

## Kittitas Fight Song

Onward Kittitas, onward Coyotes  
Fight on for your fame.  
Take a pass and make a touchdown  
Scoring every time. Rah! Rah! Rah!  
Onward Kittitas, onward Coyotes  
Do your best each game  
Fight Coyotes Fight! Fight! Fight!  
To win this game.  
YOTES!



KITTITAS SECONDARY SCHOOL  
2015-2016 Student Handbook

# Kittitas Secondary School

School Colors: Maroon & White

Mascot: Coyotes

Address: 7571 Kittitas Highway  
PO Box 599  
Kittitas, WA 98934

Phone: (509) 968-3902

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## STAFF

Mike Messenger	Superintendent
Del Heistand	Principal
Lance Hyatt	Counselor/Athletic Dir.
Rebecca Posz-Tamez	Secretary/Registrar
Tricia Poole	Attendance/Athletics
Todd Hilburn	District Nurse
Judy Beard	HS/MS Health&Fitness
Jody Bell-Quitadamo	HS Social Studies
Carl Bissonette	HS/MS Math
Robert Brown	HS/MS Agr/Science
Arlene Burkhart-Emery	HS/MS Science
James Farthing	MS Social Studies
Ladonna Fogle	HS/MS Resource
Teresa Francois	HS/MS Art
Rocky Gibson	HS /MS Engineer Science
Ryan Hastings	HS/MS Resource
Wendy Hudson	HS Language Arts
Joe Mohn	MS Math
Jaime Morgen	MS Language Arts
Nate Phillips	HS Math
Debra Prigge	HS /MS Language Arts
Christopher Richards	HS/MS Music
Barbara Schmidt	HS/MS Life Skills
Jeff Schmidt	MS Science
Cheryl Uceny	HS /MS Consumer Sci.
Shelley Yenny	HS/MS Business/Tech
Joell Boast	Tech Dir/Spanish/Media
Karri Shelton	Library Aide
Debbie Forman	Resource Aide
Suzanne Rector	Resource Aide
Sue Schnase	Resource Aide
Mary Ann Walling	Resource Aide
Sherry Cunningham	Food Service Director
Cathy Wilson	Cook
Cliff Helgeson	Assistant Cook
Frank Reno	Maintenance Supervisor
Kevin Barnhart	Maintenance
Rick Hink	Maintenance
Andres Armengol	Custodian
Denise Hatherell	Custodian
Mandy Udager	Custodian

## BELL SCHEDULES

### MONDAY - FRIDAY

Homeroom	8:15 – 8:45
Period 1	8:49 – 9:52
Period 2	9:56 – 10:59
<b>MS Lunch</b>	<b>10:59 – 11:29</b>
HS Period 3	11:03 – 12:06
MS Period 3	11:33 – 12:36
<b>HS Lunch</b>	<b>12:06 – 12:36</b>
Period 4	12:40 – 1:43
Period 5	1:47 – 2:50

### EARLY RELEASE

Period 1	8:15 – 9:00
Period 2	9:04 – 9:49
Period 3	9:53 – 10:38
Period 4	10:42 – 11:27
HS Period 5	11:31 – 12:15
<b>MS Lunch</b>	<b>11:27 – 11:57</b>
MS Period 5	12:01 – 12:45
<b>HS Lunch</b>	<b>12:15 – 12:45</b>

### LATE START

Period 1	10:15 – 11:00
Period 2	11:04 – 11:50
<b>MS/HS Lunch</b>	<b>11:50 – 12:20</b>
Period 3	12:24 – 1:10
Period 4	1:14 – 2:00
Period 5	2:04 – 2:50

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ASB Card \$40.00  
Replacement \$5

Breakfast \$2.00  
Lunch \$2.80  
Milk \$0.50

### GAMES

Adults \$5.00  
Seniors/Children \$3.00  
KSS w/ASB FREE

## Kittitas High School Graduation Requirements

Class of:	2014		2015		2016		2017		2018		2019* and beyond	
	State	KSS	State	KSS	State	KSS	State	KSS	State	KSS	State	KSS
<i>Entering 9<sup>th</sup> grade after July 1 of:</i>	<i>2010</i>		<i>2011</i>		<i>2012</i>		<i>2013</i>		<i>2014</i>		<i>2015</i>	
English	3	4	3	4	4	4	4	4	4	4	4	4
Mathematics	3	3	3	3	3	3	3	3	3	3	3	3
Science	2	2	2	2	2	2	2	2	2	2	3	3
Social Studies	2.5	3	2.5	3	3	3	3	3	3	3	3	3
Arts	1	1	1	1	1	1	1	1	1	1	2	2
Health and Fitness	2	2	2	2	2	2	2	2	2	2	2	2
Career and Tech Ed	1	2	1	2	1	2	1	2	1	2	1	2
Career Project (11 <sup>th</sup> ) Culminating Project (12 <sup>th</sup> )	1	1	1	1	1	1	1	1	0	1	0	1
World Language											2**	2**
Electives	5.5	7.5	5.5	7.5	4	7.5	4	7.5	4	7.5	4	5.5
<b>Total Required Credits:</b>	<b>20</b>	<b>27.5</b>	<b>20</b>	<b>27.5</b>	<b>20</b>	<b>27.5</b>	<b>20</b>	<b>27.5</b>	<b>20</b>	<b>27.5</b>	<b>24</b>	<b>27.5</b>

