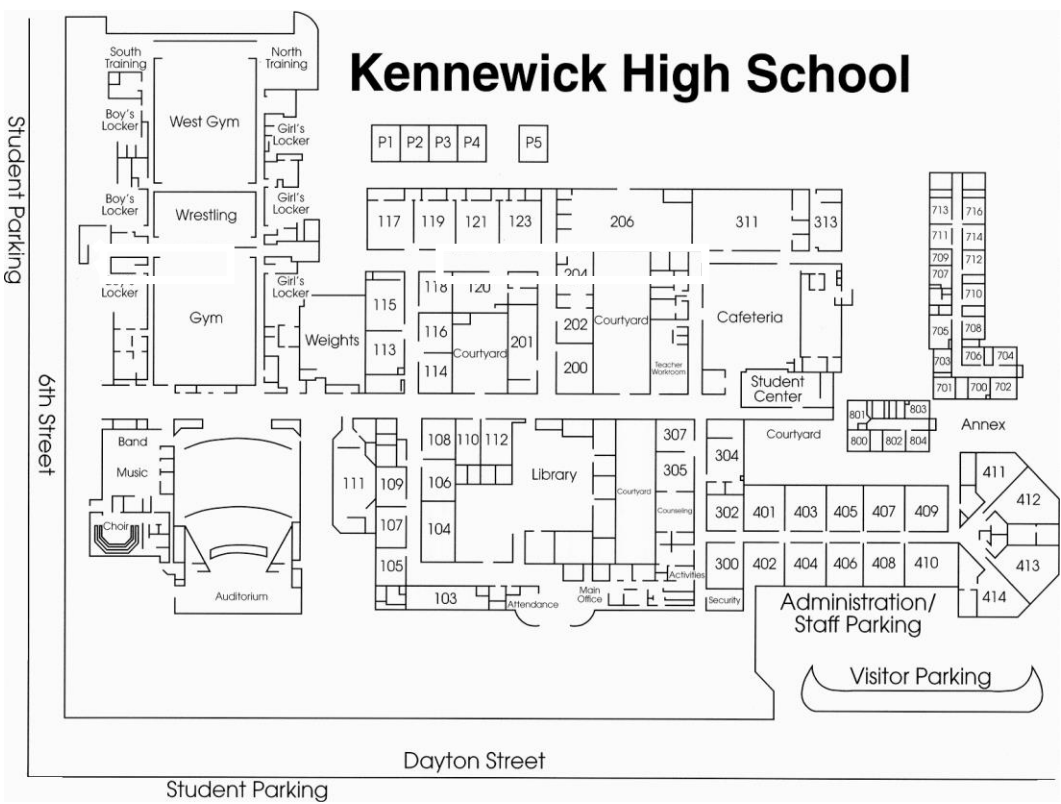
## Clubs, Organizations, and Advisors

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. 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/Student Leadership.....	Desiree Martinez
Art Club.....	Suzanne Ard
Sports' Medicine.....	Nathan Gladstone
Close Up.....	Tom Riel
Drama.....	TBD
FCCLA.....	Naomi Devers/Dana McAdams
FFA.....	Dan White
International Club.....	Teresa Urrego & Jane Giardino
Key Club.....	Oscar Garnica
Knowledge Bowl.....	Darain Brown/Bradyn Leyde
RTAC Robotics.....	Marc Long
Mock Trial.....	Madge Peterson
Music – Band.....	Brent Steinert
Music – Orchestra.....	Brent Steinert
Music – Vocal.....	Debi Eng
National Honor Society.....	Corrina Mejia
KTSA.....	Dave Giancola
Newspaper/Journalism.....	Rob Woodford
Science Bowl.....	Marianne Feller
Photography Club.....	Dennis Lupkes
DECA.....	Kami Smith
Web Page Design.....	Paul Thompson
Yearbook.....	Luke Clemmens



# Kennewick High School



## 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.

### 2013-14 ASB Officers

President.....Allison Kadinger  
Vice President..... Ethan Raebel  
Secretary.....Sarah Kohan  
Treasurer.....Jordan Clizer  
Publicity Announcer..... Alex Vetrano  
Publicity Manager.....Cedric Hines  
Multicultural Representative.....Yennifer Guzman  
ASB Advisor.....Desiree Martinez

### Senior Class (Class of 2014) Officers

President..... Ray Porter  
Vice President.....David Zilar  
Secretary-Treasurer.....Stephanie Buckingham  
Delegates.....Abby Cole, Alaena Sharp, Mariah (Patty) Mendoza  
Class Advisor.....Corie Schorer

### Junior Class (Class of 2015) Officers

President..... Caleb Davis  
Vice President.....Yeime Meraz  
Secretary-Treasurer.....Hannah Blank  
Delegates.....Cassandra Contreras, Itzel Trejo, Celeste Olivera, Aubrey Branham, Alondra Rodriguez  
Class Advisor.....Reba Berry

### Sophomore Class (Class of 2016) Officers

President.....Stephen Waggonner  
Vice President.....David Kohan  
Secretary-Treasurer.....Sherlyn Jimenez  
Delegates.....Veronica Sandoval, Luis Zamarripa  
Class Advisor.....Caitlin Almaguer

### Freshman Class (Class of 2017) Officers

President.....TBD  
Vice President.....TBD  
Secretary-Treasurer.....TBD  
Delegates.....TBD  
Class Advisor.....Geri Taylor-Julian

## Littering

(By Morgan Styron, Class of 2012)

Students are expected to clean up after themselves to help keep the school clean and litter-free. Trash, food wrappers, paper, beverage containers, and unwanted items are to be placed in the nearest trash/recycle receptacles. Most school litter is the result of student apathy. Be a leader and help keep the school looking great. Solution: If you eat outside, be sure the trash is put in a receptacle; if you see litter, pick it up and encourage others to do their part.

