

# KLICKITAT SECONDARY SCHOOL

## Student Handbook 2015-2016



98 School Drive  
P.O. Box 37  
Klickitat, WA 98628  
(509)369-4145

This Handbook Belongs To:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Electronic versions of this handbook are available on the district website at:  
<http://www.klickitat.wednet.edu/>*

*There are various informational websites hyperlinked in the handbook.*

**PREFACE**  
**2015-2016 SECONDARY STUDENT HANDBOOK**

Dear Students,

Klickitat School District is committed to providing excellent learning opportunities for students in a safe, calm and nurturing environment. The Klickitat Secondary School handbook, in conjunction with parent support, district policies, and law, provides the framework for constructing and sustaining an appropriate school environment.

The Klickitat Secondary School Handbook is revised annually and distributed at the start of the school year. The handbook information that follows has been revised for this school year with input from staff, parents, and students.

It is our sincere desire that every student enjoy a hopeful, inspiring, and academically successful school year. Thank you for focusing your energies and activities on striving for your personal best in the upcoming school year!

Sincerely,

Kevin S. Davis

Superintendent/Principal

**Klickitat Secondary School Handbook  
Table of Contents**

**TABLE OF CONTENTS**

<b>People to Know.....</b>	<b>3</b>
<b>Expectation of Klickitat Graduates Students.....</b>	<b>4-5</b>
<b>Graduation Requirements.....</b>	<b>5-8</b>
<b>Class Schedule.....</b>	<b>9-10</b>
<b>General Expectations: Student/Staff /Parent Compact.....</b>	<b>11</b>
<b>Child Abuse/Harassment.....</b>	<b>11-13</b>
<b>Homeless Students/Homeless Definition and MV.....</b>	<b>13-14</b>
<b>Credit Standards.....</b>	<b>14</b>
<b>Registration &amp; Student Records (FERPA).....</b>	<b>15-16</b>
<b>Running Start.....</b>	<b>16</b>
<b>School Meals and Hours.....</b>	<b>16-17</b>
<b>Attendance Policy.....</b>	<b>17-19</b>
<b>Dress Code.....</b>	<b>20</b>
<b>Personal Belongings.....</b>	<b>21</b>
<b>Lockers.....</b>	<b>21</b>
<b>General Information.....</b>	<b>21-25</b>
Electronic Devices, School Insurance, Telephone, ASB, School Dances, Dispensing of Medication to Students, School Closures, Library/Student Center, Computer and Internet Access, Email, File Servers	
<b>Approach to Discipline.....</b>	<b>25-26</b>
<b>Attendance Procedures (Appendix A).....</b>	<b>27</b>
<b>Discipline by Category (Appendix B).....</b>	<b>28-30</b>
<b>Bus Rules (Appendix C).....</b>	<b>31</b>
<b>Administration of Medication (Appendix D).....</b>	<b>32</b>
<b>Summary of Harassments, Intimidation or Bullying (Appendix E).....</b>	<b>33</b>
<b>Attendance Appeals Matrix (Appendix F).....</b>	<b>34</b>
<b>Athletics &amp; Activities.....</b>	<b>35-45</b>
Purpose, Goals, Ethics ,Expectation of Parents, Head Coaches Duties, Sportsmanship, Expectation of Athletes, Attendance, Drug, Alcohol, and Tobacco, Participation, Awards,Grooming, Appeals Process, Equipment, WIAA Information	
<b>Forms.....</b>	<b>46-52</b>
Medication Authorization, Internet Access, Visitor policy and Pre-Approval, Dance Guest Request, Off Campus lunch, Harassment/ Intimidation/Bullying (HIB) Incident Report.	
<b>School Calendar.....</b>	<b>53</b>

## **PEOPLE TO KNOW**

### **Office**

Kevin Davis, [kevin.davis@klickitatsd.org](mailto:kevin.davis@klickitatsd.org) – Superintendent/Principal  
Tammie Huwe, [tammie.huwe@klickitatsd.org](mailto:tammie.huwe@klickitatsd.org) – Business Manager  
Yvette Schultz, [yvette.schultz@klickitatsd.org](mailto:yvette.schultz@klickitatsd.org) – Office Manager/Activities Director

### **Support Staff**

Laura Bales, [laura.bales@klickitatsd.org](mailto:laura.bales@klickitatsd.org) – Counselor  
Mike Schlangen, [mike.schlangen@klickitatsd.org](mailto:mike.schlangen@klickitatsd.org) – Operations Supervisor  
Erica Templeton – Food Services  
Karen Schlangen – Food Services  
Katherine Robinson – GEARUP Graduation Spec., Attendance, Secondary Library  
Sara Draeger – Elementary Office Support, Elementary Library, Attendance  
Nicole Thiemann – Technology Services  
Adrienne Rodrigues – E. S. D. Employee for Speech Services  
Chris Wilson – E. S. D. Employee for Spec. Education Assessment Services  
E.S.D. Nurse available at school, once a month

### **Classified Staff**

Bus Drivers  
Bretta Curtis  
Ron Fenter  
Amy Wenz  
Special Education Instructional Assistant  
Donna Brewer  
Custodial/Maintenance  
Mike Schlangen - Supervisor  
Bretta Curtis  
Amy Wenz

### **Teaching Staff**

Patricia Bland – Language Arts  
Kevin Davis – Elementary and Secondary  
Janet Gilliam – Mathematics  
Kirk Huwe – Fitness & Health/Math  
Kyle Cairns – Social Studies  
James Reed – Science/Math  
Christie McCabe – Special Ed. / Title Director

### **School Board Members**

Andy Schlangen – Chairperson  
Lori Fakesch – Board Member  
Ron Schultz – Board Member  
Tony Spino – Board Member  
Art Justman – Board Member

### **Activities/Athletic Staff**

#### **Athletic Director –Yvette Schultz**

Volleyball – Jaecee Ramsay  
MS Volleyball – Traci Kessinger  
HS Girls Basketball –  
HS Boys Basketball – Phillip Watlamet  
M.S. Girls Basketball –  
M.S. Boys Basketball –Carl Coolidge  
MS Cheerleaders – Bretta Curtis  
M.S. Track – Donna Brewer  
Softball – Yvette Schultz  
Track – Jim Reed  
HS Baseball -  
MS Football w/ Lyle

## **THE VISION, THE MISSION, AND THE PHILOSOPHY OF THE KLICKITAT SCHOOL DISTRICT**

### ***VISION***

The Klickitat School District Board of Directors envision that our graduates will be lifelong learners and possess by graduation the essential skills, competencies, and attitudes considered fundamental in becoming a young adult and a responsible citizen in the 21<sup>st</sup> century.

### ***MISSION***

The mission of Klickitat Schools is to provide each student the curriculum and opportunity to prepare to be a 21<sup>st</sup> century citizen. Beginning with the premise that all students can learn when given a safe and orderly environment, staff have the challenge to motivate and inspire students using the most up to date methods identified by educational research. Further, because the school does not act in isolation from the community, it is essential that staff engage parents to share in the decision-making processes related to school governance.

### ***PHILOSOPHY***

- It is the community's challenge to facilitate our youth in becoming contributing members of our democratic society. Together, patrons, parents, students, and staff strive to create a safe, pleasant, and enriched learning environment that holds and models high academic and ethical expectations for all.
- First and foremost, it is the challenge of parents to provide for the basic emotional and nutritional needs of their children so they may attend school prepared to face the demands of learning challenging material or skills.
- It is the staff's challenge to identify and provide effective learning strategies so that our diverse student population can all attain high standards.
- It is the challenge for administration to keep staff, patrons, parents, and the Board of Directors apprised on the degree of vision attainment and to provide financial and motivational leadership to continually enhance vision attainment.
- It is uniquely the challenge of the Board of Directors to establish, evaluate and prioritize policies and goals so that vision attainment occurs expeditiously for all students within their charge.
- Last, and most essential, it is the secondary student's challenge to set and maintain high personal goals of academic, ethical, and fitness accomplishment regardless of the level of support from others.

### ***EXPECTATIONS OF KLICKITAT GRADUATES***

The Klickitat School Board has set goals and challenges for the students to attain. These expectations have been converted to a description of what a student should be able to do or possess by graduation. It is essential that staff, parents, and community will facilitate our youth in attaining these expectations.

1. To have at least average academic ability as measured by
  - A. Academic ability indicated by HSPE or EOC (tests) (graduation requirement)
  - B. Academic ability indicated by class grades (graduation requirement)
2. To be knowledgeable of world cultures, places, and of our democratic society. (Multilingual if possible.) (1 year foreign language is a graduation requirement)
3. To demonstrate the ability to contribute to others in school and the community. (See following for graduation requirement).
4. To be knowledgeable and aware of actions/behaviors required maintaining adequate mental and physical health.
5. To have the interpersonal skills adequate to effectively communicate with others (written, oral, presentation) and to work as a team member.

6. To demonstrate knowledge of, and experience with, technology (inclusive of a variety of computer software programs, internet use, and graphing calculators.)
7. To have a two-four year post high school graduation plan.
8. To daily display the personal characteristics of:
  - A. Lifelong learner
  - B. Work ethic
  - C. Accepting of differences
  - D. Self-confidence

(Items 4, 5, 6, 7, & 8 are demonstrated by portfolio and senior project. Successful demonstrations of these items are also a graduation requirement.)

## **KLICKITAT SCHOOL DISTRICT GRADUATION REQUIREMENTS**

All public high school students are required to meet statewide graduation requirements in order to earn a diploma. The goal is that more students will be better prepared to meet 21st-century demands in their working and personal lives.

To earn a high school diploma in the state of Washington, a student must:

- [Meet district established requirements and earn required district high school credits](#)
- [Pass state tests or approved alternatives to those tests](#)
- [Complete a High School and Beyond Plan](#)

[The Graduation Toolkit](#) is produced each year by OSPI to help educators and families understand Washington state graduation requirements. This guide is available online for easy viewing and in a downloadable format for printing at the OSPI website: <http://www.k12.wa.us/GraduationRequirements/GraduationToolkit.aspx>

The Washington State Board of Education provides a graduation requirement list which is organized by graduating class. Track your student's progress as he or she moves through high school at the following website: <http://sbe.wa.gov/graduation.php>

Within the websites above, families, students and educators can learn more about each of the new requirements, including what each requirement is designed to do and how students will be supported.

Beginning with the class of 2013, students must earn a Certificate of Academic Achievement or Certificate of Individual Achievement, the latter being for students in special education. To learn more about the [CAA/CIA](#) please contact Mrs. Bales or Mr. Davis.

In addition to passing state exams, students can meet their assessment graduation requirements by passing state-approved alternatives, or Certificate of Academic Achievement Options. To learn more about [CAA Options](#) please contact Mrs. Bales or Mr. Davis.

Students who transfer into a public school from out of state or an in-state non-public setting (home school or private school) in 11th or 12th grade can immediately access the CAA options. To learn more about [student transfer options](#) please contact Mrs. Bales or Mr. Davis.

### **Klickitat School District Credit Requirements:**

<u>Credits:</u>	<u>Course of Study:</u>
7.0	Math & Science (A combination of 3 Mathematics and 4 Science or the reverse) <ul style="list-style-type: none"> <li>• Math: Algebra I, Geometry, Algebra II, Trigonometry, Pre-Calculus or equivalent</li> <li>• Science: I.P.S., Biology, Chemistry, Physics, or equivalent (2 labs minimum)</li> </ul>
4.0	English
3.5	Social Studies (World/US/CWE/Civics & WA State)
2.0	Health & Fitness

2.0	Occupational Education (1.0 Project Learning/.5 Technology/.5 Careers)
2.0	Fine Arts **
2.0	World Languages/Spanish (Conversational or Spanish I) **
22.5	Total Core Credits needed to graduate
3.5	Electives (Project Learning & Selective Credits) **
26.0	Total Credits needed to graduate

\*\*Flexible requirements — 1 arts credit, world language credit, career concentration credit and electives may be substituted according to a student's High School and Beyond Plan.

### Klickitat School District Senior Requirements:

1. Futures
2. Senior English
3. CWE/Civics (Current World Events)
4. Senior Math/Science
5. Community Service
6. 5.5 Minimum Credits
7. High School and Beyond Plan (Documented through Portfolio,)
8. Portfolio
9. Fulfill as appropriate, state required skills demonstrations in; reading, writing, math, and science, as demonstrated by successfully passing of the HSPE, EOC, SBAC, or comparable assessment. (See above for more specific details).
10. Technology Demonstration (Senior Presentation, Portfolio, Projects)

### Pass State Tests or Approved Alternatives to those Tests Requirements

The state legislature passes laws that determine [graduation requirements](#). One of the requirements is that students pass tests, or [state-approved alternatives](#). Required tests vary by expected year of graduation. A student's expected year of graduation is four years after he or she enters the 9th grade. (For example, if a student enters 9th grade in the 2015-16 school year, he or she is in the Class of 2019. The table below outlines the test requirements by the State of Washington.