**\*\*Both credits may be a Personalized Pathway Requirements** - Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**\*\*Some or all credits earned in this content area may be replaced by Personal Pathway Requirements**

A High School and Beyond Plan and culminating project are also required.

## Kittitas Schools Mission Statement

The mission of the Kittitas Schools is to provide, within a caring environment of staff and community, opportunities for all students to develop their potential to learn, create, work with others, and be productive and at ease in a rapidly changing society.

### Student Expectations

1. Show responsibility and respect for one another's possessions.
2. Be in class on time and prepared to work.
3. Remain on task throughout the class period.
4. Use polite, positive and courteous language.
5. Show responsibility and respect for facilities and materials.
6. Do not disrupt or interfere with the educational process.
7. Obey all handbook rules.

### Student Rights

In addition to other rights established by law, each student served by, or in behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- 1) No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental or sensory handicap.
- 2) All students possess the constitutional right to freedom of speech and press, the constitutional right to a peaceable assembly and to petition the government and its representatives for redress of grievances, the constitutional right to free exercise of religion and to have their school's free of sectarian control or influence, subject to reasonable limitations upon time, place, and manner of exercising such a right.
- 3) All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
- 4) All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
- 5) No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Washington or the rights retained by the people.

# CAMPUS EXPECTATIONS

A Kittitas Coyote shows respect for him or herself, others, and the school. At Kittitas, students take responsibility for their actions and do their best...ALWAYS.

## Assembly Expectations

1. Be respectful to other classes as you walk to the assembly: don't interrupt the learning environment.
2. Be respectful to those performing, presenting, or participating (Whistling, yelling, or booing at participants is not respectful)
3. Use of cell phones, ipods, or other electronic devices is prohibited.
4. Be a responsible participant: Do not bring food/drink items or distracting objects.
5. Leave the assembly only as dismissed by the adult in charge.

## Cafeteria Expectations

1. Be respectful to those waiting in line: Stand at the end of the lunch line and quietly wait until it is your turn to be served.
2. Be responsible for your area. Clean up your table: wipe up what you spill and throw away your garbage..
3. Sit down while eating.
4. Stay in the approved areas during the lunchtime. Students should refrain from eating or congregating in the pods during lunch time unless approved and supervised by a staff member.

## Attendance Policies and Procedures

If our students are to find success in curricular and co-curricular programs, it is necessary that staff and students work to develop positive attitudes toward attendance. We believe well-planned classes provide learning opportunities for the student. If a student is absent, he/she is losing educational opportunities. Many times it is impossible to make-up the "missed" experiences, at least in its entirety, and to gain from this learning experience to the same degree that a student would through class interaction.

### Objectives:

1. To increase the sense of personal responsibility for all students.
2. To emphasize the importance of the student-teacher-parent relationship.
3. To build a sense of trust between student, school, and home.
4. To promote and develop positive attendance habits.

Students are expected to be in school all day each school day, unless they are ill. The Washington State Compulsory School Attendance Law (Chapter 28A.225 RCW) recognizes no other valid reason for absence except that of illness. Students should understand that other reasons, which may seem justifiable, must be presented to the school for consideration and arrangements made in advance of absence when reasons other than illness are anticipated. Effort should be made to schedule medical and dental appointments outside of school time. Such appointments are considered valid reasons for missing school only if arrangements are made ahead of time.

## Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers will keep a record of absence and tardiness.

### Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students by the district. Students at times may be absent from class.

1. The following are valid excuses for absences:
  - A. Participation in a district or school approved activity or instructional program;
  - B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometric);
  - C. Family emergency, including but not limited to a death or illness in the family;

- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless status;
- I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

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

2. If an absence is excused, the student will be permitted to make up missed assignments outside of class under **reasonable** conditions and time limits established by the **teacher**. A student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
3. An excused absence will be verified by a parent/guardian, emancipated or appropriately aged student, or school authority responsible for the absence. Absences will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
4. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be subject to discipline/corrective action, as well as suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
5. Not later than the student's fifth unexcused absence in a month the district will 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.
6. If such action is not successful, the district will 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.
7. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

\* School will consider circumstances pertaining to the student's inability to attend school before grades or credit are affected based on absence or tardiness.