## Activity Conduct

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.

### ASB Fees

ASB Card (Regular).....	\$35.00
ASB Card (Free & Reduced Lunch).....	\$12.00
ASB Card (Regular - Spring Semester Transfer students only).....	\$23.00
ASB Card (Free & Reduced Lunch - Spring Semester only).....	\$8.00
Athletic User Fee per Sport (Regular).....	\$40.00
Athletic User Fee per Sport (Free & Reduced Lunch).....	\$13.00
Yearbook.....	(if purchased prior to Jan. 1) \$50.00/\$55.00 after
Parking Permit.....	\$10.00
Parking Tickets (paid within 2 school days of issuance).....	\$10.00
Parking Tickets (paid more than 2 school days after issuance).....	\$20.00



### LUNCH & BREAKFAST PRICES (2013-14)

Lunch .....	\$2.75
Reduced-price Lunch.....	\$0.40 *
Breakfast.....	\$1.50
Reduced price Breakfast .....	\$0.00 *
Milk.....	\$0.55
Adult Lunch (with milk).....	\$3.50
Adult Breakfast.....	\$2.25

\* Forms to request Free/Reduced Lunch status are available from the school cafeteria personnel. Completed forms must be returned there.

**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.

## 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. There are specific career program activities that all students participate in during the school year. A detailed list of the career educational units and career guidance activities offered through the Counseling Department is available in the Career Center. The career curriculum is designed to assist students in preparing for the future demands of a changing workplace. Career exploration allows students to assess information, organize it, and use it to learn about careers.

### 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 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, Twila Wood, can be contacted by telephone at 222-6382 or by email at [twila.wood@ksd.org](mailto:twila.wood@ksd.org).

#### International Baccalaureate Examinations – May 2013

May 5, 2014	A.M.	English A Lit HL – P 1
May 6, 2014	P.M.	English A Lit HL – P 2
May 7, 2014	A.M.	Physics SL – P 1 & 2
May 8, 2014	P.M.	Physics SL – P 3
May 13, 2014	P.M.	Mathematics SL and Math Studies SL – P 1
May 14, 2014	A.M.	Mathematics SL and Math Studies SL – P 2
	P.M.	History HL – P 1 & 2
May 15, 2014	A.M.	History HL – P 3
May 16, 2014	P.M.	Computer Science HL & SL – P 1
May 19, 2014	A.M.	Computer Science HL & SL – P 2
	P.M.	Computer Science HL – P 3
	P.M.	Chemistry HL & SL – P 1 & 2
May 20, 2014	A.M.	Chemistry HL & SL – P 3
May 21, 2014	A.M.	French B HL & SL – P 1 & 2
May 23, 2014	A.M.	Spanish B HL & SL – P 1 & 2

## 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.

**The High School Proficiency Exam (HSPE)** is the state’s competency test given to 10<sup>th</sup> grade students initially during the spring. It measures skill levels in reading and writing. Retake opportunities are available for those portions not passed, and there are a multitude of optional pathways to show competency for graduation. For students who are in the classes of 2013 and beyond, passage of reading and writing portions of the HSPE are a graduation requirement. Math state assessment is an End of Course test in algebra and geometry. The End of Course exam for science is biology. All state assessments must be passed in order to graduate. Reading, writing, math and biology proficiency can be demonstrated by satisfactorily completing a Collection of Evidence and other pathways.

## HSPE Dates 2014

Writing.....	March 17,18
Reading.....	March 19
Biology End of Course Exam.....	May
Algebra and geometry End of Course Exams.....	May

## Dates for Higher Education-Related Tests

**ACT:** [www.actstudent.org](http://www.actstudent.org), KHS code: 480525 (\$36.50)

Test Date

September 21, 2013  
 October 26, 2013  
 December 14, 2013  
 February 8, 2014  
 April 12, 2014  
 June 14, 2014

Registration Deadline

August 23, 2013  
 September 27, 2013  
 November 8, 2013  
 January 10, 2014  
 March 7, 2014  
 May 9, 2014

See the American College Test website ([www.act.org](http://www.act.org)) for more information.

SAT Testing Dates (\$51)

October 5, 2013  
 November 2, 2013  
 December 7, 2013  
 January 25, 2014  
 March 8, 2014  
 May 3, 2014  
 June 7, 2014

Registration Deadline

September 6, 2013  
 October 3, 2013  
 November 8, 2013  
 December 27, 2013  
 February 7, 2014  
 April 4, 2014  
 May 9, 2014

**PSAT:** October 16, 2013 – Kennewick High - **All Juniors** will be tested – free of cost. Sophomores/freshmen may register to take the test. Please refer to the Scholastic Assessment Test website at [www.collegeboard.com](http://www.collegeboard.com) for more information and to register if you are **not a junior**.