Tests Required for Graduation		
Class of	Subject	Test
2016	ELA	One of: Reading AND Writing HSPE* Smarter Balanced ELA test ( <a href="#">exit exam cut score</a> )** WA-AIM ( <a href="#">exit exam cut score</a> )**
	Math	One of: Algebra 1/Integrated Math 1 EOC exam Geometry/Integrated Math 2 EOC exam Smarter Balanced math test ( <a href="#">exit exam cut score</a> )** WA-AIM ( <a href="#">exit exam cut score</a> )**
2017 & 2018	ELA	One of: Smarter Balanced ELA test ( <a href="#">exit exam cut score</a> )** WA-AIM ( <a href="#">exit exam cut score</a> )**
	Math	One of: Algebra 1/Integrated Math 1 EOC exam Geometry/Integrated Math 2 EOC exam Smarter Balanced math test ( <a href="#">exit exam cut score</a> )** WA-AIM ( <a href="#">exit exam cut score</a> )**

	Science	<b>One of:</b> Biology EOC exam WA-AIM ( <a href="#">exit exam cut score</a> )**
2019	ELA	<b>One of:</b> Smarter Balanced ELA test ( <a href="#">exit exam cut score</a> )** WA-AIM ( <a href="#">exit exam cut score</a> )**
	Math	<b>One of:</b> Smarter Balanced ELA test ( <a href="#">exit exam cut score</a> )** WA-AIM ( <a href="#">exit exam cut score</a> )**
	Science	<b>One of:</b> Biology EOC exam WA-AIM ( <a href="#">exit exam cut score</a> )**

Our state graduation requirements are designed to ensure students have a solid foundation of reading, writing, math and science skills, no matter the path they choose after high school.

To be eligible to graduate in Washington, high school students must: pass specific state exams, earn all required state and local credits, and successfully complete a high school and beyond plan and a culminating project. The purpose of the following narratives is to describe the new high school assessment graduation requirements approved by the most recent Washington State Legislature.

### Mathematics Assessment Requirements

Classes of 2016, 2017, & 2018 – Instead of needing to meet standard on both the Algebra 1/Integrated Math 1 EOC and the Geometry/Integrated 2 EOC, students will only need to meet standard on one of the math EOCs. The math assessment graduation requirement for these cohorts can be fulfilled by meeting standard on one of these tests:

- New Algebra 1/Integrated Math 1 EOC Exit Exam (aligned to CCSS, first administered in spring 2015)
- New Geometry/Integrated Math 2 EOC Exit Exam (aligned to CCSS, first administered in spring 2015)
- New 11th Grade Smarter Balanced Comprehensive Math Test (aligned to CCSS, first administered in spring 2015)

Classes of 2019 and beyond – Students will need to meet standard on the 11th Grade Smarter Balanced Comprehensive Math Test (aligned to CCSS, first administered in spring 2015). The State Board of Education will establish the “cut score” needed to meet standard for purposes of graduation (that cut score might be lower than the college and career-ready cut score that will be used for school accountability).

### English Language Arts Assessment Requirements

Classes of 2016 – Students will need to meet standard on both the reading and writing HSPEs, or meet standard on one comprehensive English Language Arts (ELA) exit exam.

Classes of 2017 & 2018 – Instead of needing to meet standard on both the reading and writing HSPEs, students in the Classes of 2017 and 2018 will need to meet standard on one comprehensive English Language Arts (ELA) exit exam. The ELA assessment graduation requirement for these cohorts can be fulfilled by meeting standard on any of these tests:

- New ELA Exit Exam (aligned to CCSS, first administered in spring 2015)
- New 11th Grade Smarter Balanced Comprehensive ELA Test (aligned to CCSS, first administered in spring 2015)

Classes of 2019 and beyond – Students will need to meet standard on the 11th Grade Smarter Balanced Comprehensive ELA Test (aligned to CCSS, first administered in spring 2015). The State Board of



Education will establish the “cut score” needed to meet standard for purposes of graduation (that cut score might be lower than the college and career-ready cut score that will be used for school accountability).

### **Science Assessment Requirements**

#### **Classes of 2017 & 2018 – Need to meet standard on the Biology EOC exam.**

The Legislature has stated its intent to move to a comprehensive science assessment for graduation purposes once the state has adopted “Next Generation Science Standards” and an appropriate assessment of those standards is developed and validated.

### **Collection of Evidence (COE)**

The 2014 Legislature changed COE policy addressing the number of COE submissions that a student may have during their high school career. Effective immediately, OSPI will provide students the opportunity to submit subsequent COEs per content area, but the financial obligations beyond the first submission will fall to the students/parents/guardians. Beginning in 2014-15 and for subsequent years, for those students submitting a COE beyond the first attempt in a given content area, the district will not receive the \$200 stipend and the \$200 vendor support costs will be deducted from the district’s apportionment the month following applicable score release. Therefore students who have to submit additional COE’s will have to reimburse the district \$200 for the cost of the additional COE(s). If you have any questions or concerns please contact Mrs. Bales or Mr. Davis

### **More OSPI Information**

More information about high school graduation requirements from the state office of education is available on the [OSPI](http://OSPI) website. Additional information may be obtained by writing to [gradreq@k12.wa.us](mailto:gradreq@k12.wa.us) or call OSPI at (360) 725-6032.

### **Klickitat School District Community Service Requirements**

A Klickitat School District graduation requirement is that students perform 90 hours of community service with the goal of giving back to your community and instilling the spirit of volunteerism. The requirement is for grades 7-12. The students are required an average of 15 hours per year (15 hours x 6 years = 90 total hours). It is strongly suggested that the student complete a minimum 10 hours per year. Students may complete their hours early if they desire. New incoming students will be prorated based on the grade in which they are enrolled.

# Klickitat Student Class Schedule 2015-16

General schedule note: Students will pre-register for classes & electives prior to the start of school.

Period	Period 1		Period 2	Period 3	Period 4		Period 5	Period 6	Period 7
Time	8:00 to 8:50		9:03 to 9:53	9:56 to 10:46	10:49 to 11:39		12:12 to 1:02	1:05 to 2:08	2:11 to 3:14
9th Grade	Civics/Careers (2 terms each) Cairns	Morning Breakfast 8:50-9:00	9 <sup>th</sup> Fitness & Health Huwe	9 <sup>th</sup> Algebra I Gilliam	9 <sup>th</sup> I.P.S. Reed	Lunch Break 11:39 -12:09	9 <sup>th</sup> Language Arts Bland	Accelerated or Elective classes Various Staff	Accelerated or Elective classes Various Staff
10th Grade	Geometry Gilliam		10 <sup>th</sup> Fitness & Health Huwe	10 <sup>th</sup> World History Cairns	10 <sup>th</sup> I.P.S. Reed		10 <sup>th</sup> Language Arts Bland	Accelerated or Elective classes Various Staff	Accelerated or Elective classes Various Staff
11th Grade	11 <sup>th</sup> Spanish I Huwe		11 <sup>th</sup> Physics Reed	11 <sup>th</sup> World History Cairns	World Literature Bland		Algebra II Gilliam	Accelerated or Elective classes Various Staff	Accelerated or Elective classes Various Staff
12th Grade	Spanish II or Senior Elective Huwe/Bales		12 <sup>th</sup> Physics Reed	Senior English Bland	Senior Math Gilliam		Civics/C.W.E. (2 terms each) Cairns	Accelerated or Elective classes Various Staff	Accelerated or Elective classes Various Staff

# 2015-2016

## 6th & 7th Period Master Schedule

	6th Period					7th Period			
Teachers	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Bales	K-3 P.E.	K-3 P.E.	K-3 P.E.	K-3 P.E.		Counseling	Counseling	11 Leadership	Counseling
Carins	4 <sup>th</sup> – 6 <sup>th</sup> Grades	4 <sup>th</sup> – 6 <sup>th</sup> Grades	4 <sup>th</sup> – 6 <sup>th</sup> Grades	4 <sup>th</sup> – 6 <sup>th</sup> Grades		A.S.B. Projects	A.S.B. Projects	7/8 A.S.B. Projects	A.S.B. Projects
Bland	7-10 Accelerated Language Arts	12 Futures	9-12 Wellness Literature	12 Futures		Prep	Prep	Prep	Prep
Huwe	Robotics	Weight Lifting	Art of Design	7-8 Alternate Energies		7-8 Why Try	9-10 Leadership	Robotics	Traffic Safety
Gilliam	9-12 Memory Page STEM	9-12 The Art of Geometry STEM	7-8 Accelerated Math	Arts & Crafts		Accelerated Math & COE	7/8 Technology Skills	9-12 Memory Page STEM	7-8 The Art of Geometry STEM
Reed	Forensic Science I STEM	7-8 Geology STEM	10-12 Armchair Naturalist STEM	Scientific Illustration STEM		Field Studies STEM	Forensic Science II STEM	Geology/Earth STEM	9-12 Entomology STEM
McCabe	7-10 Accelerated L.A. Support	12 Futures Support	7-8 Accelerated Support	12 Futures Support		9-11 Accelerated & COE Support	Title I Services	Title I Services	Title I Services

## **GENERAL EXPECTATIONS OF STUDENTS, STAFF, AND PARENTS** **A COMPACT WITH THE COMMUNITY**

The Klickitat School District holds the following expectations of students, staff, and parents/guardians in order to provide for a learning climate that holds the maximum possibility for student achievement:

### **Students:**

- Demonstrate respect for all persons in the school community – staff, parents, visitors, and other students.
- Come to school/class every day, on time, prepared to learn and achieve at the highest levels.
- Learn what you are expected to know and do.
- Do your best work at all times and ask for help when you need it.
- Read, understand, and commit to following this handbook and your school rules.

### **Staff:**

- Demonstrate respect for all persons in the school community – students, parents, visitors, and other staff.
- Begin school/class on time every day with purposeful activities.
- Set clear expectations for student achievement and behavior.
- Teach what students are expected to know and do.
- Develop a partnership with parents and the student to support the student's education.
- Communicate regularly with each student and parent regarding student progress and achievement, especially as this relates to graduation requirements.
- Read and understand this handbook and your local school rules.

### **Parents/Guardians:**

- Demonstrate respect for all persons in the school community – students, staff, and other parents.
- Send your student to school/class every day on time and prepared to learn.
- Oversee your student's work and always expect his/her best work.
- Develop a partnership with the teacher to support your student's education. Know that your student is on course for graduation.
- Communicate regularly with the teacher regarding your student's progress and achievement.
- Read and understand this handbook and your school rules. Require your students to abide by these rules and regulations.

## **CHILD ABUSE/NEGLECT REPORTING**

Teachers, counselors, administrators, and school nurses are required by law to report cases of suspected child abuse or neglect to Child Protective Services (CPS). "Reporting" is recognized as a request, based on documented information by the reporter, for investigation by CPS into a suspected incident of abuse or neglect. A report is not a final determination of abuse. CPS and law enforcement officials have the responsibility for investigating each case and taking such action as appropriate under the circumstances. Professional school personnel are free from liability for the good faith reporting of suspected abuse or neglect and are criminally liable for failure to do so.

Given that the staff in Klickitat Schools is required to report possible/suspected child abuse/neglect issues to Child Protective Services, we want you to know some examples of what we must report. Unusual or substantial bruises, sub-standard winter clothing, continual and excessive hunger, and statements of abuse by a student are just a few of the indicators that we are required to report.

## EQUAL EDUCATION OPPORTUNITY

No student shall be denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, or a physical, mental, or sensory disability.

Parent(s)/guardian or students who feel they have been discriminated against have a right to file a complaint with the school district and/or local, state and federal authorities. Inquiries and complaints should be filed with Mrs. Bales, Counselor, or Mrs. Schultz, Administrative Assistant. The concern should be communicated immediately upon the recognition of a problem or feeling of discrimination.

## HARASSMENT WILL NOT BE TOLERATED

It is the policy of the Klickitat School District to maintain learning and working environment that is free from harassment. No employee, student, or visitor of the school shall be subjected to sexual harassment nor shall any employee, student, or visitor of the school be subject to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. Further, the “bullying”, physical or psychological intimidation, of another within the school community will not be tolerated.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, are highly encouraged to report all incidents verbally or in writing to any staff member.

For reporting or action processes related to harassment, intimidation or bullying see Appendix E the Summary of Harassment, Intimidation or Bullying (HIB) & the forms section of this handbook for the Harassment, Intimidation or Bullying (HIB) Incident Reporting Form.

### **Harassment Definitions:**

**Harassment:** Harassment means words or actions that hurt or humiliate others. Harassment creates an environment that makes learning difficult and is not permitted at school. Harassment and discrimination based on race, religion, age, gender, marital status, national origin or disability is legally prohibited. Harassment or bullying of ANY individual group is not permitted. RCW 9A.46.020. The school district supports this law through School Board Policy 3207, which also supports anti cyber-bullying. Please review WAC 495A-121-011, regarding the reporting of Hate Crimes.