Cross References: Board Policy 3230 Student Privacy  
3241 Classroom Management, Punishments or Corrective action

Legal References: RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition  
28A.225 Compulsory school attendance and admission

WAC 180-16-215(4) Minimum one hundred eighty school day year  
392-400-235 Discipline — Conditions and limitations  
392-400-260 Long-term suspension — Conditions and limitations

Management Resources:

*Policy News*, December 2011 Revision of Excused/Unexcused Definitions  
OSPI Memorandum No. 052-11M Unexcused Absence Definition  
*Policy News*, June 2001 More Tweaking of Becca Petitions

Adoption Date: March 15, 2012

### Tardiness

Students have 4 minutes to move from one class to another. A student entering class after the tardy bell or arriving on time and having to be sent back for appropriate materials may be considered tardy. Teachers will be responsible for the following:

1. Clearly communicate with the student that they are tardy if it is deemed unexcused.
2. Entering the student's class attendance record as a "tardy" in the computer. The office will monitor attendance school wide and assign detention whenever students accumulate three tardies, (discipline will be "progressive" for students who continue to demonstrate an inability to get to class on time). The process will start over each trimester for all students regardless of the number of tardies accumulated the previous trimester.

A student arriving more than 5 minutes after the tardy bell may be recorded as a "truancy", which is equivalent to an unexcused absence. Teachers will be responsible for the following:

1. Clearly communicate with the student that they are truant if it is deemed unexcused.
2. Entering the student's class attendance record as a "truancy" in the computer. All unexcused absences will be monitored through the office. Discipline will follow guidelines set by "Truancy" section of the student handbook.

### Truancy

The Washington State Compulsory School Attendance Law (Chapter 28A.225 RCW) has the following requirements: Students with an unexcused absence may receive a minimum of a day of In-School Suspension (ISS).

1. For 1 unexcused absence, the school will contact a parent by phone or by letter (Detention / ISS)
2. For 2 unexcused absences, the school will schedule a parent conference (Detention / ISS)
3. For 5 unexcused absences in a month or 10 unexcused absences in a school year, the district must file a petition with the juvenile court alleging a violation of the attendance law (ISS/Suspension)

A student with a pattern of unexcused absences or tardies shall be considered a habitual truant and shall be subject to disciplinary action.

### Open/Closed Campus

Grades 9-12 have an open campus for lunch; Grades 6-8 have a closed campus. Students in grades 6-8 are not allowed to leave campus unless they have written permission on file in the office to go to **their own home** for lunch. An exception is when a student must leave campus for a personal appointment, with written permission from a parent or guardian.

### Student Withdrawal

Students who are withdrawing from Kittitas Secondary School are to pick up a withdrawal form from the Secondary Office. It is the student's responsibility to return all books, uniforms, or other school property, along with the completed form signed by each teacher and the librarian to the secondary office for final release. Items not returned will result in a fine and the student's receiving school will be notified.

## Health Services

Students who become too ill to remain in class must report to the school office to be either sent home or to the nurse's office. Those who go home for any reason during the school day must check out through the school office.

Any accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge. An accident report must then be generated to document all actions taken. The school nurse and the superintendent will be informed of the accident by routing the accident report to them.

Washington State law mandates that students with life-threatening health conditions, such as severe bee sting, latex, or food allergies, asthma, diabetes, seizure disorders or cardiac conditions, have a new medication/treatment order and an Emergency Care Plan in place each year by the 1<sup>st</sup> day of school. State law also mandates that students needing medications of any type (including medications such as inhalers, epi-pens, insulin, antibiotics and over-the-counter meds such as Tylenol, cough drops, etc.) at school, need a medication authorization form signed by both parents/guardians and their medical provider every year. These forms need to be kept in the nurse's office. The medications need to be in their original container, labeled with the student's name.

## Rules of Conduct

The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Students are expected to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary for a positive learning environment.
4. Submit to the authority of staff and respond accordingly.

## Disciplinary/Corrective Actions

Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action for misconduct must reflect good faith effort on the part of the staff.