**PSAT / NMSQT Exam** (Preliminary SAT / National Merit Scholarship Qualifying Test): October 16, 2013, at KeHS .

## Registration and Credits

Students register once a year for classes that will be taken the next school year. Students will be required to develop a High School and Beyond Plan (HSBP) during the freshman year. The HSBP is used to map out the courses students plan to take at KHS. Consultation with parents, teachers, and counselors are integral steps to this process. Students are required by Kennewick School District policy to take five classes (2.5 credits) each semester and are encouraged to take six. Upon approval, students may take fewer than five classes each semester. Graduation from Kennewick High requires a total of 21.0 earned credits in the following subject areas:

• English .....	4.0 credits
• Mathematics .....	3.0 credits
• Social Studies <sup>1</sup> .....	3.0 credits
• Science (1.0 lab science).....	2.0 credits
• Occupational Education.....	1.0 credits
• Arts (Fine, Performing, Visual).....	1.0 credits
• Physical Education .....	1.5 credits
• Health.....	0.5 credit
• Computer Competency .....	0.0 credit
• Culminating Project .....	0.0 credit
• Electives.....	5.0 credits
<b>TOTAL CREDITS.....</b>	<b>21.0 credits</b>
<sup>1</sup> Washington State History (middle school)	0.0 credit

## Waivers of Graduation Requirements

Graduation requirements may be waived through the policies and procedures provided in the Revised Code of Washington (RCW), Washington Administrative Code (WAC), and Kennewick School Board Policy. State-mandated graduation requirements cannot be waived. To request the waiver of a graduation requirement, a student must complete and submit to the Counseling Office a Waiver Request Form during the spring semester of the student's junior (3<sup>rd</sup>) year of high school. The form, which identifies the procedures and criteria to be followed, is available in the KHS counseling department.

### PE Waivers

A student requesting to waive the graduation requirement for Physical Education Fitness under the "other good cause" language of RCW 28A.230.050 and WAC 180-51-061 must demonstrate competency in the physical fitness, cognitive knowledge, and physical skills portions of the Fitness Class requirement. Students must pass a physical test that demonstrates an appropriate level of fitness for the age and gender of the student. Students must also pass the written cognitive knowledge portion of the Fitness Class requirement demonstrating knowledge of the Washington State Grade Level Expectations (GLE'S) in Fitness. Students wishing to pursue approval of the waiver process would fall under the guidelines below:

- A student would complete a *HS and Beyond Plan* beginning in his/her freshmen year, indicating an academic need to participate in the PE waiver process.
- A student may only waive .5 credit of PE per school year. A student must test each school year (9<sup>th</sup> – 11<sup>th</sup>) to attempt to achieve a .5 credit waiver of PE.
- A student must have completed all PE waivers prior to the end of the junior year. No waivers will be allowed during the senior year. Students will need to take PE during their senior year if they have not met the PE requirement via earning credits or securing waivers. Principals – with the approval of the Assistant Superintendent of Secondary Education – could grant exceptions in unique situations.
- A student wanting to waive PE needs to demonstrate competence in both the cognitive and physical aspects of PE.
- The PE waiver opportunity will be made available at least three (3) times per school year, (October, December, and May). Students may participate in the waiver opportunity more than one time in a school year.
- PE teachers will administer the waiver opportunity.
- The KSD and KeHS websites have information, study guides, and dates of assessments.

## Grading Scale & Credits Earned

<u>Grade</u>	<u>GPA Points</u>	<u>Credit</u>	<u>Percentage Scale</u>
A	4.0	Yes	93-100%
A -	3.7	Yes	90-92%
B +	3.3	Yes	87-89%
B	3.0	Yes	84-86%
B -	2.7	Yes	80-83%
C +	2.3	Yes	77-79%
C	2.0	Yes	74-76%
C -	1.7	Yes	70-73%
D+	1.3	Yes	67-69%
D	1.0	Yes	60-66%
F	0.0	No	59%
S (Satisfactory)	---	Yes	

U (Unsatisfactory) ---  
NC (No Credit) ---

No  
No

## Semester Honor Roll

To qualify for the Kennewick High School Semester Honor Roll, a student must receive passing grades in a sufficient number of courses to have earned 2.0 or more credits for the semester, received a semester grade point average of 3.0 or higher; and to have not received any disqualifying semester grade (F, U, NC, I) in any course taken during the semester. The Kennewick High School Semester Honor Roll is calculated and published following the conclusion of each semester of the school year.

## Valedictorian & Salutatorian Selection

The Valedictorian shall be selected according to district policy based on the highest GPA including regular classes and at least 5 advanced honors, and/or IB classes. Opting to take an advanced course for pass/fail or NC will automatically disqualify the student for consideration. The Salutatorian shall be selected following the same guidelines but is identified as the student with the second highest GPA. Selection will be made in April. Students must earn at least 10 credits from KeHS and must be in attendance the senior year. The students will have to pass all components of the HSPE, End of Course Exams and complete the graduation requirements set by the KSD.