**Malicious Harassment:** The District 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 RCW9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the individual 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 t 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 poses 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, cyber bullying, demeaning

comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other electronic, written, oral or physical action(s). Depending on 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.

**Sexual Harassment:** of students, employees, and others involved in School District activities. Sexual harassment may include, but is not limited to:

- a) Demands for sexual favors in exchange for preferential treatment or something of value;
- b) Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- c) Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- d) Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures or jokes; making remarks of a sexual nature about a person's appearance, gender or conduct;
- e) Using derogatory sexual terms for a person;
- f) Standing too close, inappropriate touching, cornering or stalking a person; or displaying offensive or inappropriate sexual illustrations on school property.

The 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. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students.

### **MCKINNEY-VENTO HOMELESS ACT**

The McKinney-Vento Act is the federal law that outlines the rights of children and youth in homeless situations, and provides detail regarding the duties of local school districts in providing service to those students. The intent of the McKinney-Vento Act is to ensure that homeless children and youth are provided equal access to the same free, appropriate public education, included a public preschool education, as provided to other children and youths. There are four main areas of focus in the McKinney-Vento Statement of Policy regarding the education of homeless children and youth: 1) Each state shall ensure that homeless children and youth have equal access to education, 2) States must address barriers that would keep homeless children and youth from receiving equal access to a public school education, 3) Homeless children and youth are not to be segregated from their non-homeless peers, and 4) Homeless children and youth should have opportunity to meet the same challenging State student academic achievement standards to which all students are held.

The law further requires that districts be aware of the following:

- Every LEA shall have a designated homeless liaison to ensure that homeless children and youth are identified enrolled in, and successful in school. Mrs. Bales is designated as the KSD liaison.
- Districts must review and revise policies that may act as barriers to the enrollment of homeless children and youth.
- SEA and LEAs are required to adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian to and from the school of origin. The LEA must provide or arrange for transportation. If the student moves to an area served by another LEA, though continuing his/her education at the school of origin, the LEA of origin and the LEA in which the student is living must agree upon a method to apportion responsibility and costs for transportation back to the school of origin. If the LEAs cannot agree upon such a method, the responsibility and costs must be shared equally.
- The LEA must, according to the child or youth's best interest, continue the child's or youth's education in the school of origin for the duration of homelessness.

- School records must be made readily available.
- Students must be enrolled immediately, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.
- In the event of enrollment disputes, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute; the parent or guardian shall be provided with a written explanation; the child, youth, parent or guardian shall be referred to the LEA liaison who will carry out dispute resolution; additional related requirements.
- In determining the best interest of the child or youth, the LEA shall keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the parent or guardian; provide a written explanation regarding the right to appeal; in the case of an unaccompanied youth, ensure that the homeless liaison assists in placement or enrollment decisions.
- Comparable services include transportation, educational services for which the child or youth meets eligibility criteria; programs in vocational and technical education; programs for gifted and talented students; and school nutrition programs.
- LEAs shall coordinate with local social service agencies and others in providing services with homeless children and youth, including coordination with housing assistance.

### **REGISTRATION DEADLINES, ATTENDANCE REQUIRED IN ORDER TO RECEIVE CREDIT, AND CLASS STANDING**

In order to receive credit towards graduation, a student must be enrolled in a class for at least 32.5 hours of instruction per term/quarter. Therefore, any student enrolling into school 8 days after a term/quarter has started will be unable to receive credit unless they have a matching transfer grade from another school. While a student may not receive credit, the student is entitled to attend school and prepare for the next term/quarter classes.

Any student exceeding 7 class period absences (excused or unexcused) of a ¼ credit course (45 days) will be denied credit for the course. Students may appeal the “No Credit Grade” to the Attendance Review/Appeal Committee, then to the Principal, and then, if necessary to the Superintendent the Secretary of Klickitat School District Board of Directors. (See Attendance section of Handbook)

The Klickitat School District requires a total of 26 credits to graduate. There are 7 credits possible per school year for a total of 28 credits for 4 years of school. Class standing is based on the ability of students to graduate on their projected enrolled graduation date. Students who fail to achieve the required amounts of credits to graduate will be reclassified in standing at the end of the school year.

The table below shows the minimum needed to be on track to graduate.

					Required Credits by Terms				
Class/Year	Required Credits by Terms				Class/Year	1st	2nd	3rd	4th
<b>9<sup>th</sup>/Freshman</b>	1st	2nd	3rd	4th	<b>11<sup>th</sup>/Junior</b>	<b>12 credits to be a junior</b>			
Max possible credits	1.75	3.5	5.25	7	Max possible credits	15.75	17.5	19.25	21
Minimum credits needed		1.5	3.25	5	Minimum credits needed	13.75	15.5	17.25	19
<b>10<sup>th</sup>/Sophomore</b>	<b>5 credits to be a sophomore</b>				<b>12<sup>th</sup>/Senior</b>	<b>19 credits to be a senior</b>			
Max possible credits	8.75	10.5	12.25	14	Max possible credits	22.75	24.5	26.25	28
Minimum credits needed	6.75	8.5	10.25	12	Minimum credits needed	20.75	22.5	24.25	26
					<b>Minimum 26 credits needed to graduate</b>				

## REGISTRATION

Previous enrolled students must annually register for school prior to the start of school.

### **New Student Registration:**

*The following are required before admittance to school.*

- Current Immunization Record (See appendix for immunization requirements)
- Proof of age
- Completed Emergency Action Form
- Completed Student Office Enrollment Form
- Completed English Second Language Form
- Completed McKinney-Vento Homeless Form
- Complete Student Ethnicity Form

### **Returning Students (To be completed before student continues in school in August)**

- Current Immunization Record (See appendix for immunization requirements)
- Completed Emergency Action Form
- Completed Student Enrollment Office Form
- Completed McKinney-Vento Homeless Form

## **STUDENT RECORDS: Notification of Rights**

### FERPA Mandated Notice

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 days after graduation or permanent withdrawal. The transcript of academic history and attendance will be maintained for 100 years.

The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, and special education files. The temporary record will be reviewed every two years for destruction of out-of-date information.

Parents have the right to:

- A. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed \$.35 a page. This fee will be waived for those producing proof they are unable to pay such costs.
- B. Challenge the contents of the records, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss this matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
- C. Receive copies of records proposed to be destroyed. The school will keep all temporary records one month after graduation or permanent withdrawal. However, special education records by law will be stored for five years after graduation for permanent withdrawal.
- D. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.



Local, state, and federal education officials have access to students' records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.

Klickitat School District considers the following categories to be directory information, and as such may be released to any or all inquirers in such forms as news releases, directories, or computer address lists: the student's name, address, telephone listing, date and place of birth, parent or guardian's name, doctors' names, business telephone of parent, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency attended and the class schedule of the student.

**Discipline files** will be kept for each student throughout their school careers. These files may be used as a reference in determining patterns of behavior for which corrective action is necessary. Progressive corrective action or punishment for inappropriate behavior patterns or similar cumulative violations may be assigned based upon these records.

Discipline files will be kept for each student throughout their secondary careers. These files may be used as a reference in determining patterns or behavior for which corrective action is necessary. Progressive corrective action or punishment for inappropriate behavior patterns or similar cumulative violations may be assigned upon these records.

## **RUNNING START**

Running Start is a program that is approved by the Washington State Legislature in 1998. The program allows **ELIGIBLE** juniors and seniors in high school to attend Community College (Columbia Gorge) part- or full time and receive both high school and college credits for successfully completed classes. The students are limited to college level classes (100 level and higher). The tuition is paid by the school district, but the students are responsible for textbooks, class fees and transportation to the college.

At the end of each quarter, copies of the student's grades are sent to the high school for placement on the high school transcript. The student's grades are also placed on the college transcript. Home schooled or private schooled students must register at one of the local public high schools and take the COMPASS Placement Test.

For further information contact the school counselor.

## **SCHOOL MEALS AND SCHOOL HOURS**

### **School Meals**

The Klickitat School District provides free breakfast and lunch meals to all of its students. Students have the opportunity to sign up for daily breakfast and lunches for no cost. The student must "sign-up" for the meal in the library prior to the meal being served. Check in the library annually for details. Breakfast "snack" will be served in the library at 8:50-9:00. During "snack break" the school has a closed campus. Lunch is prepared by district staff and served in the multipurpose room daily for all students from 11:39-12:09. **Food or drinks are not to be consumed in the classrooms & locker rooms.** The students may store closed containers of food and drink in their lockers. **Students' must be responsible and clean up any food or drink messes that they make throughout the school building.** If food & drink spills become an issue with

the custodial staff, the students may lose this privilege. Purchased water in plastic sealable bottles may be allowed in classrooms with the teachers' permission. All other sealed food and drinks are to remain in the library, multi-purpose room, outside or stored in your locker.

The object of the school district is to protect our children by assuring adult supervision throughout the day. Therefore the Klickitat School District has a closed campus with the exception as stated in the following:

#### **Off Campus Lunch Program Description**

Since there has been an expressed desire from both parents and students to have the ability to leave campus for the sole purpose of going to the Klickitat Canyon Market or Klickitat Trader to purchase lunch we have established the following program. **The Klickitat School District has a CLOSED CAMPUS at all times except for the lunch program described below.**

All students must have a signed "Off Campus Lunch Contract" permission form from their legal guardian/parent allowing them to leave campus during the lunch period; 11:39 am-12:09 pm. The permission slip only allows students to leave campus during the specified lunch period above. If a student wishes to leave at any other time arrangements must be made prior through the office. If a student leaves without a permission release form they will be considered truant and appropriate discipline will apply. The parents/guardian should understand that the school does not provide off campus supervision and that parents and students are responsible for their actions off campus during the specified time. **Bus students may not leave campus at anytime except during the above described Off Campus Lunch Program.**

#### **School Hours**

The high school will open its doors promptly at 7:30 a.m. for those students only wishing to enter the library. Students may enter the rest of the building after 7:45 a.m. School start time is announced annually (see student schedule for times). Students not in their assigned classrooms by the second bell will be considered tardy to school. The library will also be open at lunchtime for student use. At 3:30 p.m. the school will close except for the extended day programs and extracurricular activities. Students not in extended day programs or extracurricular activities will be asked to leave at the end of the school day.

### **ATTENDANCE POLICY**

#### **Credits, Grade Promotion, and Attendance Appeal Board**

**Notice: The following is for credit requirements and is implemented in terms/quarters.** Students are expected to be punctual to school as well as to have regular attendance. In Klickitat, students seldom miss more than 10 days in school year for common illness and family events. The past attendance patterns of students reflect the community-wide belief that establishing strong attendance to school pattern is positive in establishing strong attendance to work habit. Equally important, school staff believe that the discussions and interactions within the classrooms are important and that the teacher is not capable of recreating this learning opportunity with makeup assignments or additional outside reading. Thus **we have set a limit of 7 absences** (excused or unexcused) **per term/quarter**. Secondary school students exceeding 7 absences in a term/quarter will be denied credit and receive a grade of "NC" (no credit) or "F" (failing) for the term/quarter. Refer to Appendix A for Attendance Notification Procedures.

On a case by case basis, parents and students may appeal attendance based "loss of credit(s)" to the Attendance Officer. Decisions by the Attendance Officer based on the "Attendance Appeals Matrix" (see Appendix F) may be appealed to the principal. Further appeals are to the superintendent and then to the school board.

## **Becca Bill and Petitions to Juvenile Court**

**Notice: The following is for Becca Bill attendance requirements and is implemented in semesters.**

The state law (commonly referred to as the Becca Bill) requires that a school district establish guidelines for excused and unexcused absences. The law then requires that the school administration petition the “Court” for intervention if a **student exceeds seven unexcused absences in a month or cumulatively exceeds 10 in a school year.** For the purpose of petitions to be filed with Juvenile Court the following definitions have been accepted by the Board of Directors.

### **Excused Absences from School: Becca Bill Purpose\***

- Parental excuse up to 5 absences per semester for family events/issues/ business/trips.
- Parental excuse up to 10 days, or 10 partial days, per semester for intermittent illness.
- With verification from a medical practitioner, illnesses of 5 or more consecutive days.
- With medical practitioner verification and approval, absences for intermittent illness exceeding 10 days per semester.
- Up to 10 days per semester of “out of school suspension time.”
- Administration pre-approved absences for unique learning opportunities.
- Vehicle accident, reported to law enforcement.
- For seniors, up to three days per year for confirmed and pre-approved college or vocational school visitations.
- Other reasons as may be approved on the basis of a pre-arranged absence **approved by the principal in advance of the absence.**

### **Unexcused Absences from School: Becca Bill Purpose**

- Truancy on the part of the student.
- Intermittent illness exceeding 10 days without medical doctor/nurse verification.
- Parent excuses for personal reasons exceeding 5 per semester.
- Personal vehicle failure (didn’t start, out-of-gas, flat tire, stuck in snow, unreported accident).
- Oversleeping or resting up from late night activity.
- Work or job requirement asked by employer of student.
- Leaving school without permission of an office staff person.
- All absences (regardless of reasons) which are not authorized as described in “Excused Absences from School” (with note for illness within three days or call on day of absence or principal pre-approved absence).