For the purpose of the district's policies relating to corrective action:

1. "Expulsion" is the exclusion from school or individual classes, school activities, and access to school grounds and facilities. An expulsion must not exceed one calendar year from the date of removal. However, the superintendent may authorize an extension of an expulsion beyond one calendar year in response to a petition by the school.
2. "Emergency Expulsion" is the exclusion from school or individual classes, school activities, and access to school grounds and facilities. To impose an emergency expulsion, the principal, superintendent or designee must have good and sufficient reason to believe that the student poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within 10 school days of the date of the emergency removal from school. If the emergency expulsion is converted to another form of corrective action notice and due process rights appropriate to the new corrective action must be provided.
3. "Suspension" is the exclusion from school, or individual classes, school activities, and access to school grounds and facilities for a specific period of time, after which the student has a right to return. A suspension is "short-term" if it is for a period of 10 consecutive school days or less. Separate short-term suspensions shall not total more than 15 days in a trimester. Suspensions that exceed 10 consecutive school days are "long-term" suspensions. A long-term suspension cannot be imposed beyond the school year in which the alleged misbehavior occurs.
4. "Discipline" constitutes all other forms of corrective action, including brief exclusions from a class for not more than the remainder of the class period. Discipline shall not adversely affect a student's grade, or graduation requirements, if all required work is satisfactorily performed.

Suspensions or expulsions shall be used only for instances of serious student misconduct.



Prior to the imposition of a corrective action given to a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action. When a relationship is found to exist, special education programming procedures shall be employed.

The superintendent shall have the authority to discipline, suspend, or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student for all or any portion of a school day and shall also designate which staff has the authority to initiate or to impose discipline, suspensions, or expulsions.

### Detention

Detention may be assigned for a variety of disciplinary reasons by any school staff. Students who do not meet these expectations will be assigned another detention or may be referred to the principal for further discipline.

### Secondary School Classroom Discipline

A teacher shall have the authority to exclude a student from his/her classroom for all or any part of the period or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case should an excluded student be returned for the remainder of the period without the consent of the teacher.

### Appeal Process

Any parent and/or student who is in disagreement with the disciplinary action shall have the right to an informal conference with the principal for the purpose of resolving the grievance. During this conference, the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and/or student, if not satisfied, shall have the right to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student may present a written grievance prior to the Friday before the regular monthly school board meeting date in order to have their grievance on the agenda for the board review. In considering this grievance, the school board may call a closed meeting session. The board shall notify the parent and student of its response to the grievance within 10 school business days after the date of the regular meeting in which the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

In the case of an Emergency Expulsion, the parent and/or student may request an appeal orally or in writing to the principal on or before the third (3<sup>rd</sup>) school business day after notice of expulsion was received. Hearings must be scheduled to commence no later than the second (2<sup>nd</sup>) school business day after receipt of hearing request. Notice of decision will be sent to the student and parent and legal counsel.

### Re-engagement Meeting/Plan

A Re-engagement Meeting should be convened within twenty (20) days of a long-term suspension or expulsion and no later than five (5) days before the student's re-entry or re-enrollment in school. The purpose of the meeting is to discuss a reengagement plan with the student and parent. A reengagement plan is a written plan developed between the school district, student, and parent to aid the student in taking the necessary steps to remedy the situation that led to the corrective action and return the student to an educational setting as soon as possible.

### Substantial Disruption of School

A student shall not intentionally cause the substantial and/or material disruption of any school operations. Though not the only acts of substantial disruption the following illustrate the kinds of offenses encompassed here:

1. Occupying a school building or school grounds in order to deprive others of its use.
2. Blocking the entrance or exit of any school building or room in order to deprive others of passing through.
3. Setting fire to, or substantially damaging school property.
4. Using, or threatening to use, firearms, explosives or other weapons on the school premises.
5. Preventing students from attending a class or school activity.
6. Blocking normal pedestrian or vehicular traffic at a school.

7. Interfering seriously with the conduct of any class or activity.
8. Laser pointers are strictly forbidden at school.

### Bus Riding /Safety

Rules of conduct for those riding school buses are posted at the front of each bus. Students are responsible for reading and obeying these rules. Be reminded that the buses are equipped with video cameras to ensure that all school and bus safety rules are followed. Bus discipline is progressive and may result in a student being removed from the bus for an indefinite period of time determined by both driver and school administration. Please remember school/district administration view the bus as an extension of the classroom.

### Bicycles/Skateboards

Students are welcome to ride their bicycles and skateboards to and from school. Bike racks are provided, and students are encouraged to lock their bikes. Skateboards must be placed in a student's locker or stored in the secondary office. Bicycles are to be walked on the school grounds any time between 7:30 AM and 4:00 PM. Skateboards are prohibited from being used on school grounds at any time.

### Damage or Theft of Property

A student shall not intentionally or with gross carelessness damage school or private property. When school property is damaged or stolen, the superintendent shall withhold grades, transcript or diploma until restitution is made. Parents or guardians could be liable for acts of vandalism by pupils under the age of 18 to the extent of \$3,000.00.

