



**Mid- Columbia Partnership High School
Kennewick School District**

Handbook of Student Responsibilities and Code of Conduct





MCP Handbook of Student Responsibilities and Code of Conduct

As a parent partnership program we have both moral and ethical considerations for the integrity and fidelity of the program with off-site courses and on line courses as well as student responsibilities for on campus activities.

Off Site and On Line Courses

Core Values

MCP supports the bond between the child/student and the family. We recognize that students are best understood and supported in the context of their family and can demonstrate a deeper understanding of learning through their own culture and activities within our community and society. Students achieve their full potential in the context of relationships that are based on trust and respect. On Line programs and off site courses provide a rich platform for extending relationships with families and learning in meaningful ways that connect the student to the world but are not supplanted by those relationships.

Conduct with On Line Programs - Pledge

As a student of MCP I will abide by all rules and regulations of the programs and products I will be using for coursework. MCP core values of families working together are still a part of the culture of the program but all final assignments I submit to the teacher of record and all tests I take shall be solely performed by me. The exception would be if there is any participation in group projects. I will not submit plagiarized work. When using district computers I will abide by the district computer use agreement. Violation of these norms may result in disciplinary action which could include loss of credit for the course or losing the privilege of taking district paid on line courses.

Student Code of Conduct on Campus at MCP

MCP is a K-12 family environment and as such students benefit by receiving both privileges and accepting responsibilities being around not only their peers but around younger students and their parents. Modeling appropriate behavior in our environment is not only respectful but also shows a standard of care for all students and families that attend MCP. Students are expected to know their responsibilities as well as their rights. They are subject to discipline for violations occurring at school, on school district property, at school-sanctioned events sponsored by any school in the district, during the school day regardless of location; or when riding on school district buses for special events.

BE Respectful....Be Responsible....Be Safe

- **RESPECT OF PROPERTY, OTHERS AND SELF:** Students should refrain from marking or damaging school property. Students show respectful courtesy, follow directions and extend tolerance for all. Students respect the notion to strive for life skills that help them become responsible and productive citizens.
- **RESPONSIBLE:** Students show responsibility by not only attending classes but also honor the partnership program requirements of working outside of the classroom on meeting standards and the learning goals for the course.
- **SAFETY:** Students act in a safe manner in classrooms and around the buildings both during their class time as well as time on campus. Students in on line classes pay attention to personal safety on the internet

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 immediately before or after school hours, at any time the school grounds are being used for a school activity or, at lunch on and off campus. Conduct violations are subject to corrective action or punishment. **Kennewick Policy # 3204**

STUDENT RESPONSIBILITIES and GUIDELINES – Kennewick Policy # 3200

Athletic Events within the District: Students who attend one of the other high school's 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. They may be subject to the event's discipline as well as face sanctions at MCP.

Athletic Participation: Involvement in athletics is provided by the student's neighborhood school. WIAA rules do not let students attend our comprehensive high school next door {KHS} unless that is their boundary school. There is no district transportation after school to your local neighborhood high school. 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

Building Conduct: Students on campus and in classrooms are expected to be quiet and not disruptive. This includes inappropriate displays of affection and the use of profane language.

Bus Conduct: Students are expected to abide by the rules of the Kennewick School District and the bus driver while riding the school bus for field trips, competitions or excursions. Endangering the safety of others will not be allowed on the bus.

Campus: The MCP campus schedule varies from student to student. Lunch is an open campus opportunity where high school students [not 8th graders taking high school courses] may leave and return. Students are responsible as a licensed driver to only allow the stated number of people to ride in the same vehicle. Students must leave the grounds if they have over a half hour between classes. We do not have campus settings such as a library or other supervised class settings that are monitored for students who have open time schedules. Students may not attend classes they do not normally take during the week or to hang out in the gym or in the family room. Parents must make arrangements for where they will be going if they have such a schedule.

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 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. MCP 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 the form from the office and return it to school officials.

Dances: Attendance at a MCP dance is a privilege. The school administration will have the right to exclude students who have had discipline problems from attending a dance. Guests are not allowed to attend a dance without prior permission and appropriate identification. A guest attendance form must be filled in a week in advance and on file prior to dance. The MCP host student assumes the responsibility for their guest and their conduct. If the guest is asked to leave the dance then the host will also need to leave whether or not they were part of the misconduct or not. If the conduct involves drugs or alcohol then the police and parents will be notified. Only one guest per student will be permitted. The ASB will determine whether or not to invite middle school students. All school rules apply at the dance. Parents are welcome to attend dances as chaperones. Students are to dance: "Face to face and leave some space". No front to back dancing is allowed at school dances.

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 approximately 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. Running shorts are not allowed. Shoes must be worn at all times. Students may be disciplined to the fullest extent for wearing gang attire. Hats, visors, beanies, hoods and bandannas may not be worn inside classrooms. 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.

Electronic devices: To preserve an appropriate learning environment, radios, tape recorders/players, video games, CD players, MP3, ipods, ipads, 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. Cell phones and IPODs are not allowed during state and district testing. All devices must be turned off and turned into the testing proctor. They will be returned when they are released out of the room from the testing environment. 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. 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

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.

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 main office and on the district websites.

Food or beverages: It is up to individual teachers to decide whether students may eat and/or drink within the classrooms. If students have medical needs of needing a snack then please contact the teacher. Also students who are on tight schedules to move to another setting such as Tri Tech or CBC may have special needs to have access to their snacks or meal before they leave MCP. 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.

Graduation: MCP is an accredited high school and holds its own graduation ceremony. Please refer to the graduation handbook to keep track of relevant dates and timelines

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.