\*Please note excused absences could exceed 7 per term/quarter and not result in a petition to the juvenile court for intervention. However, exceeding 7 absences would result in denial of credit.

## **Parent Notes and Absences**

If your child is going to be absent, please call the school during business hours. If the parent calls, no follow-up note is required. If the parent doesn’t call, he/she is asked to simply send a note explaining why the student was absent. If no note is received within three working days, we will record the absence as unexcused.

## **School Work and Absences**

Upon return to school following an excused absence, a student has one day for each day he/she was absent to make up missing assignments. Parents of students returning from an extended illness are asked to meet with your child’s teachers to establish a due date for missed assignments. However, the Board of Directors permits teachers to penalize grades on assignments accepted as late or when the absence is unexcused.

## **TARDY POLICY**

Students late to school for any reason other than one of the following will be considered unexcused.

- A. A medical, dental, or court appointment prearranged with the school office.
- B. Questionable illness where the parent has called the school by **8:00 a.m.** and indicated that the child is sick; parent is going to wait a few hours, and then send the child to school if he/she feels better.
- C. A tardy approved by administration because of a family emergency.

Given that we all have a few unexcused tardies in life; no consequences will be administered until the student has had three tardies to school in a term/quarter in each class. Students, who accrue more than 3 tardies, will lose credit for that class period. However, they can earn credit back by attending an academically-oriented Attendance School as outlined below. **It is the students' responsibility to keep track of their own tardies and to take appropriate actions when necessary.**

### **Tardies**

- A student is considered tardy if they are not in their assigned classroom and/or classroom seat when the tardy bell rings. A student who is more than 10 minutes late is considered absent.
- A student with more than 3 tardies in any one class per term/quarter will received an NC grade for that class.

### **Attendance school**

- A student may attend Attendance School for each tardy over 3
- Attendance School is held during designated school days as needed.
- Attendance School is held for a 50 minute period of time.
- Students should come to Attendance School prepared with homework and/or reading materials.
- Students not academically engaged will be required to leave and will not receive credit for attending Attendance School.

Students who have not met the attendance requirements for any class but have earned a passing grade will receive an NC (no credit) grade for that class. An NC grade differs from an F grade in that an NC grade does not figure into the student's overall GPA. However, both NC and F grades result in loss of credit. For **co-curricular eligibility purposes**, an NC grade is counted the same as an F grade. If a student receives a failing grade in a class due to overall grade percentage, the F grade will remain on the transcript regardless of attendance.

### **Leaving School**

A student who wants to check out of school must have one of the following items in order to check out:

1. A note signed by a parent or guardian stating the time and the reason for the release.
2. A phone call from the parent or guardian explaining the reason for the release. Students will not be released without a parent/guardian note or a parent/ guardian phone call.
3. Students must check out at the attendance office. Failure to sign out upon leaving will be treated as truancy. No explanation from the student or parents will be accepted in lieu of signing out.

### **Checking In**

If you arrive at school anytime after the start of the school day you must sign in the attendance office (library). If you are more than 10 minutes late to a class it is considered an absence.

## **DRESS CODE**

Appropriate dress to school is a shared responsibility between the parent, the student, and the school staff. The school setting is a more formal environment than the community at large and requires more attention be given to dress. At this time Klickitat School Board does not require or recommend a uniform; however, there is a general expectation that dress shall be clean and appropriate for the activity in which the student is engaged. Regular classroom dress should be “non-disruptive” to the school environment. As parents plan the dress of their children some general guidelines should be followed.

1. Student are to wear appropriate employment type attire to school, no clothing or lack of clothing that disrupts the learning environment the school/classroom is permitted.
2. No clothing that promotes directly (or by innuendo), drugs, tobacco, alcohol, sex, or racism.
3. No clothing articles or styles that are associated with gang activity.
4. No chains, cords, or ropes.
5. No oversized or “sagging” clothing.
6. No clothing that permits underwear (or the chest area) to be seen. (I.e. sagging, sleeveless shirts, crop tops.)
7. No clothing that overly accents the bust or buttock.
8. No strapless tops or tube tops.
9. Shorts are required to fully cover buttocks and have a minimum of a 3 inch inseam. Shorts that are excessively tight or baggy are not permitted. Shorts also may not show any part of the student’s buttocks when bent over.
10. No hats, hoods or other head coverings may be worn in the classroom and school setting.
11. Apparel exposing the midriff may not be worn in the classroom and school setting.

If a student has clothing that is deemed inappropriate by staff, the student will be asked to cover it, go home and change, or given clothing to cover offending apparel. Parents feeling the clothing is appropriate may appeal the administrative decision to the School Board. However, the clothing in question will not be worn until approved by the School Board.

## **Vandal Spirit**

In true Vandal spirit the Klickitat staff will periodically recognize our students’ success’s by awarding students with tickets for weekly drawings. Tickets can be earned in different ways for example; attendance, effort, courteousness, academics, and other various ways as determined by the staff. The staff will provide further details of the program to the students.

## **Career Fridays’**

On Friday’s students may wear a hat in the hallway and library on the condition that the hat must represent an institution of post secondary learning or career a pathway. The purpose of this activity is to increase the awareness of the students of all the educational choices and opportunities after high school. Points will be awarded to those students who participate in the activity with a goal of rewarding those students with items from the GEAR-UP grant. Hats may be worn in the classrooms on Friday’s with each individual teacher’s permission.

## BUS SERVICE AND CONDUCT EXPECTATIONS

A copy of the bus rules is in the appendix of this handbook. It is encouraged that the parents and students review these guidelines for acceptable conduct on a school bus. These rules apply at any time a student is being transported by the school district. The bus driver is charged with the safe and normal operation of the bus, and the driver is the final authority while in route to and from school, field trip, or extracurricular activity. Disruption/distractions of the bus driver will result in a suspension of bus privileges.

### STUDENT CARS/DRIVERS

Students are permitted to drive to, and park on, school property. Speed limit on school property is 5 mph, and exceeding this speed limit will result in suspension of parking privileges.

### PERSONAL BELONGINGS

Over the past few years a number of small items have been taken and/or lost by students. **Students ARE NOT to bring valuable items to school.** Some examples of these items are as follows; iPods, cellular phones, collectors' cards, CDs, extra money, toys, or special items of personal value. Please note, our school setting is a very open environment, and we cannot protect the items from being stolen. **The school staff does not have the ability to pursue investigations of stolen personal property, so any student bringing personal items is risking the loss of the item.** Please report stolen or lost items to the office, but also understand that little can be done by school staff to recover stolen property.

### LOCKERS

Lockers will be assigned. Combination locks are available at the office. Each student is responsible for maintaining a clean locker at all times. Students who have difficulties with the locker should check with the office or custodian for assistance.

Students are not to exchange lockers without checking with the office. Students are responsible for any damage, undue wear, or vandalism to their assigned lockers. Lockers are to be cleaned at the end of the year. Although the school provides a hall locker and a PE locker, the school is not liable for the loss of any items from lockers. The lockers are permitted to be secured by a lock. **Students should not leave money or valuables in lockers. Students should not tell their locker combinations to anyone. Damage or any problems with lockers should be reported promptly to the main office. Valuable electronic equipment should be kept at home.**

Lockers remain the property of the school district during the time they are loaned to students for the purpose of storing their belongings while attending school. Should school authorities have reasonable cause to believe items are concealed in a locker which violates school rules or the law, they may inspect belongings contained therein. In addition, routine locker checks will be conducted to encourage organization and neatness.

### GENERAL INFORMATION

#### Disruptive Electronic Devices

Disruptive Electronic Devices are items as that are disruptive to the educational process (e.g., cell phones, Walkman, iPod, Mp3 etc.).

If these items are brought to school students and parents **must** fully understand the risks and the rules involved as outlined below:

- Devices which can be disruptive to the educational process (e.g., cell phones, walkman, iPod, Mp3 etc.) **MUST be turned off and stored while school is in session (unless being used for educational purposes in the classroom under direct teacher supervision.)**
- iPods, Headphones, Cell Phones, Radios, CD players, Beepers, Electronic Games, or any kind of electronic devices are permitted in the classrooms **at the teachers' discretion.**
- **General use outside of the classroom is permitted only** before and after school and during lunch break, not during breakfast snack.
- Students may use their device in the student center/library and outside the buildings.
- If a student disrupts the educational process in the classroom with a device, the staff member will take the device and give it to the office for the administration.
- Violators of this policy will have their cell phones/electronic devices confiscated. First time offenders will have their cell phone/electronic device returned by the administration.
- Subsequent violations of the disruptive device policy will result in normal progressive discipline being applied as needed, (see discipline section of handbook).
- Students wanting their device back will have to make arrangements with the administrators.
- If continued violations of the policy occur, parents of those students will have to come retrieve the device personally from the administration.
- **Warning: Given that these items are; high in value, high in interest, are targeted for theft, and are easy to conceal, parents and students are highly discouraged from bringing these high value devices to school. The likelihood of recovering a stolen device is generally very small, as the school is not normally tasked with investigating petty theft crimes. If a theft occurs usually the best recourse is for the parents to file a report with the sheriff's office.**

**CIPA WARNING: Students are not to access the school district internet provider system, with their personal device, as doing so would violate federal laws of CIPA (Children's Internet Protection Act). Any student who violates the CIPA policy will lose their internet and electronic device privileges at school.**

## **School Insurance**

School insurance is available to all students. A packet will be available in the office for each student on the first day of classes. Purchase of this program is optional. Students playing interscholastic athletics must provide evidence that they are covered by adequate insurance or purchase the school insurance.

## **Telephone**

Students may not use the office phone for personal calls except in an emergency and with staff permission. Normal phone calls for students will be handled between classes, during lunchtime, after school; only in an emergency will a student be called out of class for a phone message. The phone in the student center is available, with permission, for student use. Long distance calls will be charged to the student/parent. Non-custodial parents should not call the school to talk with their child in lieu of calling the child at home.

## **ASB**

Students are encouraged to belong to the Associated Student Body. Membership permits participation in sports, to run for class office, and/or to vote in school elections. ASB and other fees will be established by the student government after school starts. Students with ASB cards are permitted access to extracurricular events at no charge, with reduced rates at away games. Students must carry their ASB cards in order to access athletic events at no charge.

## **School Dances**

All dances will be approved by the Associated Student Body. Students inviting a guest must complete the “Dance Guest Form” and be approved 24 hours prior to the dance. Homecoming and Prom are restricted to students enrolled in grades 9-12 and their guests who must be under the age of 21.

## **Dispensing of Medication to Students**

The administration will permit the distribution or dispensing of medical supplies or medication by approved personnel on school property during the regular daily scheduled activities. The school nurse will be responsible for the general oversight of medication and health programs. The parent shall be the only person to give injections or supervise self-administered injections. At the close of the school year all unused medications must be collected by the parent. If a summer school program is offered and a parent elects to have their student enrolled, separate arrangements must be made. This is to ensure the safety of the students as summer school staff may not be the same personal as during the normal school year.

See appendix for Medication Dispensing Guidelines.

## **School Closures/Late Starts**

Occasionally weather conditions make it necessary to close school or have a late start. Parents and students should check one of the below sources for information regarding possible closures or late starts. This information of school closure/late starts are usually announced and broadcast by 6:00 a.m.

### **RADIO STATIONS**

**105.5**

**KACI/97.7**

**KODL/1440**

**Y102/102.3**

**KYYT**

### **TV STATIONS**

**KPTV-Channel 12**

**KOIN- Channel 6**

**KATU-Channel 2**

**KGW – Channel 8**

### **INTERNET SITES**

**<http://www.klickitat.wednet.edu/>**

**Flashnews.com**

**<http://www.craigwalker.net/pdx.html/> (then click on view current premium service information.**

## **LIBRARY/STUDENT CENTER**

The district maintains and operates a secondary library. The library collection supports the curriculum first. Secondly, the collection supports the general reading needs/interests of the students. All students have loan privileges. A two-week check out is standard for all library material. Checkout items include books, prior months’ magazines, and one reference book per checkout. The library suggests that students limit check out to four books at one time. An overdue book blocks checkout until the student returns the book. The library does not charge overdue fines.

A damaged or lost book fine is assessed when a book has been lost or sustained damage. The librarian determines damage book fines or replacement costs. When a book is no longer usable by other students because of damage, the student will be charged book value. The student may then keep the book.