## Report Cards and Progress Reports

Computerized report cards are issued to every student. Progress Reports are mailed home every six weeks. The Six Week and Twelve Week reports indicate how a student is doing but are not included on the transcript. Only the First and Second **Semester** grades are recorded on transcripts and are counted for GPA and credit purposes. Teachers will contact parents during the semester if a student is failing, and specifically at the fifteenth week of the semester. Parents and students are encouraged to utilize the District's Parent Portal website (accessible at [ps.ksd.org/public](http://ps.ksd.org/public)) to review the student's academic progress and attendance in his/her classes. Teachers may be contacted via telephone or email. Their email addresses can be found at the KeHS web site: [www.kehs.ksd.org](http://www.kehs.ksd.org).

## Requests to Change Class Schedule/Teacher

Students must follow the course schedules given to them by school officials. A request to transfer a student from one class to another or from one teacher to another may be made by a student and parent, teacher, or administrator. The justification for making a change to a student's schedule must be substantial. Schedule change requests are considered for reasons such as class-overload, individual student needs, or special program placement, i.e. Special Services, ESL, or supplemental enrichment courses. Parent/student requests for transfer must be expressed in writing by obtaining a transfer request form from the KeHS Counseling Office, completing the form, and returning it to the Counseling Office. Requests for transfer stemming from issues or conflicts between students and teachers will be submitted by the KeHS Counseling Office to the teacher's supervising administrator for processing. It is imperative that students follow their original schedules until notified by the Counseling Office of the approved change and presented with an updated schedule. Without proper notification and permission for a new schedule, a student's grade and attendance may be seriously affected.

## 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.



If you knew someone was going to hurt you or your friends, wouldn't you want to tell someone you trusted?

Take care of yourself and your friends!

Tell your parents, a teacher, a counselor, security, school resource officer, or the police.

586-TIPS/586-8477 or 1-888-571-6566



## KENNEWICK SCHOOL DISTRICT ATTENDANCE POLICY

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

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:

### Excused Absences

1. Absences due to illness or a health condition, school-approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspensions shall be excused. In addition, the principal/designee may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.
2. A student needs an excused/unexcused absence slip from the office for verification for the teacher.
3. If an absence is excused, the student shall be permitted to make up all missed assignments and participation points outside of class under reasonable conditions and time limits established by the teacher(s).
4. An excused absence shall be certified by the parent in writing or by the school authority responsible for the absence.
5. As a means of instilling values of responsibility and personal accountability, a student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
  - a) The student's attendance and participation is related to the instructional objectives or goals of the particular subject or course, and
  - b) The student's attendance and/or participation has been identified by the teacher pursuant to school district policy as a basis for grading, in whole or in part, in the particular subject or course.
  - c) Students with excused absences are allowed to make-up participation points.

### Unexcused Absences

1. 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. A conference with the parent or guardian shall be held after two unexcused absences (equivalent of two school days) within any month during the current school year. Unexcused absences not cleared by parent/guardian within 48 hours become truanies. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences and/or truanies.
2. A conference shall be scheduled to determine what corrective measures should be taken to remedy the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.
3. No later than the student's fifth 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.
4. 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.
5. Students who are court ordered to return to school may be placed in an alternative learning setting until the next appropriate re-entry point to the regular school setting.
6. 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.

### Tardies

1. Students will be considered tardy if they are not in the classroom when the tardy bell rings.
2. **Students who are tardy more than five times in a semester shall be subject to school discipline. Tardies accumulate from all classes.**

3. If a student is late more than *FIFTEEN MINUTES* without an excused note from a staff member, he/she will receive an UNEXCUSED absence.

### **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 loss of credit as described in this section.

Parents will be notified of their student's absences on the fifth, eighth, and twelfth absence.

After the 12<sup>th</sup> non-school-related absence in a semester, the high school student will be notified absence to determine whether an attendance contract is appropriate.

In addition to the contract, and after the 12<sup>th</sup> non-school-related absence per semester in a given class, the classroom teacher, at his or her discretion, may forward to the building administration a notice of referral for denial of class credit. The classroom teacher, at his or her discretion, may thereafter rescind said notice, or having rescinded said notice, reinstate it any time for attendance and classroom work related behavior together with a brief explanation thereof, until a week before the meeting of the building Attendance Committee.

The building Attendance Committee shall be formed by the building principal or designee and shall review all timely referrals for denial of credit within a week after the completion of each semester and recording of grades and attendance. An affected student and parent shall be given timely notice and may appear at such review. The Attendance Committee shall consider relevant facts that include:

- Total number of absences in this and other semester classes
- Pattern of absences in prior semesters
- Whether the non-school related absences were related to verified illness, emergencies within the family, and/or absences that have a significant family or educational related value (a mitigating factor)
- Whether the student has earned an A–through a C- in the course (a mitigating factor)
- Whether the student has earned a D+ or D in the course (a negative factor)
- Whether the student has voluntarily been involved in other mitigating factors developed by the high school

In the event of credit denial, the student and/or parents have the right to appeal to the building principal. In the event that the issue is still not resolved, the student and/or parents may appeal to the Assistant Superintendent of Secondary Education. In the event that this issue is still not resolved, the students and/or parents may appeal to the School Board following the procedure in Policy 3323-R2.