### Distribution of Non-School Materials

All materials that are non-school publications must be cleared through the principal's office before distribution or posting.

### Extortion, Assault or Causing Physical Injury

A student shall not extort anything of value, threaten injury, or attempt to cause physical injury to any person:

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any time when the school is being used by a school group.
3. Off the school grounds at a school activity, function, or event.
4. Off the school grounds when the prohibited behavior is a consequence, or directly related to, or which or originated on the school grounds.

### Fire Alarms/Fire Drills

Setting off false alarms is a criminal offense and will be prosecuted under the law. Each student should be aware of the seriousness of such a violation. If you should discover a fire:

1. Remain calm.
2. Report the fire and its location to a staff member.
3. In cooperation with the staff member, make sure someone calls the fire department.
4. If the fire is small, staff members and/or trained students may attempt to extinguish it with proper extinguishers.

### Food and Drink

Food and drink may be prohibited from areas of campus if students are not responsible in its clean up or consumption.

### Forgery

The forging of any signature or the making of any false entry or the alteration of any document used or intended to be used in connection with the operation of the school shall be grounds for corrective action.

### Hallways

Students are asked to exhibit mature judgment and good taste regarding conduct in hallways and around school. Rowdy behavior, and obscene or vulgar language, writing, pictures, signs or acts will not be tolerated. Overt displays of affection are embarrassing and disconcerting to others. Mutual respect among students about the campus

contributes a sense of pride and respect for the school in general. Students may not display pictures or written material above or next to their lockers without permission.

### Off-Period Students

Students with an “Off Period” at any point during the school day (**including running start students**) need to either remain off campus during that period or make arrangements to work under the supervision of a staff member in that staff members classroom. Any Off Period students coming on to campus must sign in at the secondary office. This includes students arriving more than 10 minutes early for a scheduled class.

### Loitering/Identification

All persons, students and non-students are prohibited from loitering on or about school property without authorization from school authorities. Upon request any persons, including students, must identify themselves to school authorities in the school building, on school grounds, or at school sponsored events. Students in the building after school hours must be in a supervised activity at all times. Students not in a supervised activity will be asked to leave campus.

### Narcotics, Alcoholic Beverages, and Mood Altering Drugs

A student shall not be in possession of, or under the influence of alcoholic beverages, controlled substances, non-prescribed drugs, or in possession of drug paraphernalia. No sales, distribution, trade or transfer of alcohol, controlled substances, mood altering drugs or paraphernalia will be allowed.

### Consequences:

- First Offense     \*15 day suspension  
                          \*Notification of law enforcement agency.  
                          \*Notification of parents/guardian.  
                          \*A parent/guardian/student/principal conference must occur within three school days.
- Second Offense   \*Expulsion  
                          \*Notification of law enforcement agency.  
                          \*Notification of parents/guardian.  
                          \*A parent/guardian/student/principal conference must occur within three school days.
- Third Offense     \*Expulsion  
                          \*Notification of law enforcement agency  
                          \*Notification of parents/guardian

### Alternative Corrective Action:

For first offenses, students who wish to re-enter school prior to completion of the suspension must sign a contract agreeing to be evaluated by a state accredited substance treatment agency at the parent/guardian’s expense. If the parent and student choose the evaluation option, all but five (5) days of the suspension may be postponed (See Kittitas School District Policy #2167 for specific details).

For a second offense, to re-enter school prior to completion of the expulsion, the same procedures must be followed as in the first offense. If the parent and student choose the evaluation option, all but ten (10) days of the expulsion may be postponed.

When a student chooses the contract alternative for a first or second offense, if it is determined by the administrator that the student is not cooperating with the assessment professional or not following the recommendations, the long-term suspension or expulsion will be imposed. Offenses will accumulate over the student’s years in the district.

### Use of Drug Dogs / Law Enforcement:

Kittitas Secondary is committed to making our school safe and drug free. In cooperation with the Kittitas Police Department, the school will randomly bring in local law enforcement with drug detecting dogs with the purpose of maintaining a drug free school environment.

### Use of Tobacco/Inhalants

In order to uphold the state regulations on tobacco use, we will not allow possession or use of tobacco (or look-alikes) or any smoking devices by students on or within sight of campus. (i.e. e-cigarette, hookah, etc.)