The library also acts as the student center. The goal of a combination library/student center is to provide the students with a “Barnes and Nobles” atmosphere. A safe relaxed environment will provide a space in which students can read for pleasure and study.

### **Library and the Community Patrons**

Parents and Klickitat community citizens are defined as community patrons. District library services for community patrons include: a library card, checkout privileges, and possible evening use of library facility. Community patron checkout limits, fines and lost book cost are the same as those for students. Parents are encouraged to use library services with their students. Community members may utilize computers located in our libraries. Appropriate use agreements are required for users of school computers.

## **COMPUTER AND INTERNET ACCESS**

### **Children’s Internet Protection Act**

With the advance of technology and the ability of these items to “connect to the outside world” at any given time and place, the ability to monitor appropriate use of such devices is paramount in the safety of our students. So to ensure the safety of our children and to meet the Federal requirements of CIPA (Children’s Internet Protection Act) students will only be allowed access to the internet thorough the districts devices and internet system. Students are not allowed to access the internet with their personal devises during all school activities or in the school buildings.

The computer is the station a student uses to connect to the Klickitat network. Students connect to the network with a username and password. This “log on” gives the student access to the file server where schoolwork and projects are saved. The “log on” also give students access to the Internet.

The Klickitat network is an electronic network of servers and computers that accesses the Internet on the K-20 statewide system. The Internet is an electronic highway connecting thousands of computers all over the world. Through the internet, staff, students and community members have access to research sources, Fort Vancouver Regional library and many other web sites. With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. Klickitat School District has taken available precautions, including the purchase of internet “filters” in accordance with federal guidelines, to restrict access to controversial materials. Additionally, staff members supervise students while they are using the internet. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information available on this worldwide network far outweigh the possibility that users may get material that is not consistent with educational goals. Please discuss with your child appropriate actions to take when he/she accidentally accesses an inappropriate web site.

Smooth operation of the Klickitat network and the Washington K-20 network relies upon the proper conduct of the users who must adhere to strict guidelines. Guidelines are established so that students, parents and community members are aware of the responsibilities. At the beginning of each year, students and parents are asked to review the appropriate use of guidelines. Violation of appropriate use is subject to loss of privileges and possible suspension.

In order to receive access to the K-20 network, students must file an Acceptable Use Policy for the Internet.

## Electronic Mail

The Klickitat –Network does not support student email. Students wanting email may sign up for web mail, such as Hotmail. Email access is available before and after school as well as lunch time. **E-mail is not guaranteed to be private.** Further, students are directed to not reveal a personal address or phone number or that of other students. Both parents and students should be aware that there is potential danger in meeting people on the Internet or sending threatening email. Strangers may solicit sexual relations; any occurrence of this must be reported to the office immediately to help ensure the safety of our students. Any student sending threatening email is subject to federal investigation and arrest. Parents that permit their children to access school computers are responsible for protecting their children from strangers met via email.

## File Server

All student work is stored on the file server. Only student made documents are permitted on the server, no music, games or down loaded files. The use of 3.5 disks is not allowed, the use of CD's requires teacher permission. Students are encouraged to remove out dated documents from their folders. Students may be limited to a set amount of storage. Student made material will be removed by the network administrator at the end of the year.

## THE KLICKITAT APPROACH TO DISCIPLINE

Recent history indicates that we have few disruptive behavior problems within Klickitat schools. To keep a mutually respectful atmosphere, teachers establish and review classroom rules with students during the first week of school. Teachers want student input on how we operate the classrooms. However, once class rules are established, compliance with the rules is expected.

So we all have a **common language for discussing discipline**, we have identified behaviors in the following categories:

- a. Expected behavior – behavior we expect of students.
- b. Distracting behavior – behavior that distracts the teacher or others in the learning environment, but is fairly harmless behavior (i.e. pencil tapping).
- c. Disruptive behavior – behavior that actually stops teaching or learning and requires more than a mild request by the teacher to stop or participate.
- d. Dangerous behavior – behavior that threatens physically or emotionally self or others.

Generally speaking, **expected behaviors** are:

- a. Prepared for class with completed assignments.
- b. Prepared for class with teacher requested materials.
- c. Prepared for class with a cooperative attitude accepting of learning.
- d. Punctual to class.
- e. Appropriate in dress for our school.
- f. Use language appropriate for our school.
- g. Cooperative with staff. Use established appeal procedures when you disagree with teacher decisions.

Students not routinely meeting our established behavior expectations can expect to have their own personalized behavior plan. Students **distracting** from the learning environment can expect to be re-directed by the teacher. If a pattern of distraction develops, a parent conference and a “plan of correction” will be developed to assist the student in learning how not to distract from the learning environment. Students exhibiting multiple distracting behaviors in a class period may be assigned one hour of detention with the teacher (or lesser consequences as appropriate). Students failing to comply with the teacher’s redirection within a reasonable time will be referred to an administrator.

Students **disrupting** instruction or learning will be re-directed to expected behavior. If disruptive behavior continues the student will be sent to an administrator. A parent phone call, at the first available time, is to be made to discuss the inappropriate behavior. **Any student removed from two separate classes in the same day will be placed in I.S.S. until a correction plan is in place to address the student’s misbehavior.**

We recognize the fact that **students in Klickitat School District generally are well behaved.** We want to have fewer rules and a more personalized approach to discipline. We are attempting to recognize the students who never violate school rules. We want to provide support to students who have difficulty controlling their own behavior, and lastly, but most importantly, we intend to continue to be a school where there are no dangerous behaviors occurring. We truly plan for students to have a safe and rewarding school experience.

In an effort to recognize the positive choices that the majority of our students make, the staff will periodically sponsor “Fun Fridays Events & Activities” for those students who’ve made positive decisions during their school day.

## Attendance Notification Procedures Appendix A

### **Becca Bill for Unexcused Absences Notification Procedure: (K-12)**

<u>#of Unexcused Absences:</u>	<u>Consequence:</u>	<u>Action:</u>	<u>Documentation:</u>
1) 1 per month	Parent notification	Phone or letter	Copy of letter & record date
2) 2 per month	Parent conference	Phone conference	Record date of call
3) 5 per month	Attendance contract	Parent meeting	Copy of contract
4) 5 per month	<u>May</u> file court petition	If no meeting file	Copy of petition
5) 7 per month	<u>Must</u> file court petition	Court	Copy of petition
6) 5 per year	Parent notification	1 <sup>st</sup> warning letter	Copy of letter
7) 7 per year	2 <sup>nd</sup> parent notification	2 <sup>nd</sup> warning letter & phone	Copy of letter & record date
8) 10 per year	<u>Must</u> file court petition	Court	Copy of petition

### **Excessive Excused Absences Notification Procedure:**

#### **Elementary School Procedures:** *(maximum of 30 excused absences per year)*

<u>#of excused Absences:</u>	<u>Consequence:</u>	<u>Action:</u>	<u>Documentation</u>
1) 10 <sup>th</sup> anytime during year	Parent policy notification	Letter of policy	Copy of letter
2) 15 <sup>th</sup> anytime during year	1 <sup>st</sup> warning notification	1 <sup>st</sup> warning letter	Copy of letter
3) 20 <sup>th</sup> anytime during year	2 <sup>nd</sup> warning notification	2 <sup>nd</sup> warning letter	Copy of letter
4) 25 <sup>th</sup> anytime during year	3 <sup>rd</sup> warning notification	3 <sup>rd</sup> warning letter	Copy of letter & record date
5) 30 <sup>th</sup> anytime during year	Final notice of last absence	Phone call & letter	Copy of letter & record date
6) 31 <sup>st</sup> anytime during year	Parent conference	Retention of student	Copy of appeal if filed

#### **High School Procedures:** *(maximum of 7 excused absences per term/quarter, 9-12 credit loss)*

<u>#of excused Absences:</u>	<u>Consequence:</u>	<u>Action:</u>	<u>Documentation</u>
1) 3 <sup>th</sup> anytime during term/quarter	1 <sup>st</sup> warning notification	1 <sup>st</sup> warning letter	Copy of letter
2) 5 <sup>th</sup> anytime during term/quarter	2 <sup>nd</sup> warning notification	Phone call & 2 <sup>nd</sup> letter	Copy of letter & record date
3) 7 <sup>th</sup> anytime during term/quarter	Final notice of last absence	Phone call & final letter	Copy of letter & record date
4) 8 <sup>th</sup> anytime during term/quarter	Credit loss notification	Retention/credit loss	Copy of letter in file

## OVERVIEW OF POTENTIAL DISCIPLINE BY CATEGORY

### Appendix B

This appendix is provided to help students and parents understand the consequences to be administered for various school rule violations.

The infractions of school discipline listed below and on the following pages are grouped into categories according to the seriousness of the offense. The list is not intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present so that both the student and the educational interests are dealt with in a fair and consistent manner.

Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned.

Students should expect that parents would always be notified by letter and/or telephone when disciplinary action is being taken.

#### GROUP A

- Tardy
- Being in an unauthorized area
- Littering
- Parking violations (on school property)
- Wearing inappropriate clothes (hats, caps, other headwear, substance related and obscene clothing)
- Snowballing
- Food/drink in an unauthorized areas; classrooms & lockers. (Authorized Areas: library, hallway, lunchroom, & outside.)

#### GROUP A CONSEQUENCES

1<sup>st</sup> offense – Verbal warning

2<sup>nd</sup> offense – Contact with parents

3<sup>rd</sup> offense – Detention

4<sup>th</sup> offense and beyond – One or more of the following options (detention, work duty with school personnel, ISS, STOSS, LTOSS, parent conference)

#### Special circumstances:

- Restitution
- Tardiness handled according to stated policy
- Prevent student from driving on school property, and possibly contacting appropriate law enforcement agency.

#### GROUP B

- Lying to school personnel
- Improper care of school equipment
- Truant (missing all day)

- Skipping (missing less than all day)
- Disrespectful/Rude attitude directed toward staff or students
- Insubordinate/defiant attitude toward a staff member.
- Disturbance of the school function
- In an unauthorized car during lunch
- Leaving school grounds without permission
- Obscene language or gestures
- Cheating
- Tampering with school records, bogus pass, inappropriate use of the computer
- Threatening to do bodily injury to someone other than school employee

### **GROUP B CONSEQUENCES**

- 1<sup>st</sup> offense – detention or short term suspension for each infraction and parent notification.
- 2<sup>nd</sup> offense and beyond – one or more of the following consequences (detention, work with school personnel, removal from class during the problem class or lunch time, STOSS, LTOSS, parent/guardian conference)

#### Special circumstances:

- Zero for work done when cheating (parent/guardian contacted)
- Lose the right to use computers for internet/e-mail purposes

### **GROUP C**

Stealing

Repeated violation of the rules

Hazing

Fighting

Harassment/intimidation/bullying

Verbal assault/obscene language directed toward school personnel

False fire alarms

Possession or consumption of “look-a-like” drugs or controlled substances as school or school event.

### **GROUP C CONSEQUENCES**

One or more of the following consequences (STOSS, LTOSS, Expulsion recommendation, parent/guardian conference, contact appropriate law enforcement agency when applicable)

Any student, who is suspended expelled, will not be able to attend or participate in any school activities or be on school grounds during the time of his/her suspension or expulsion.

### **GROUP D**

Possession or use of tobacco products at a school or school event.

Possession or consumption of any drug/alcohol at a school or school event.

### **GROUP D CONSEQUENCES**

- 1<sup>st</sup> offense – Long term suspension of twenty (20) school days subject to appeal rights as provided in district policy and law.
- 2<sup>nd</sup> offense – Expulsion pursuant to appeal rights as provided in district policy and law.

## GROUP E

- Physical assault on school personnel
- Bomb threats
- Substantial damage to school or private property
- Major injury to any student caused by a student
- Use of violence, force, coercion, threat, substantial interference with school purpose
- Possessing a weapon\*
- Extortion: Threat to obtain money or anything of value
- Causing fires
- Engaging in activity forbidden by law
- Selling or delivering of drugs/alcohol\*
- Sexual Harassment

## GROUP E CONSEQUENCES

One or more of the following consequences (LTOSS or expulsion, notification to appropriate law enforcement agency and parent/guardian conference)

**Students exhibiting any dangerous behavior** will be removed to the office until picked up by a parent, law enforcement, or the end of the school day. Students exhibiting dangerous behavior **will not** be permitted to ride a bus home at the end of the day.

Students and parents are advised that law enforcement will be contacted in **all situations involving weapons and controlled substances**. Students and parents are also advised that **use or possession of a firearm or other weapon at school or a school event will result in an expulsion of one (1) academic year subject to district policy and law**.

Firearms as defined in RCW 9.41.010 are prohibited on school property or at school-sponsored events. RCW 28A.600.420 prohibits firearms on school premises, transportation or facilities. A student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used by public schools shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent may modify the expulsion of a student on a case-by case basis.