## **KENNEWICK SCHOOL DISTRICT CODE OF CONDUCT POLICY**

### **Rules of Conduct**

It is the intent of the Kennewick School District to provide a safe, productive, positive, and disruption-free classroom and learning environment. The following rules of conduct are to be observed while on school property and school bus stops during or immediately before or after school hours, at any time the school grounds are being used for a school activity or event, at lunch on and off campus and while attending school activities or events off the school grounds. Conduct violations are subject to corrective action or punishment.

- A. 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.
- B. 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.
- C. Criminal Acts:** A student engaged in any criminal act will be referred to the appropriate law enforcement officials.
- D. Cigarettes and other Tobacco Products:** Washington State law makes it illegal for students under the age of 18 to purchase, possess, or use tobacco products of any kind. Kennewick School District policy makes it an Alcohol and Other Drug Use/Abuse (AODA) offense for possession of tobacco products of any kind on school district property or at school sponsored activities by any student of any age. Violations will also be sent to the prosecuting attorney's office on a JCR (Juvenile Contact Report).
- E. 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).

- F. **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 may be expelled.
- G. **Lunch Off-Campus:** Appropriate behavior is expected when students leave campus for lunch. School rules and policies apply during lunch time.
- H. **Extortion:** A student shall not extort anything of value from a student.
- I. **False Accusations:** A student shall not intentionally make false accusations against staff or students.
- J. **Forgery:** A student shall not make or alter any school document used in connection with the operation of the school.
- K. **Fighting:** Students involved in a physical altercation where mutual or returned pushes, strikes, blows or grabs are exchange will be suspended. A student who chooses to hit back will, also, be disciplined. 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 are subject to expulsion. If a weapon of any kind is used in the fight, the student will be expelled. A fight that involves two or more combatants on one will result in expulsion.
- L. **Gambling:** A student shall not engage in gambling of any form. Playing cards are not allowed at school.
- M. **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.**
- N. **Insubordination, Defiance, Refusal to Identify:** It is a misdemeanor for anyone to refuse a request by any KSD staff member to properly identify him/herself when so requested.
- O. **Lewd Conduct:** A student shall not use or exhibit obscene or vulgar language, in writing, pictures, signs, or acts.
- P. **Narcotics, Alcoholic Beverages and Stimulant Drugs:** A student shall not knowingly possess, use, distribute, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule as long as the school nurse or her designee administers the medication and the prescription is in the name of the student using the drug. All violations are subject to suspension; police may be contacted. First offense is a 5-day short-term suspension pending satisfactory completion of drug/alcohol (AODA) counseling from a district-approved agency as well as referral to the KSD Drug/Alcohol interventionist. Failure to comply with recommendations of the interventionist can result in long term suspension or expulsion. A second offense is a 10-day suspension pending satisfactory completion of drug/alcohol (AODA) counseling from a district-approved agency as well as mandatory meeting with a KSD interventionist. Third offense is expulsion. Discipline is cumulative. Distribution of a controlled substance will result in expulsion.
- Q. **Profanity or Inappropriate Language:** Students shall refrain from using profanity on campus and/or at school-sponsored events. Progressive discipline will apply.
- R. **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.
- S. **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.
- T. **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.
- U. **Weapons and Dangerous Instruments:** Students shall comply with the District's "No Tolerance" 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-chu-ka sticks, throwing stars, clubs, knives of all kinds (including pocket knives), 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. Weapons use, transmission or possession shall result in emergency expulsion. Such expulsion shall continue until school and law enforcement authorities have made an appropriate investigation. Students are to contact an administrator immediately if any of the above weapons are known to be at school. A student who brings a handgun or explosives to school or school-sponsored event will be expelled for one calendar year. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

## Progressive Discipline

Kennewick High School uses a progressive discipline structure, which means that corrective measures typically move through a series of graduated discipline steps. Serious or repeat offenses may result in discipline that sidesteps progressive discipline steps. Definitions of commonly used discipline terms are explained below. They are listed in progressive order.

- A. **Teacher Discipline:** Teachers are empowered to discipline students for minor offenses. Continued minor infractions by a student may result in the student's referral to school administration for disciplinary action.
- B. **School Service/Lunch Detention:** Assigned detention in the cafeteria during lunchtime, supervised by staff.
- C. **School Service/After-school Detention:** Assigned after school service, which is done for 30 minutes to 1 hour and is supervised by staff. Twenty-four hour notice to parent/guardian must be given.
- D. **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.
- E. **School Service/Wednesday School:** Assigned three-hour school-service that is a combination of campus cleaning and studying and is supervised by staff.
- F. **Short Term Suspension (STS):** Student is barred from attending school or school sponsored activities for up to 10 school days.
- G. **Parent Attendance at School with the Student:** Parents may be offered this opportunity in lieu of STS.
- H. **Long Term Suspension (LTS):** Student is barred from attending school or school sponsored activities for a defined number of days beyond 10 days.
- I. **Expulsion:** Student is barred from attending school or school activities for an indefinite period. A hearing is required for re-admittance.
- J. **Emergency Expulsion:** Student is immediately removed from school for an indefinite period for reasons of safety or danger.