Consequences: suspension and participation in the Tobacco Intervention Education program

### Possession of Firearms, Dangerous Weapons, or Explosive Devices

1. Any student in possession of a firearm on school property, designated bus stop, or a school-sponsored event will be expelled from the Kittitas School District. In all cases, the principal of the school will notify police authorities.
2. No student expelled under the rule shall be considered for re-admission prior to one year from the date of the violation. Upon written request for readmission, a committee will be convened to review the facts and make a recommendation to the superintendent. The committee will include, but not be limited to, an administrator and teacher from the school where the infraction occurred; the principal of the school where the student would ordinarily attend or where the student is seeking admittance; a counselor or psychologist, and other professionals as may be deemed appropriate. The committee shall consider the safety of students and staff. The committee may establish re-admission conditions which are related to the student's prior record of behavior.

### Dangerous Weapons or Explosive Devices

1. Any student in possession of dangerous weapon or explosive device on school property, designated bus stop, or a school-sponsored event shall be subject to expulsion or suspension up to a maximum of ninety days. In all cases of weapon possession, the principal of the school will notify police authorities.
2. A dangerous weapon shall include, but not be limited to, the following: any knife; any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected by wire, rope, or other means; any device commonly known as "throwing stars" which are multi-pointed metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; look-alike weapons; or any other object not specifically defined in this policy but intended to result in physical harm to another person.

### Pesticide Notification, Posting and Record Keeping

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

### Prohibition of Harassment, Intimidation, and Bullying

Kittitas Secondary School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

### Sexual Harassment

The Kittitas School District prohibits discrimination on the basis of sex and prohibits sexual harassment in any form.

When a student (male or female) is subject to unwelcome behavior that is sexual in nature, it is "sexual harassment" and is inappropriate and harmful. The following are examples of sexual harassment:

Sexual advances which are unwanted.

Sexual gestures, verbal abuse, sexually oriented jokes, innuendos, or obscenities.

Displaying sexually suggestive objects, pictures, cartoons, posters or electronically transmitting or forwarding sexually explicit messages or photographs ("Sexting").

Benefits in exchange for sexual favors.

Physical conduct such as unwelcome touching, blocking one's movement, and attempted rape.

Students who believe they may have been harassed should contact the counselor, principal, or the district title IX officer (superintendent) right away. The student's right to privacy will be protected. The district has a compelling interest to provide educational programs in an environment free from sexual discrimination. Sex discrimination includes sexual harassment. The district's obligation to investigate and take corrective action therefore, may supersede an individual's right to privacy. The entire policy #6590 can be obtained in the district office.

### Student Dress

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress will not be regulated except in the following instances:

1. The student's dress or appearance presents a health or safety hazard.
2. Damage to school property may result from the student's dress.
3. The student's dress or appearance shall create a material and substantial disruption of the educational process at the school.
4. Clothing that advertises drugs, alcohol, tobacco products, violence or uses profanity.
5. Sexually suggestive or supportive clothing including tank tops, halter tops, sports bras, blouses, or T-shirts that reveal a student's chest, cleavage or midriff.
6. Students will wear shoes to protect their feet.
7. Pajamas or sleepwear is prohibited.
8. Hats or head coverings are not allowed in the elementary building or in certain teacher's rooms.
9. Pants or shorts worn below the waistline or that show the student's underwear.
10. Any other clothing items or personal property deemed as disruptive and/or unsafe by school staff.
11. Hoods may not be worn in the secondary building.
12. Shorts and skirts must be fingertip in length
13. Clothing which symbolizes gang membership or which displays gang related colors, words, symbols or messages is not permitted (included the displaying of bandanas or flags).
14. Bracelets that are deemed inappropriate by staff

Students whose manner of dress violates the school's dress code shall be asked to make appropriate corrections. Students who fail to comply shall be subject to discipline. Parents shall be notified.

## Student Driving

Travel to and from school by a private motor vehicle, bicycle, and/or other modes of transportation are the responsibility and liability of the parent and student. Use of these vehicles must comply with school regulations.

All student vehicles driven to school must be registered in the high school office. Students will need to turn in completed registration materials to the main office which includes a photocopy of their driver's license and proof of insurance before being issued a parking permit.

### **Kittitas Secondary School Driving and Parking Procedures**

1. Parking permits must be located on the rear view mirror or the bottom driver's side of windshield.
  2. It is the student's responsibility to have a parking permit on a registered vehicle while on school property at all times.
  3. Replacement cost for lost or damaged parking permits will be \$5.00.
  4. Students may not loan or give their parking permit to other students.
  5. Only school registered drivers of their own vehicle may drive on school property.
  6. Under NO circumstances are students to drive or park in the faculty parking lots or visitor parking zone in front of the main entrance to the school.
  7. Students must park properly in designated area only.
  8. NO student parking in the back parking lot behind the stadium. Athletes may use this parking lot during away games only.
  9. Students may not loiter or sit in vehicles during the school day.
  10. No smoking in vehicles by driver/passengers while on school property.
  11. Avoid unnecessary driving in the school zone.
  12. Observe legal speed limit (15 MPH) and drive in a safe manner at all times.
  13. Violations of the above mentioned driving & parking policies may result in a combination of the following: school discipline, towing of vehicle, legal consequences, and loss of driving privileges on campus for a designated period of time. Severe infractions may result in driving/parking privileges being revoked permanently.
- Students leaving campus during school hours for school related activities must sign a separate release located the attendance office.