**Students suspected to be under the influence of alcohol or controlled substances** will also be suspended pending a parent conference.

**Tobacco** is a controlled substance and illegal for anyone under the age of 18 to purchase or use. Tobacco is illegal for anyone of any age to possess on school grounds. Students smoking or in possession of tobacco products on school property or at a school activity will be suspended pending a parent conference.

### **Athletics, Activities, Co-curricular Participation**

**Coaches, advisors, or chaperones may add special requirements and rules beyond those expressed in this handbook to support high quality involvement in the specific sport, activity, or event.**

## **BUS RULES**

### **Appendix C**

1. The driver is in full charge of the bus and passengers at all times. Passengers must obey the driver promptly.
2. Students shall give their correct name promptly and willingly when asked by the bus driver.
3. Quiet conversation will be permitted while students are riding the bus unless this privilege is abused.
4. Students should talk to the driver only when necessary.
5. Students are to remain seated while the bus is in motion and are not to get on or off until the bus has come to a full stop and the driver has opened the exit door.
6. A student may be assigned a seat in which he/she will be expected to remain at all times on the bus.
7. No student will smoke, ignite matches or lighters, or use any type of flame or sparking device on the school bus.
8. Items that may cause injury to others, such as sticks, breakable containers, any type of firearms, straps or pins extending from clothing, are not allowed on the bus. Also, no animal is permitted on the bus except "seeing-eye" dogs.
9. Students must arrive at the bus stop no less than five (5) minutes and no more than (10) minutes prior to the expected arrival time of the bus.
10. Students should not stand or play on the roadway while waiting for the bus to arrive.
11. While at the bus stop or loading zone, students are to remain at a safe distance from the bus until it is completely stopped.
12. Students must leave the bus in an orderly manner. They must not cross the roadway without first verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times.
13. Students must cross only in front of the school bus and never behind it.
14. Students will refrain from pushing, shoving or striking other passengers while on or near the bus or engaging in other unsafe activities.
15. Bus windows are to be left closed unless permission is granted by the bus driver to open them.
16. Students are not to extend head, hands or arms out of the windows whether the bus is in motion or standing still.
17. Students must refrain from throwing objects on or at the bus or out of the bus windows.
18. Students will refrain from using vulgar or obscene language and/or gestures.
19. Students shall have a "Bus Pass" issued by the appropriate school authority prior to being allowed to:
  - A. Board to leave the bus except at his/her regular stop.
  - B. Ride a bus other than the one to which they are assigned.
  - C. Ride an activity or late service bus.
20. Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.
21. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor.
22. Eating on a school bus is not permitted except when specifically authorized and supervised, i.e., field trips and on the bus driver.
23. Students are not to sit in the driver's seat at any time, nor shall students be to the immediate left or right of the driver while the bus is in motion.
24. In the event of an actual emergency, students must follow emergency exit procedures as established for emergency exit drills.
25. The parent/guardian will reimburse the Klickitat School District for damage to school buses resulting from student conduct.



# ADMINISTRATION OF MEDICATION

## Appendix D

Before any prescribed medication or treatment may be administered to any student during school hours, the office shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescription medication or treatment may be administered, the office shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. No student is allowed to provide or sell any type of over-the-counter medication to another student. See copy of Medication Authorization form #3416F-1.

The following procedures shall be used in the administration of the policy.

1. Prescription medication will be the only medicine dispensed to students.
2. Written orders from a physician must be issued to the school stating:
  - a. Diagnosis
  - b. Name of medication and dosage
  - c. Time the medication is to be administered
  - d. Date medication is to begin
  - e. Any adverse reactions that should be reported
  - f. Special instructions for the administration of the drug, including storage, sterile conditions, etc.
3. Written permission from the parent and/or guardian must accompany physician orders and medication.
4. Medication is not to be taken without the above information.
5. Nonprescription medication will not be given without parent/doctor authorization.
6. Medication must be brought to school in a container appropriately labeled by a pharmacist or physician. Medication is not to be sent in tissue, plastic wrap, etc.
7. Parents will furnish all medication.
8. The parent is to bring the medication, physician orders, and parent permission slip to the office.
9. The school nurse will check for authenticity of medication. If further clarification is needed, the parents will be contacted.
10. All medication will remain in a locked cabinet/drawer in the office or designated dispensing station.
11. It is the students' responsibility to report to the appropriate area when medication is due to be given.
12. All medication must be dispensed by a trained adult.

## SUMMUARY OF HARASSEMENT, INTIMIDATION OR BULLYING (HIB) REPORTING STEPS

### Appendix E

1. **Filing an Incident Reporting Form** – In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).
2. **Receiving an Incident Reporting Form** – All staff are responsible for receiving oral and written reports. Whenever possible staffs who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.
3. **Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation & Bullying** – All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.
4. **Corrective Measures for the Aggressor** – After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.
5. **Targeted Students Right to Appeal** – If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.
6. **Discipline/Corrective Action** – The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.
7. **Support for the Targeted Student** – Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

## Appendix F

Klickitat High School Attendance Appeals Matrix						
Student Name: <span style="border: 1px solid black; display: inline-block; width: 600px; height: 20px;"></span>						
Date: <span style="border: 1px solid black; display: inline-block; width: 600px; height: 20px;"></span>						
Date of Appealed Term: <span style="border: 1px solid black; display: inline-block; width: 600px; height: 20px;"></span>						
Steps	Category Factors	# of days over 7 days per period	X	Multiplied By	=	Category Total Points
A.	First Period	0	X	1	=	0
B.	Second Period	0	X	1	=	0
C.	Third Period	0	X	1	=	0
D.	Fourth Period	0	X	1	=	0
E.	Fifth Period	0	X	1	=	0
F.	Sixth Period	0	X	1	=	0
G.	Seventh Period	0	X	1	=	0
H.	Number times tardy during term	0	X	1/10	=	0
I.	Prior number of times appealed	0	X	5	=	0
J.	Number of times granted an appeal	0	X	10	=	0
K.	<b><i>Appeals Matrix Point Requirements:</i></b>	<b>Total Matrix Points</b>				<b>0</b>
L.	10 or less points Attendance Appeal Granted	<b>Attendance Appeal Granted</b>				
M.	10.1 or more points Attendance Appeal Denied					
N.	Attendance Appeals Matrix Results:					
<p>If needed, you have the right for a second appeal to the principal concerning this action.</p> <p><b><u>To Appeal:</u></b></p> <ol style="list-style-type: none"> <li>1. Submit written request for a second appeal to the principal Mr. Davis.</li> <li>2. Give the written request to the Attendance Officer Mrs. Robinson within 5 school business days after the receipt of this denied appeal.</li> <li>3. If no written request is made within the 5 days, your right to a second appeal hearing is waived.</li> <li>4. The date your second appeal must be received by is: <span style="border: 1px solid black; display: inline-block; width: 300px; height: 20px;"></span></li> <li>5. The principal Mr Davis, shall respond to your second appeal request within 5 school business days of upon receipt of your appeal informing you of the decision concerning your appeal.</li> <li>6. Please feel free to call the school (509) 369-4145 with any questions.</li> </ol>						
<i>Attendance Officer Signature &amp; Date</i> Kevin S. Davis K-12 Principal, via Katherine Robinson Klickitat Schools Attendance Officer						

# **Athletics & Activities**

## **SECTION I**

### **PHILOSOPHY**

#### **Purpose of Athletics/Activities**

Klickitat Schools provide an interscholastic athletic/activity program intended to enrich and enhance our academic programs. Athletics/activities are an important aspect of education and should provide a wholesome environment for the development of teamwork, school spirit, individual skills, and self-esteem for athletes/participants through competition. In addition, athletics/activities should support and motivate students to achieve in the core-curriculum as well as provide opportunities for enrichment, skill development, and personal growth beyond those available in the classroom.

#### **Goals for KHS Athletes/Participants**

1. Enhance and expand the learning of the classroom.
2. Provide opportunities for students to experience public performance, cooperation, competition, teamwork, and interaction with fellow students and athletes/participants.
3. Enhance student pride and identification with friends and school.
4. Increase student morale and motivation for achievement and skill development in the academic, physical, and social realms.
5. Elevate the standards of good sportsmanship and encourage the growth of good citizenship.
6. Enhance the development of a positive self image in each student.
7. Increase student experience in meeting challenges and coping with success and failure.
8. Meet the needs of students rather than the needs of teachers, coaches, administrators, or parents.
9. Provide a reflection and feedback component in order to maximize learning and growth.
10. Provide guidance in the individual's selection of activities in which they participate in order to meet life-long as well as immediate needs of students.
11. Encourage abstinence from tobacco, alcohol, drugs, and sexual relations.

#### **Ethics in KHS Sports**

##### **KHS activity participants and coaches will:**

- recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- encourage leadership, use of initiative, and good judgment by the players on a team.
- understand and accept the rules of the games and the standards of eligibility.
- emphasize the proper ideas of sportsmanship, ethical conduct, and fair play.
- stress the values derived from playing the game fairly.
- show cordial courtesy to visiting teams and officials.
- establish a happy relationship between visitors and hosts.
- respect the integrity and judgment of sports officials.
- remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan, or nation.

## **Expectations of Parents**

### **Keeping Athletics/Activities in Perspective:**

- Emphasize that academics always come first.
- Assist the student to structure time wisely, so athletics/activities do not interfere with academics.
- Use athletics/activities as a way to teach our children how to react and interact with other people during tense situations.
- Help your athlete understand that athletic ability varies with body maturity and that effort is just as important as natural ability.
- Model positive behavior.

### **Supporting Your Student Athlete:**

- Encourage participation by both girls and boys.
- Allow your child to select the sport based on his/her perceived ability and interests.
- Provide a pressure free environment regarding athletic scholarships.
- Be supportive of our athlete: insure that medical needs are met and proper equipment is provided; attend as many contests as possible.
- Be supportive of the coaching staff. Attend parent meetings.
- Stress the importance of the complete athlete, both mental and physical preparation, including abstinence from tobacco, alcohol, and illicit drugs.

### **Supporting the Program:**

- Talk to your child frequently about how things are going athletically.
- Make arrangements to talk to the coaches privately and early about perceived problems.
- Take into consideration practice and games when planning family events.
- Understand the needs of the particular sports. Some take more equipment, some take more time and others may call for some form of year-round preparation.
- Support the district policy of no profanity, alcohol, illegal drugs, or tobacco.
- Model positive behavior towards everyone involved in the event.
- Participate and support KSD Booster Club and/or sports in fund-raising activities.

## **Head Coaches Duties**

1. Determine the system of play to be used in the high school program and along with the Athletic Director oversee the middle school program.
2. Provide the Athletic Director a copy of coach's team rules within the first week of practice.
3. Be responsible for scheduling of practice sessions with due consideration to cooperation with the rest of the coaching staff and the welfare of participants.
4. Make recommendations to the principal in matters of scheduling and financing.
5. Cooperate with all other coaches in providing the best sports program possible under existing conditions.
6. See that all purchases of equipment are directed through the Business Manager. No purchases may be made without prior approval and requisition. Plan on two weeks for approval.
7. Be responsible for the care of equipment, supplies, and physical properties by the participants in their particular sport and submit an inventory for the sport two weeks following the close of the season. This inventory to be followed by a detailed budget for the following season.
8. Be responsible for the conduct of all players and managers while under your jurisdiction.
9. Encourage good sportsmanship, fair play, ethical conduct, good scholarship and desirable pupil-teacher relationships.

10. Thoroughly explain eligibility requirements and the operation of the insurance program to all squad members prior to each season.
11. See that NO participant is issued equipment or allowed to turn out until they have turned in a physical and insurance waiver or purchased insurance.
12. Be responsible for the marking of all equipment.
13. Will authorize all scouting assignments and get approval through the Athletic Director.
14. Supervise locker rooms, use of training room by participants and remain in locker room until all participants have left the area.
15. See that an athlete doesn't participate in any practice or game if they have been truant or received an unexcused absence that day.
16. Turn in a squad roster to the Athletic Director with all necessary personal data at least one week before the first game (number, age, height, weight, position, grade level) and correct later if necessary.
17. Attend the state rules clinic for their sport as provided by WIAA. Encourage the coaching staff of their sport to all attend.
18. See that the team manager has a list of all duties to perform on practice days and game days.
19. See that all equipment is accounted for after all contests of their season.
20. Have organized practices in writing with lesson plans and a schedule to adhere to during practice. Time on the court, field, or stage should not exceed 90 minutes- additional time for team meetings and weight training and conditioning should be reasonably scheduled.
21. Each head coach is to oversee the entire middle school and high school program and is required to meet with the entire staff at the beginning of the season.
22. Comply with duties negotiated by the bargaining unit.
23. Coaches will document safety in sports lessons by frequency, date, and duration.
24. All coaches and teams will participate in annual Title IX surveys as directed by the athletic director.