## KENNEWICK HIGH SCHOOL STUDENT RESPONSIBILITIES

- 1. **Aerosols:** Mace, "pepper" sprays, hair sprays, perfumes, spray paints, hair paints, etc. should not be brought to school. Some people react adversely to these substances when inhaled. These items will be confiscated and possible discipline assigned. If an aerosol is sprayed and it endangers or causes distress or irritation to others, the student may be suspended or expelled.
- 2. **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.
- 3. **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, proof of health insurance, and a willingness to abide by the athletic code). 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.
- 4. **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.
- 5. **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.
- 6. **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 in at the main office. 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. Vehicles driven to school may NOT be driven during the school day between 7:35-10:42 a.m. and 11:26 - 2:20 p.m.

7. **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. KHS supports and respects each family's right to determine an appropriate level of computer usage and internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet by signing the appropriate statement on **page 23** of this handbook and returning it to school officials.
8. **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. in order to attend a dance. Guests are not allowed to attend KHS dances without 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. Parents are welcome to attend dances as chaperones. Inappropriate dancing or behavior is subject to removal from the dance and school discipline. **"Face to face and leave some space"**.
9. **Dress:** Clothing must be conducive to learning, be orderly and safe, and must not disrupt the educational environment. Modesty, good taste, and the proper educational atmosphere are the focus. Clothing must not allow indecent exposure and may not contain vulgarities, sexual connotations, or drug, alcohol, tobacco, or gang references. The front and back portion of the midriff must be covered at all times. Tank tops or other garments with excessively large arm and/or neck openings are not to be worn at school. Spaghetti strap tops may not be worn. Straps must be at least two-inches wide. Shoulder blades should not show. Undergarments, including straps and waist bands, are to be appropriately covered. Shorts, dresses, or skirts may not be shorter than *mid-thigh*. Shoes must be worn at all times. Overly baggy clothing is not to be worn at school. Any "Gang" related clothing will not be tolerated. KSD will follow the direction of the Kennewick Police Department to determine whether or not a student is wearing gang related clothing. Students may be disciplined to the fullest extent for wearing gang attire. Hats, visors, scarves, hoods and bandannas may not be worn inside school buildings. Any clothing, communication, or behavior (including, but not limited to, graffiti, hand signs, colors, inscriptions, hats, head coverings, belts, or chains) associated with disruptive behavior, gang activity, or which creates a threat to individuals or their safety is forbidden, and the wearer is subject to disciplinary action. The school administration determines whether garments are disruptive to the educational environment. For violations of these standards, students will be asked to adjust their clothing, to change into school issued attire, or will be sent home after parental contact to change their attire.
10. **Electronic devices:** To preserve an appropriate learning environment, radios, tape recorders/players, video games, CD players, MP3, i-pods, cell phones, and other electronic devices may not be used in class and must be turned off. **Bringing an electronic device to school creates some risk of loss or theft for which the student takes responsibility. Understand this risk before bringing electronic devices to school.** If these devices disrupt the educational environment, they will be confiscated. Parents may pick up confiscated devices from one of the building administrators/designee. Students must hand over the device to a school official when requested. Electronic devices cannot be used at any time for illegal activities, in violation of school rules, cheating, or to violate the privacy of others. All electronics may not be used anywhere during class time (including halls and restrooms) and must be turned off. **Cell phones may be used before/after school, at lunch and during passing time between classes.** Exceptions for cell phone use include a teacher's permission for classroom activities and in emergency situations with staff approval.  
Consequences for violations:
  - Step 1 Student may pick-up the device after school
  - Step 2 Student's parent may pick-up the device from the office
  - Step 3 Student's parent may pick-up the device from the office; student is suspended for one day
  - Step 4 Student's parent may pick-up the device after school; student is suspended for three to five days
11. **Federal Survey Cards:** Federal survey cards will be distributed to students for parental completion at the beginning of October each year. It is important that parents fill out the needed information and have their students return the Federal Survey Cards by the due date.
12. **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. 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 this handbook to the students. Forms requesting the non-disbursal of student directory information are available at the high school main office.
13. **Food or beverages** are not allowed on the carpeted areas within the school building. It is up to individual teachers to decide whether students may eat and/or drink within the classrooms. Students are expected to clean up after themselves and to help keep the school

clean and litter free. Students who litter or fail to clean up after themselves may be subjected to appropriate disciplinary action. Students are not allowed to use vending machines during class time.