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.

Lockers: MCP does not have student locker space. Students are not expected to change clothes for PE and again there are no lockers for student use.

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.

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, Mary Jo Wilkins, 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.

Off Campus at the end of the student's day: Students are to leave campus within 15 minutes after the end of their last class or they are to be involved in a school-sponsored activity. At the end of the school day, students cannot be properly supervised and should leave the campus.

Parking: The parking of student vehicles on premises is permitted. In order to park legally on the MCP perimeters, vehicles must be registered at the office by their license plate[s] of cars they might drive during the school year. Registering a vehicle for parking on the adjoining property parking lots 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. Cars may be towed if they block emergency vehicle access or are habitual offenders. MCP, the visiting school at the Fruitland building, Legacy and the Kennewick School District assume NO LIABILITY for theft or damages to vehicles parked on property. Vehicles parked on the Kennewick School District linking sites to the MCP 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.

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.

Staff and Family Room: Students are not allowed in the family room to hang out without their parent being present.

Skate Boards/Roller Blades: Skate boards, roller blades, scooters, or similar devices are not to be ridden on campus/within the chain link fence. Violations will result in confiscation of the item and disciplinary action.

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.

Telephone Use: The telephones in all offices/classrooms are business phones and should be used by students only in cases of emergencies and only with the permission of a staff member.

Tutoring: Students who are encountering difficulty with a class should contact the teacher for extra help

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.

Visitors: Student visitors are not permitted to attend classes with friends or relatives. 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.

Written text, objects or pictures: that depict illegal drug use, alcohol use, or are gang-related are not permitted at MCP: 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.

ATTENDANCE MATTERS – Policy 3122 – On Site Courses

Regular school attendance is necessary for mastery of the educational program provided to students. Students are expected to attend all assigned classes. It is recognized that at time students appropriately may be absent from a class session.

MCP classes are taught for two days a week in 1.5 hour block time. If a student misses one class session they are missing out on almost two days of instruction plus feedback from the home work that was done previously. District policy # 3122 also addresses excessive absences and after the 12th regular school day of non-related school absences a student may be denied credit for the course. At MCP the excessive absence would be 7 or more days during the semester.

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. 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).
3. An excused absence shall be certified by the parent in writing or by the school authority responsible for the absence.

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.
2. No later than the student's 3rd unexcused absence (equivalent of 5-6 school days) in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements. Continued participation at MCP may be denied at this point and the student would need to return to their neighborhood school.
3. MCP will not enroll a student who is involved in court ordered absences and has been referred to the BECCA process by another school.

Tardies

1. Students will be considered tardy if they are not in the classroom when the class is to begin. After 10 minutes they will be considered as unexcused

2. Students who are tardy more than four 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.

Absence limits have been established to promote student engagement in school. Excessive absences [7 or more days] may lead to loss of credit as described in this section relevant facts that include: • Total number of absences in this and other classes for the semester • 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)

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.

Policies in the School District that relate to state and or federal laws:

KENNEWICK SCHOOL DISTRICT SEXUAL HARASSMENT –Kennewick Policy # 3204

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. Students should immediately report all bullying and harassment to a teacher, a security officer or an administrator.

Harassment, Intimidation and Bullying including cyberbullying – District Policy # 3207

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. Harassment may be in the form of slurs, or other harassment based on sex, race religion, ethnic origin, sexual orientation or disability

DISCIPLINE INFRACTIONS and MISCONDUCT – POLICY # 3314

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, E-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 exchanged will be subject to discipline, including suspension/expulsion from school. 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 may be 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 may 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 including cyberbullying – **District Policy # 3207**: 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. Harassment may be in the form of slurs, or other harassment based on sex, race religion, ethnic origin, sexual orientation or disability

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 (at student's expense) from a district approved agency as well as referral to the KSD Drug/Alcohol interventionist. Failure to comply with recommendations of the KHS Lions p. 15 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 may 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 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 from KSD schools. 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.

V. Computer Misuse – damage to any part of the computer system by attempting to harm, modify or destroy hardware or software or the data of fellow students – use of obscene language, use of other's passwords, use a network computer for commercial purposes, fraud or personal gain

POLICY REFERENCES:

Kennewick Policy # 3113 – Home Based Instruction Part time

Kennewick Policy # 3122 – Absences

Kennewick Policy # 3206 – 3207 Harassment, Bully and Cyberbully

Kennewick Policy # 3224 – Dress Code reference

Kennewick Policy # 3314 - Misconduct

Kennewick Policy # 3314 - Weapons

Discipline 2015-2016

Discipline	Minimum	Maximum
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Bullying, inappropriate language, harassment, sexual harassment, other	conference	Return to neighborhood school
Excessive absences or tardies, cheating	conference	Return to neighborhood school
Inappropriate clothing	Conference and or request for a change of clothing for the day	Sent home for repeated violations
Tobacco, truancy	Restricted time to socialize on campus, Short term suspension	Repeated violations – return to neighborhood school
E Cigs, threats, intimidation, assault, drug violation, computer misuse	Short term suspension	Emergency expulsion
Abusive lewd conduct, insubordination, defiance, forgery, theft, vandalism	Short term suspension, with contract on behavior to return	Return to neighborhood school

DISCRIMINATION/HARASSMENT:

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

Civil Rights Coordinator:

Doug Christensen – HR Director

Doug.christensen@ksd.org

509-222-5010

Title IX and 504 Officer:

Jack Anderson – Student Services Director

Jack.anderson@ksd.org

509-222-5003

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will

include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: WWW.KSD.ORG and go to Title IX page.