#### Assistant Coaches Duties

The duties of the assistant coaches are to carry out the program planned by the head coach; to be of whatever assistance that is required such as scouting, coaching the junior varsity; and performing delegated duties set forth by the head coach of that sport. When the assistant coaches are given the JV coaching assignments, their system of play will be designated by the head coach. They will have the same responsibilities as listed for head coaches where applicable. Assistant coaches may have different responsibilities year to year as directed by the head coach and Athletic Director.

#### Sportsmanship

Athletics/activities mean more than competition between individuals and teams. It is a means of learning the lessons of life. Winning and losing is part of competition and should be done with modesty in victory and graciousness in defeat. Our philosophy is summed up nicely in the poem "Don't quit."

#### Don't Quit

**When things go wrong, as they sometimes will,  
 When the road you're trudging seems all uphill,  
 When the funds are low and the debts are high,  
 And you want to smile, but you have to sigh,  
 When care is pressing you down a bit –  
 Rest if you must, but don't you quit.  
 Life is queer with its twists and turns,  
 As every one of us sometimes learns,  
 And many a person turns about  
 When they might have won had they stuck it out.**

Don't give up though the pace seems slow –  
You may succeed with another blow.  
Often the struggler has given up  
When he might have captured the victor's cup;  
And he learned too late when the night came down,  
How close he was to the golden crown.  
Success is failure turned inside out –  
So stick to the fight when you're hardest hit, --  
It's when things seem worst that you mustn't quit.

## SECTION II

### **EXPECTATIONS OF ATHLETES/PARTICIPANTS**

#### **Requirements That Permit or Deny Participation**

##### **Athletics/Activities are Voluntary:**

Participation is not required for graduation and thus, being in an extra-curricular activity is a privilege that must be earned. With that privilege comes responsibilities to maintain the established standards of conduct as defined by KSD Board of Directors and the KHS Athletic Review Committee.

##### **Athletics/Activities as a Part of the Educational Program:**

Athletics/activities are just one of many parts of the educational program. Students are in school to learn; and therefore, academics will always come first. Maintaining academic eligibility is the students' responsibility, not that of the coaches or teachers. Participating in athletics/activities and being on a team means sacrifices. The commitment an athlete makes to a team and coach requires the choices be made and priorities kept.

##### **Eligibility Grade Participation Requirements:**

New students entering Klickitat School District must meet the lesser WIAA standard in order to begin participation. Starting with the first grading report after entry into school, student must meet KSD expectations. Progress reports will be provided in classes every three weeks so that parents may monitor their child's progress.

If students have failing grades, they are no longer allowed to play in competitive events but may continue to practice with the coach's consent in consultation with the Athletic Director and Principal. Ineligible students will not be released early from school to travel with the team for events. Travel to events outside of school hours is with the consent of the coach and in consultation with the Athletic Director and Principal.

**Eligibility will be assessed weekly.** When all grades are raised to a "D" at the next weekly eligibility assessment, the student may resume competitive play.

##### **Being Part of the Team:**

Athletes/participants learn many skills to play their chosen sport, but the most important skill that must be learned is teamwork. To be successful, every member of the team must work together to make the whole greater than the sum of the parts. Captains of a team will be selected by mid season (as determined by the coach of each sport), and they will be expected to model all expectations outlined in this handbook.



### **Coming Ready to Play:**

Athletes/participants should come to practice on time, be ready to listen and to learn. They should be prepared physically and mentally for the season – this includes training in the preseason so that injuries due to poor conditioning are minimized and so that time for actual skill development can be maximized. Given that the possibility of injury is increased by participation in athletics, parents and students are expected to inform the coach of anything that might further increase the possibility of injury or health problems (i.e. asthma, pulled muscle, minor dehydration from illness, etc.)

### **Conduct On and Off the Field:**

- On campus: athletes/participants are expected to set an example of good citizenship, promoting school spirit and school activities. Students with three office referrals for minor distracting or disruptive behavior per season will be referred to the eligibility committee for review within three working days. Students under review are not eligible for performance level participation. If reinstated by the eligibility committee, each referral after the third will result in the forfeit of participation for the next immediate contest or performance.
- On the field: athletes/participants are expected to be respectful towards their teammates, coaches, opponents, fans, and officials.
- In the community, athletes/participants will refrain from the use or possession of tobacco, alcohol, illicit drugs, and all other illegal activities as well.
- Students referred to the office for dangerous behavior will be denied participation subject to administration decision and the appeals process.

*Athletes/participants, remember you represent your team and school at all times.*

### **Your Eligibility Is Subject to Special WIAA Rules:**

These issues require an appeal to WIAA by the family and student, and the student may not participate at a varsity level pending WIAA decision.

- If your family does not live in the Klickitat School District.
- If you have transferred from one school to another within the last school year.

### **Attendance Expectations**

1. In order to participate or compete in a contest or performance the participant must be in attendance the entire day of a contest/performance. There may be extenuating reasons for an absence, such as medical, dental, or school related. If the absence is due to a medical item the student is required to bring a note from the doctor addressing the medical appointment and that the student is eligible to participate in the event. These are to be pre-approved by the principal the day prior to the absence. (This means pre-approved, not a prearranged form.) A coach may require attendance at the practice even if you cannot participate with the team.
2. Excused absences are explained in the Student Handbook.
3. Tardy to class will result in detention per the tardy rule outlined in the Student Handbook. In addition, a student assigned to detention is ineligible for contest participation until he/she has completed. Students arriving to school after the second bell are expected to attend practice. Students absent from 1<sup>st</sup> period will not practice or perform on that day. Administration may consider emergency situations.
4. Athletes who quit a sports team before the sports season concludes will be ineligible to participate in the next sport 20% of that sport competitions in which they participate. The athlete may practice and attend

the events but may not suit down for competition until the conditions are met. When an athlete quits a team and the team folds for lack of numbers there is an unfair burden place on the other athletes and the other teams in the league. Before an athlete quits a sports team they are encourage to talk to the coach, athletic director, & principal to seek a solution to the problem. This rule may be waived by the athletic director and principal if the situation warrants. **However, the wavier must be in place before the students quits the team.** Injured athletes are considered part of the team as long as they meet the conditions set forth by the coach to be considered a team member.

### **Locker Room Conduct**

1. Locker rooms are off limits until coaches or a supervisor is present – you must have permission to be in the locker rooms.
2. Keep assigned lockers locked and clean - **do not leave valuables outside the locked lockers.**
3. "Rough-housing" or "horse-play" of any sort in the locker room is dangerous and will not be permitted at any time. This will be consequence in accordance with the student handbook.

### **Equipment**

School equipment checked out by the student is the student's responsibility. You are expected to keep it clean and in good condition. Athletes/participants will be responsible for lost school equipment assigned to them. A student may not turn out for the next sport season until all equipment is returned or "paid for".

### **Travel**

1. All athletes/participants must travel to and from athletic contests in transportation provided by the school district. Only a parent may sign a student off the bus after a game, contest, or performance. The principal may approve a parent transporting his/her child to a game if there is a unique conflict of activities. Administration may make exceptions under unique circumstances.
2. Athletes/participants will remain with their squad and under the supervision of their coach when attending away contests.
3. Athletes/participants are direct representatives of their school, community and parents and should conduct themselves accordingly. Inappropriate behavior shall result in disciplinary action as determined by the principal in accordance with the student handbook. Any behavior while on a performance or contest trip that results in a referral and discipline to and by the principal will result in no less than a one game suspension.

### **Drug, Alcohol, and Tobacco Expectations And Consequences for Violations**

1. Participants are to refrain from the use or possession of tobacco, alcohol, and legend drugs in any form at any time during the school year. Consequences for in and out of season violations are identified in below. The use, sale, and/or possession of; tobacco, legend drugs and/or alcohol including anabolic steroids will be dealt with according to School District Policy.
  - ❖ 1st Violation – In or out of season, student athlete shall be immediately ineligible for interscholastic competition subject to the athletic director decision. The athletic director will suspend the athlete from play and practice for a minimum of 3 weeks. Given the individual situation, this may be extended. If reinstated the student is subject to two random drug tests during the next calendar year (the next 365-day period).
  - ❖ 2nd Violation – In or out of season and within 365 days of the first offense, student athlete with a second violation shall be ineligible and prohibited from participating in any interscholastic program for a period of one calendar year from the date of the second violation. This may be reduced by the

athletic director if the student completes a chemical dependency evaluation and follows the recommended actions. The athletic director may reduce the ineligible period to 6 weeks. The student will be subject to two random drug tests during the next 365-day period.

- ❖ 3rd Violation – In or out of season or within two years of the second offense, a student athlete who violates for a third time shall be permanently prohibited from participating in any school athletic program unless the student enters and provides evidence of the successful completion of the chemical dependency treatment program plus 12 months of abstinence verified by monthly urine tests.

In the event any drugs or alcohol possession or use is deemed to be on school property or at a school activity, the Student Handbook regulations requiring expulsion will also be administered. **Cost related to assessments and treatments is a family expense.**

4. Allegations of off-campus alcohol or drug use will be screened by the athletic director and referred for action, if warranted. An allegation is defined as a report by anyone directly observing the rule violation that does not work for the school district or any staff member not directly observing the rule violation but reporting “hear say”. It is expected that the athletic director will screen allegations and consider preponderance of the information.
5. Appeals of athletic directors’ actions will go directly to the principal.
6. Students identified at being at a party or event where alcohol or drugs are being used by minors may be suspended from a game or sports season as determined by the athletic director.
7. Students observed by school staff smoking at any time or who receive MIP charges or who have criminal charges must receive permission from the eligibility committee to participate during the given school year.
8. Team members are to observe sensible hours during the season and particularly the night prior to a game, meet, or match. Coaches may set curfew times for pre-game nights and bench students not adhering to the curfew.
9. It will be recommended to the School Board that this section be year round.
10. Any participant who has been suspended has the right to an appeal to the principal, and then the superintendent the secretary to the school board. They must appeal within five school days of receiving written notice of suspension.

### **Participation**

1. An athlete dismissed from a team for disciplinary reasons shall not participate in another sport during that sport season. Also, if dismissed, use of school facilities for training for a coming sport shall be prohibited.
2. An athlete who turns out for a sport cannot quit and turn out for another sport during the same season without permission of both head coaches and the principal.
3. An athlete who turns out for a sport cannot work for a coming sport season without permission of the head coach whose sport is currently in progress.
4. Any student having unauthorized school equipment shall not be permitted to participate on an athletic team, receive an athletic award, or recommendation from the coach until the matter is settled to the satisfaction of the school authorit

### **Athletic Awards**

1. An athlete must have been a member in good standing at the close of a sport season to be eligible for any award that may be given.
2. Each coach in conjunction with the superintendent and athletic director will set a minimum standard of achievement required to earn a varsity letter. Participants will be informed of this standard at the beginning of each season. A coach may recommend athletes/participants to letter if they have been unable to meet the standard due to injury related to the sport season.

### **Grooming**

Dress and appearance must be neat and clean and must not present health or safety problems or cause disruption. Dress on the day of a scheduled contest will be at the discretion of the coach in charge. A student not dressing in accordance with school and coaches direction may be denied participation in the extracurricular activity.

### **Appeals Process**

#### **Right to Have Administrative Actions Reviewed**

1. Any participant suspended from participation for any reason may appeal the suspension, but must do so within five school days of receiving the written or actual notice of suspension. (Actual notice is defined as direct conversation between the athletic director and the parent.)
2. The athletic director will meet within five school days of a written appeal to hear the case. During the hearing process the athlete can participate in the activity until a final ruling from the athletic director. The athletic director must rule on the appeal within five school days of the hearing and present the decision in writing.
3. The principal may also appeal the decision of the athletic director.
4. Appeals of actions by the athletic director will be directed to the principal. The participant remains ineligible from the date of notification from the athletic director until the hearing with the principal. The principal must act within ten school days of receiving the appeal in writing or the athlete becomes eligible.
5. Appeals of actions by the principal will be directed to the superintendent, the secretary to the school board. The participant remains ineligible from the date of notification from the principal until the hearing with the superintendent. The superintendent must act within ten school days of receiving the appeal in writing or the athlete becomes eligible. The decision of the superintendent & school board is final.

### **Athletic Equipment**

1. SCHOOL PROVIDED:
  - a. The uniforms, gear, suits and athletic supplies shall be issued by the coach with assistance from managers. Each participant should sign for all equipment issued.
  - b. Proper return of all equipment will be the responsibility of the coach for the particular sport. Any equipment lost by the participant will be paid for by that individual at the replacement cost of the lost item.
2. PARTICIPANT PROVIDED EQUIPMENT:
  - a. Football, Volleyball, Basketball, Cross-Country, Track - Participants provide their own shoes and socks.
  - b. Baseball and Softball - Participants furnish their own shoes, socks, gloves and hats. Catcher gloves are provided

## **SECTION III**

### **WIAA INFORMATION**

#### **College Recruitment**

In the event you should be contacted personally by a college recruiter, you have an obligation to work through your coach. Inform your athletic director of such contact as soon as possible. This is especially important if it occurs during the time you are actually involved in active participation. Check with your coach regarding NCAA rules governing recruiting. Rule violations could result in loss of eligibility at the high school and college level.