14. **Keewaydin Park Incidents:** Problems that occur in Keewaydin Park immediately before, during, or immediately after school will result in on-campus lunch restrictions from the park. Trespass notices can be issued to students for recurring problems at the park. Please stay out of the park.
15. **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.
16. **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.
17. **Lockers:** School Locker and PE 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.**
18. **Matches/lighters:** The use or possession of matches, lighters or other fire-producing devices is prohibited and will result in confiscation, disciplinary action and/or suspension.
19. **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 paper work. 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.
20. **Off Campus at the end of the day:** Students are to leave campus within 15 minutes after the end of school or they are to be in a supervised setting (including classrooms) or involved in a school-sponsored activity. At the end of the school day, students cannot be properly supervised and should leave the campus. Students are not to loiter on school property after school.
21. **Open Period/Off-Campus:** Students wanting an open period in order to be off campus during the school day must fill out an off-campus permission form and return it to the attendance office signed by the parent/guardian. Students with an approved off-campus open period are not allowed on campus during the open period unless approved by the school administration.
22. **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 (purchase permit in the activity office), and be parked in the appropriately identified 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 school discipline for each parking violation. Parking fines will be reduced 50% if fines are paid in the Activity Office by 3:00 p.m. the day immediately following the issuance of the parking ticket. 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. These 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. The "senior lot" is for the parking of staff and senior students only. Non-seniors parking in the senior lot may lose campus parking privileges.
23. **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 \$56 fine. Be safe. Always look before crossing the street and use a crosswalk.
24. **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.
25. **Staff Room:** Students are not allowed in the staff rooms at any time.
26. **Skate Boards/Roller Blades:** Skate boards, 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.

27. **Student I.D. cards** must be carried by students at all times and must be surrendered to a school employee upon request. Students must identify themselves to school district staff when requested.
28. **Technology:** Students may not bring any computer applications, including games, to school for any reason. Students, also, may not bring computer hardware of any type, including external drives, to school without prior permission. 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.
29. **Telephone Use:** The telephones in all offices are business phones and should be used by students only in cases of emergencies and only with the permission of a staff member.
30. **Tutoring:** Students who are encountering difficulty with a class should contact the teacher for extra help. Teachers are available before and after school to work with students. If you need more assistance, please contact a counselor. The National Honor Society, also, offers tutoring services. Contact Ms. Tavares, the librarian for more information.
31. **Visitation to Other Schools:** Students are not allowed on the campuses of other schools during the school day without prior approval. Do not visit high schools, middle schools or elementary schools.
32. **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.
33. **Objects, pictures, or written text that depict illegal drug use, alcohol use, or are gang-related are not permitted at KeHS:** 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.

## KENNEWICK SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

The Kennewick School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees, and others involved in school district activities. Sexual Harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefits
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decisions affecting an individual
- Using derogatory sexual terms for a person
- Standing too close, inappropriately touching, cornering or stalking a person
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment
- Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures, jokes, or remarks of a sexual nature about a person's appearance, gender or conduct
- Displaying offensive or inappropriate sexual illustrations on school property, bus, bus stop or school activity

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement. Suspected child abuse will be reported to law enforcement and Child Protective Services. Kennewick School District staff is required to report all alleged harassment incidents that have been brought to its attention to the site administration.

If a student is involved in a sexual harassment incident, parents of the student will be notified. Person(s) found to be subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will result in appropriate disciplinary action. The District will take appropriate actions to protect the involved persons from retaliation. It is a violation of this policy to knowingly make or report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. **Report all bullying and harassment to a teacher, a security officer or an administrator immediately.**

**EQUAL OPPORTUNITY, NON DISCRIMINATION:** The Kennewick School District complies with federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, students with children, sex, marital status, sexual orientation, age, or handicap. This holds true for all students who are interested in participating in education programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the school District's Title IX Officer – Ms. Beverly Johnson-Torelli (509)222-5010 or section 504 Coordinator by contacting the KeHS counseling office at (509) 222- 6576 or the building principal at (509)222-6539

## Early Release Days 2013-2014

<b>SEPTEMBER 11, 2013</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>OCTOBER 9, 2013</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>NOVEMBER 13, 2013</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>NOVEMBER 27, 2013</b>	<b>10:30 am</b>	<b>Thanksgiving Break</b>
<b>JANUARY 8, 2014</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>JANUARY 22, 23, 2014</b>	<b>1:10 pm</b>	<b>Semester 1 Finals</b>
<b>JANUARY 24, 2014</b>	<b>10:30 am</b>	<b>Semester 1 Finals</b>
<b>FEBRUARY 12, 2014</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>MARCH 12, 2014</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>MARCH 18, 19, 20</b>	<b>HSPE writing and</b>	<b>Reading Assessments</b>
<b>APRIL 9, 2014</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>APRIL 23, 2014</b>	<b>1:10 pm</b>	<b>Student Led Conferences (SLC) [No school April 22 for SLC]</b>
<b>MAY 14, 2014</b>	<b>10:30 am</b>	<b>Staff In Service</b>
<b>JUNE 10, 11, 2014</b>	<b>1:10 pm</b>	<b>Semester 1 Finals</b>
<b>JUNE 12, 2014</b>	<b>10:30 am</b>	<b>Semester 1 Finals Last Day of School</b>

### Quest Meeting Dates

September 18, 2013  
 October 2, 2013  
 October 23, 2013  
 November 6, 2013  
 November 20, 2013  
 December 4, 2013  
 January 15, 2014  
 January 29, 2014  
 March 26, 2014  
 February 19, 2014  
 April 16, 2014  
 April 30, 2014