## Use of Lockers

Lockers are provided for protection of personal belongings. Students should use extreme care in seeing the combination numbers are kept secret to assure the safety of one's belongings. Students may not share lockers nor give personal locker combinations to other students. Students whose locker combinations have been compromised will be granted a padlock from the school to use the remainder of the school year. Students are held responsible for the use and care of their belongings in the locker assigned to them as well as the locker itself. Periodic inspections may be made to see the lockers are kept neat and orderly. The school does not accept responsibility for items lost or misplaced from a locker. It is recommended that students using lockers not already equipped with a combination lock request a padlock from the high school office. To avoid a charge, students using these locks are responsible for returning them at year-end.

Students are cautioned not to bring large amounts of money or items of considerable value to school, including expensive electronic devices. Students, not the school or staff members are responsible for their personal property. Students are encouraged to keep lockers locked to secure school and personal property at all times. Students may not manipulate locking mechanism.

If there is sufficient reason for changing from the assigned locker, application may be made in the principal's office.

School lockers and desks are and shall remain the property of the school district. The Board reserves the right to authorize an inspection of a student's locker, when there is reason to believe that the locker is improperly used for the storage of contraband, a substance or object of which the possession is illegal, or any material which poses a

hazard to the safety and good order of the schools. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students may not display pictures or written material above or next to their lockers.

School personnel may only open a locker at the request of the student or parent/guardian registered for that particular locker. Other students may not request access to a locker for which they are not officially registered.

### Use of School Buildings

**Students not involved in a supervised, school sponsored activity must leave campus at the conclusion of the school day. Students involved in after school activities must leave campus after the conclusion of their activities.** Students should not be in the building during weekends, vacations, or evenings unless permission has been received, and the student is working under the direct supervision of a faculty member.

### Use of Telephones/Cell Phones

Cell phone use during the school day must not constitute a disruption to the educational process. Parents needing to get a message to their student need to go through the main office during school hours. Students must ask a staff member permission first if they feel the situation warrants the use of a cell phone during school hours. Classroom /office phones may only be used with staff permission. At a teacher's discretion cell phones may be used in acceptable classroom activities. **Non-authorized student use of cellphones during school hours will result in the confiscation of the cell phone by staff members.**

### iPods, Headphones, Other Music Devices

iPods, headphones, and all other music devices are not to be used in the classroom other than for educational purposes as directed by the teacher. All music devices and headphones must be stored away properly so as to not be seen before entering a classroom. Music devices may be used before and after school and during lunchtime in the hallway as long as they are not a disruption or offensive. **Music Devices that diversify as cellular phones will be viewed as a phone first. All school rules and regulations regarding cell phone use on campus will apply.**

Students are encouraged not to bring expensive electronic devices (MP3's, iPods, cell phones, etc.) to school as such items can be misplaced or targeted for theft. Referencing Kittitas School District Policy No. 3245, section E. regarding Students and Telecommunication Devices: "Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property."

### Use of Textbooks and Library Books

Textbooks for most classes are furnished by the school district. Students are expected to keep textbooks covered at all times and use care in the handling of them. Students are liable for damaged or loss of textbooks and other property assigned to their care.

Damaged items will be assessed a fine according to the type of the damage. Some items may need to be replaced if they are beyond use due to damage.

Type of Damage	Minimum Fine (May be Higher)
Damaged or Ripped Cover	\$5.00
Doodling or Markings	\$2.00 - \$5.00 per page (doubled if offensive)
Major Water or Food Damage/Mold	Cost of book
Minor Water or Food Damage	\$10.00 to ½ cost of book
Missing Barcode	\$5.00
Missing Pages	Cost of book
Torn Pages	\$2.00 per page
Ripped/Separated Binding	\$5.00
Damages Beyond Repair	Cost of book

### Visitors

Students may not bring student visitors to school; Kittitas Secondary is a closed campus.

Parents wishing to visit student classrooms during the regular school day are requested to do the following: make arrangements with the school / teacher 24 hours in advance, sign-in and sign-out through the main office, be conscious of helping maintain a disruptive free environment to the students/teacher in the classroom.