### **Participation Guidelines as Designated in WIAA Handbook**

- During any sport season after joining a school squad, students are not to be given special treatment or privileges on a regular basis in order to participate on non school athletic activities, such as reduced practice times, special workouts, early dismissals or early arrivals. (WIAA Rule 18.18.0)
- During the summer you can participate in camps or clinics provided they are after the final WIAA State Tournament and before the first day of fall sport turnouts. You may only participate in any fall sport summer camp or clinic until three (3) weeks prior to the first day of turnout. (WIAA Rule 17.8.0)
- A player, coach, or bench personnel of a team who is ejected from a contest shall be prohibited from participating in the next scheduled contest at that level. Two ejections during the season under this rule shall prohibit participation for the remainder of the season. (WIAA Rule 18.25.0)
- Each WIAA member school shall adopt and enforce reasonable rules and regulations for students who possess or use tobacco/alcohol while participating on an interscholastic team or activity group which is governed by WIAA. (WIAA Rule 18.22.0)
- Legend Drugs including anabolic steroids possession, sale and/or use shall be governed by RCW 69.41.020 - 69.41.050. (WIAA Rule 18.22.3)
- All WIAA rules and regulations will be enforced which govern the student athlete.

### **Eligibility/Participation Requirements**

#### **To Participate in Athletics/Activities You Must:**

- Be less than 20 years old at the beginning of any sport season.
- Be in regular attendance during the semester immediately preceding the semester in which you intend to participate.
- Be enrolled and in regular attendance within the first 15 school days of the current semester in order to participate in the current semester.
- Maintain passing grades in classes assigned.
- Health insurance coverage must be obtained through the school or a waiver must be submitted indicating sufficient coverage.
- Have passed a thorough medical examination prior to the first practice for participation in interscholastic athletics and be approved for middle level and/or high school interscholastic athletic competition by a medical authority licensed to perform a physical examination. The physical examination shall be valid for 24 consecutive months to the date. The medical authorities licensed and approved by law to give physicals include M.D.; Doctor of Osteopath, D.O.; Certified Registered Nurse (A.R.N.P.) and Physician's Assistant (P.R); and Naturopathic Physicians (N.D.)
- Abide by all WIAA regulations.

#### **To Participate in Interscholastic Athletics/Activities You:**

- Cannot be eligible for more than four consecutive years after beginning the 9<sup>th</sup> grade.
- Cannot accept, from any source, awards of intrinsic value except letters awarded by your school or medals or trophies given in high school contests.
- Cannot accept any merchandise totaling more than \$100.00 in retail value in one calendar year. Cannot accept a cash award. Cannot play on any professional team in any sport, nor sign a professional athletic contract nor enter a competition under an assumed name.
- The participant and his/her parents/guardians must sign a contract which indicates they have read and understand the Athletic Code and the rules established by the individual coaches.
- Purchase an ASB Card.
- Submit a completed Emergency Consent Form
- Complete a Safety Sport Guidelines Form for the particular sport.

## SECTION IV

### **ATHLETICS/ACTIVITIES AND EACH PARTICIPANT'S ACTIONS**

If you choose to participate in athletics/activities, or to be an ASB officer, then you choose to accept more responsibility than the average student. You are choosing to be a representative of the school. This means that staff will hold higher expectations of you than the average student.

First, foremost, and always, it is expected that a team member will conduct his or her self in a manner that inspires pride and holds the approval of the school community. This means that you don't cheat, copy others, or steal from others. This means that you don't go to parties where alcohol or drugs are being used. This means that you don't bully others or show disrespect to adults. This means that you follow the school rules. This means that you strive to do the right thing simply because it is the right thing.

It is easy to violate the rules, and not be caught. When you sign the code of conduct guidelines, you are giving your commitment to strive to live by those rules during the school year. Think long and hard about signing the guidelines. Your word should be worth something, and, for the most part, only you will truly know the sincerity of your commitment.

**Be careful what you think;  
Thoughts become your words.**

**Be careful what you say;  
Words become your actions.**

**Be careful what you do;  
Actions become who you are.**

**Be careful what you become;  
And be what you have been careful to become.**

# Forms

## Klickitat School District Medication Authorization

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Having read the policy below, I hereby request that prescriptive medication be stored and dispensed in the principal's office. Further, I will hold the School District and school personnel harmless from any liabilities that might result from dispensing of medication or lack of dispensing of medication.

Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

-----  
Medication to be administered \_\_\_\_\_

Purpose of medication \_\_\_\_\_

Dosage and mode of administration \_\_\_\_\_

Time to be administered \_\_\_\_\_

Termination date for administering medication \_\_\_\_\_

Possible side effects of drug(s) \_\_\_\_\_

What observable effects do you wish us to report? \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
Prescription medication may be stored and dispensed to students but not without parent's request and physician's authorization (3416F). Prescription medication to be stored and dispensed in the principal's office must be in a prescription-labeled container and taken to the school office in a safe manner. All procedures that may be necessary will be in accordance with the standard operating procedures of the local health department.

Parents have the responsibility of maintaining the supply of medication to be dispensed. The only performance to be accomplished by School District personnel is to supply storage space for medication. Medication left with the school personnel may be dispensed by school personnel to students whose parents have given written consent. Medication shall be administered by injection by school personnel under life-threatening conditions only as per Board policy.



**Klickitat School District #402**

P.O. Box 37

Klickitat, Washington 98628-0037

**Internet Access – ACCEPTABLE USE GUIDELINES**

Any use of Klickitat systems that accesses sources beyond Klickitat itself shall conform to the Acceptable Use Policies of those sources. This includes, but is not limited to, the WedNet/K-20 Acceptable Use Policy.

**NETWORK**

1. All use of Klickitat systems must be in support of education and research, and consistent with the mission of the district. Klickitat reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a compute or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

**Education Service District – INDIVIDUAL USER RELEASE FORM**

As a condition of my right to use the Washington Education Network (WE dNet) including use of the WE dNet to access public networks such as Internet, I have read and understand the ESD112 and Klickitat School District's Acceptable Use Guidelines and I agree to comply with them.

In addition to the above agreement, I hereby release WSIPC, ESD112, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the WE dNet.

---

Signature of User/Student

---

Signature of Parent/Guardian if student is under age 18

---

Printed Name of User

---

Printed Name of Parent/Guardian

---

Date Signed

---

Date Signed

## Student Visitor Policy & Pre-Approval Form

- 1) The visiting guest must be a resident of another county.
- 2) The guest may only visit one day per year.
- 3) The host student must obtain pre-approval for the visitor three days in advance of the visit with all classroom teachers and get permission from all teachers.
- 4) The guest student must have an excused absence from their school district the day of the visitation. The guest student will provide proof of the excused absence. A phone call or note from the district would be an acceptable method.
- 5) The guest student will follow all the rules and expectations of the Klickitat School District and the classroom teachers.
- 6) If the guest student does not follow the rules and procedures the guest student will be removed from the school and denied any other visitations. Consequences will be administered to the host student, as they are responsible for the guest.

Host Student: \_\_\_\_\_ Guest Student: \_\_\_\_\_

Pre-approval Date: \_\_\_\_\_ Visitation Date: \_\_\_\_\_

Period	Class	Approval	Comments/Restrictions	Teacher Initials
1 <sup>st</sup>		yes no		
2 <sup>nd</sup>		yes no		
3 <sup>rd</sup>		yes no		
4 <sup>th</sup>		yes no		
5 <sup>th</sup>		yes no		
6 <sup>th</sup>		yes no		
7 <sup>th</sup>		yes no		

Comments:

---



---

Visitation request    \_\_\_\_\_ Approved    \_\_\_\_\_ Denied

Principal Signature & Date \_\_\_\_\_

**Klickitat Secondary School**  
**Activity Registration**  
**Guest Form**

---

Type of Activity

---

Date of Activity

In order for a non-Klickitat Secondary School Student to be admitted to any Klickitat Secondary activity the following information is required:

---

Guest Name (print)

---

Guest School (print)

---

Klickitat Student Name (print)

---

Home Phone Number

---

The guest listed above is a student in good standing at our school. He/She has had no significant behavior of discipline issues while attending our school.

---

Guest School Administrator's  
Signature

---

School Phone & Fax Number

---

I will comply with the Klickitat Secondary School Rules and expectations for good behavior while attending the Klickitat Secondary School Activity.

---

Guest Signature

---

Home Phone Number

Klickitat Secondary School  
P.O. Box 37  
Klickitat, WA 98628

Phone (509)369-4145  
Fax (509)369-3422

Klickitat High School  
Parental release form and student agreement contract for:  
Off Campus Lunch Privileges

Please read the below program and rules then complete the form at the bottom.

Program Structure and Rules:

1. The student may leave campus during the lunch period.
2. The only time that the student may leave campus is during the lunch period of 11:39 a.m. to 12:09 p.m.
3. The student and parent **BOTH** understand that the school **will not and does not** provide supervision off campus during the lunch period.
4. **Both students and parents are responsible for the student's actions during this lunch period when the student is off campus.**
5. If the student is inappropriate off campus during this time, the school reserves the right to rescind the students off campus lunch privilege.
6. This contract form must be completed correctly and returned to the office prior to the privileges' being invoked.

Parent Signature Section

I, \_\_\_\_\_ (parent name) have read the above off campus lunch program structure and rules contract. I agree to adhere to the program contract and I give my permission for my student: \_\_\_\_\_ (student name) to leave campus during the describe lunch period.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature Section

I, \_\_\_\_\_ (student name) have read the above off campus lunch program structure and rules contract. I agree to adhere to the program contract and understand that if I fail to follow the above contract my off campus lunch privileges may be revoked.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Klickitat School District  
Harassment, Intimidation or Bullying (HIB)  
Incident Reporting Form**

Reporting person (optional): \_\_\_\_\_

Targeted student: \_\_\_\_\_

Your email address (optional) \_\_\_\_\_

Your phone number (optional): \_\_\_\_\_ Today's date: \_\_\_\_\_

Name of school adult you've already contacted (if any): \_\_\_\_\_

Name(s) of bullies (if known): \_\_\_\_\_

On what dates did the incident(s) happen (if known): \_\_\_\_\_

Where did the incident happen? \_\_\_\_\_

Please describe the bullying incident. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why do you think the harassment, intimidation or bullying occurred? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? If yes, please provide their names: \_\_\_\_\_

\_\_\_\_\_

Did a physical injury result from this incident? If yes, please describe. \_\_\_\_\_

\_\_\_\_\_

Was the target absent from school as a result of the incident? If yes, please describe. \_\_\_\_\_

\_\_\_\_\_

Is there any additional information? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for reporting!

-----For Office Use-----

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

Resolved (circle):      Yes      No                      Parent/Guardian contacted (circle):      Yes      No

Referred to: \_\_\_\_\_

August						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
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20	21	22	23	24	25	26
27	28	29	30	31		

January						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# KLICKITAT SCHOOL DISTRICT 2015 - 2016 CALENDAR

Board Approved April 23, 2015

Important Dates  
 Aug. 26 - School Starts  
 Oct. 7 & 8 - Conferences  
 Mar. 2 & 3 - Conferences  
 June 8 Last Day of School  
 Jan. 22 1st Semester ends  
 June 8 2nd Semester ends

Oct. 30 - Term 1 ends  
 Jan. 22 - Term 2 ends  
 Mar. 28 - Term 3 ends  
 June 8 Term 4 ends  
 Graduation

Holidays or Non-School Days  
 Sept. 4 Non-School Day  
 Sept. 7 Labor Day  
 Oct. 9 Inservice  
 Nov. 11 Veterans' Day  
 Nov. 25 - 27 Thanksgiving Break  
 Dec. 21 - Jan. 1 Winter Break  
 Jan. 18 Martin Luther King Jr. Day  
 Feb. 15 Presidents' Day  
 Apr. 4 - 8 Spring Break  
 May 30 Memorial Day

Snow Makeup Day  
 May 27 Snow Makeup

Early Dismissal Days  
 Aug. 26  
 Sept. 2,9,16,23,30  
 Oct. 7,8,14,21,28  
 Nov. 4,18  
 Dec. 2,9,16,18  
 Jan. 6,13,20,27  
 Feb. 3,10,17,24  
 Mar. 2,3,9,16,23,30  
 Apr. 1,13,20,27  
 May 4,11,18,25  
 June 1,8

February						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						