### No School Days

September 2, 2013 Labor Day  
 October 11, 2013 State Professional Day  
 November 11, 2013 Veteran's  
 November 28, 29, 2013 Thanksgiving  
 December 23, 2013-January 3, 2014 Winter Break  
 January 20, 2014 M. L. King Day  
 February 17, 2013 Presidents' Day  
 March 21, 2014 State Professional Day  
 March 31-April 4, 2014 Spring Break  
 April 22, 2014 Student-led Conferences  
 May 26, 2014 Memorial Day

### Other Dates of Note

August 28, 2013	Open House 6:00-7:30 pm (drop-in)
September 2013	Picture Day Dorian's Picture Package available in Office (October make-up day)
September 13, 2013	Last day student request schedule change w/o potential loss of credit and February 7 S2
October 16, 2013	PSAT for all juniors and self-select sophomores
October 2013	Last day to submit senior portraits to yearbook
March 17, 18, 19, 2014	HSPE Testing
May 2014	Math and Biology End of Course exams
June 7, 2014	Graduation

## BELL SCHEDULES 2013-2014

### Regular Schedule

0 Period	6:45 – 7:39
1 <sup>st</sup> Period	7:45 – 8:39
2 <sup>nd</sup> Period	8:45 – 9:39
3 <sup>rd</sup> Period	9:45 – 10:42
Lunch	10:42 – 11:21
4 <sup>th</sup> Period	11:26 – 12:20
5 <sup>th</sup> Period	12:26 – 1:20
6 <sup>th</sup> Period	1:26 – 2:20
7 <sup>th</sup> Period	2:30 – 3:25

### 1:10 Early Release Schedule

0 Period	6:45 – 7:39
1 <sup>st</sup> Period	7:45 – 8:28
2 <sup>nd</sup> Period	8:34 – 9:17
3 <sup>rd</sup> Period	9:23 – 10:08
Lunch	10:08 – 10:44
4 <sup>th</sup> Period	10:49 – 11:32
5 <sup>th</sup> Period	11:38 – 12:21
6 <sup>th</sup> Period	12:27 – 1:10

### Quest Advisory Schedule

0 Period	6:45 – 7:39
1 <sup>st</sup> Period	7:45 – 8:31
2 <sup>nd</sup> Period	8:37 – 9:23
Quest	9:29 -10:14
3 <sup>rd</sup> Period	10:20-11:08
Lunch	11:08– 11:45
4 <sup>th</sup> Period	11:50 – 12:36
5 <sup>th</sup> Period	12:42 – 1:28
6 <sup>th</sup> Period	1:34 – 2:20
7 <sup>th</sup> Period	2:30 – 3:25

### 2-Hour Late Start

1 <sup>st</sup> Period	9:45 – 10:19
2 <sup>nd</sup> Period	10:25 – 10:59
Lunch	10:59 – 11:38
3 <sup>rd</sup> Period	11:43 – 12:20
4 <sup>th</sup> Period	12:26 – 1:00
5 <sup>th</sup> Period	1:06 – 1:40
6 <sup>th</sup> Period	1:46 – 2:20
7 <sup>th</sup> Period	2:30 – 3:25

### 10:30 Early Release Schedule

0 Period	6:45 – 7:39
1 <sup>st</sup> Period	7:45 – 8:07
2 <sup>nd</sup> Period	8:13 – 8:35
3 <sup>rd</sup> Period	8:41 – 9:07
4 <sup>th</sup> Period	9:13 – 9:35
5 <sup>th</sup> Period	9:41 – 10:03
6 <sup>th</sup> Period	10:09 – 10:30

### **Note: Please Listen to the Radio for school closures due to winter weather!!**

As a courtesy, local radio stations announce school cancellations, starting time delays, or early dismissals due to inclement weather or other emergencies. If you do not hear an announcement on the radio, then schools are open and are following the regular bell schedule. Radio stations will announce if schools will be closed more than one day. You can, also, go to the KSD website for closure or delay information – [www.ksd.org](http://www.ksd.org). Please **DO NOT** call school officials or the schools.

## SIGNATURE TEAR OUT PAGE 2013-14

This planner serves a number of purposes. It is an aid to help students get organized and manage their time effectively. It is a singular place to list assignment due dates, tests, appointments, and other tasks. The planner 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. Students are to obtain the appropriate signatures in the spaces below, tear out the page, and return it to their teacher.



My signature below indicates I have read KHS Lions pages 1-22 of the Kennewick High School Student Planner. I acknowledge that it is my responsibility as a student at Kennewick High School to understand and adhere to the standards and expectations identified therein, as well as all of the relevant school board policies and regulations and laws of the State of Washington.

\_\_\_\_\_  
(Student's Printed Name) (Grade Level)

\_\_\_\_\_  
(Student's Signature) (Date)

My signature below indicates that I, as the parent/guardian of the above-named student, am aware that he/she has been given a Kennewick High School Student Planner and that he/she is responsible for reading and understanding it and for adhering to all relevant standards, expectations, policies, regulations, and laws.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

As the parent/guardian of the above named student, my signature below indicates that (check the applicable boxes):  I do NOT give permission for my student to use the school's computer technologies, and/or  I do NOT want my student to have Internet access through the school's computer network.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)