### Dances

High school dances will be held for Kittitas students and their approved guests. These rules must be followed:

1. Request for guest passes must be turned in by Wednesday prior to the activity.
2. Guests must be under 21 years of age.
3. The student who brings an eligible guest is responsible for their guest's actions.
4. Admission to the dance shall be closed one hour after the dance begins.
5. Once a person has left the dance, he/she shall not be readmitted without prior approval by the advisor.
6. Students and guests that do not conduct themselves in a satisfactory manner shall be asked to leave the dance.
7. Use of the Breathalyzer/drug test will be random but is always a possibility.

Middle school dances will be after the regular school day until early evening. All school rules apply.

### Athletic Eligibility

Any student athlete who misses any part of a day due to illness or an unexcused absence will not be eligible for participation (practice or contest) on that day.

At the start of a new sport season, grades from the previous trimester or academic standing check will be used to determine if an athlete is eligible.

Eligibility shall be determined at two-week intervals beginning with the second Monday of the school year. If an athlete does not pass all subjects at grade check, the athlete will be placed on probation until the next grade check. If the athlete on probation is not passing all subjects at the following grade check, the athlete will not be able to play in games until the athlete is passing all subjects. As soon as the athlete is passing all subjects, the athlete may compete in contests as verified by Athletic Director or designee.

### Appeal Process

If an athlete has been determined to be ineligible, the athlete may choose to use the following appeals process.

Step 1: Within two school days after receiving notice of being out of compliance with the athletic code, the student and/or parent may contact the athletic director in writing requesting a hearing. The hearing will take place within two school days after receiving notification. An administrator, coach, and teacher comprise the appeals committee

Step 2: Within two school days after receiving the first step appeals decision, the student and /or parent/guardian may contact the superintendent in writing requesting a hearing before the board of directors. The hearing will be held within three (3) school days. The board of directors will make a decision and notify the student and/or parent/guardian at the completion of the second step appeals hearing.

### Guidelines For Committee Appeal Steps

#### Faculty Appeal Committee:

The committee may adjust the application of the policy to an individual student based on his/her academic inability to meet the policy standards for one sport season. This decision will be based upon past academic performance and whether the student is working to his/her potential.

The committee will only address the issue contained in the written appeal. No other question or problems will be discussed. The appeals committee cannot alter individual grades in order to meet or resolve a student appeal.

#### Board of Directors Appeal Committee:

The board of directors has all the power listed above and would not consider changing a letter grade given by a



teacher. It is this committee's recommendation that no student shall be permitted to participate in athletics when in violation of the athletic policy during the appeal process, unless the above time lines have been violated by the school district.

### Class Schedule Changes:

Students wishing to add / drop a class and make a change in their schedule must do so within the first 10 school days of the trimester. After the add/drop period has passed, students' schedules shall remain set until the end of the trimester (This includes students who wish to drop a course and add an independent study), with the exception of students with a particular scheduling need as determined by administration.

### Promotion/Retention Standards

#### High School Plan:

Students are required to have earned a specific minimum number of credits to be classified as being a member of a specific class (Freshman, Sophomore, Junior, Senior). If students do not have the required credits they will not be considered to have been promoted to the next grade level. Student's upper-grade level privileges may be affected.

#### Middle School Promotion/Retention Plan:

A student who fails 5 trimester classes or receives two "F" grades in core classes in a school year will be referred to the Academic Committee to determine promotion/retention and/or summer school placement. The Academic Committee consists of middle school teachers, special education staff, counselor, and principal.

Kittitas School District is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation (including gender expression or identity), national origin (including language), religion, age, disability, veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

2015-2016 School Year

I have read the Kittitas Secondary School's student handbook. I have carefully read the sections about Attendance, Truancy, Student Dress, Harassment, Intimidation and Bullying, and Internet Use. By signing below, I agree to comply with all of its rules, regulations, and responsibilities.

\_\_\_\_\_  
Student Full Name (Please Print)

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Discipline Records Enclosed**

**No Discipline Records**



# Electronic Information System (Networks) Individual User Access Informed Consent Form

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Kittitas School District, Washington School Information Processing Cooperative, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the WEdNet including, without limitation, the type of damages identified in the Kittitas School District's Acceptable Use Guidelines. Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand. The District's Policy and Procedures for Electronic Information Systems can be found in the Student Handbook and [www.ksd403.org](http://www.ksd403.org).

**Student Signature** \_\_\_\_\_

**Student Printed Name** \_\_\_\_\_  
Needs to be legible

**Grade** \_\_\_\_\_ **Graduation Year** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

Please write **YES** or **NO**

\_\_\_\_\_ Kittitas School District may use my child's picture/work to display on school property or on the school website.

\*\* Kittitas School District will assume it is acceptable to use if "NO" is not written above. \*\*