

# KLICKITAT SCHOOL DISTRICT

## Student Handbook 2023-2024



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

*Electronic version of this handbook are available on the district website at:*

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

Electronic Use Is Recommended; Our Student Handbook will be undergoing changes over the course of the school year. These changes, as they occur, will be described on the website and communicated to students and their families.

## PREFACE

### 2023-2024 Student Handbook

Klickitat School District is committed to continually improving our learning & growth opportunities for students in a safe, orderly, and beneficial educational environment. The Klickitat Student Handbook, in conjunction with district policies and law, provides the framework for constructing and sustaining an appropriate school environment.

The Klickitat Student Handbook has been revised annually but will continue to go through updates and changes this year to ensure best practices and compliance with local, state, and federal laws. This handbook version, to start the 23-24 school year, has been reduced in size in order to ensure usability and understanding of key expectations and procedures. As the handbook continues to undergo changes and updating, school administration is committed to implementing meet-able expectations and permitting due process for all students, staff, and community members. The input of these is welcome.

Klickitat is a great community, and our children deserve the best education we can provide in a safe and productive learning environment. Your awareness & support of the following expectations and procedures will best ensure this outcome.

Sincerely,



Kendrick Lester  
Superintendent  
Klickitat School District #402

## KLICKITAT BOARD OF DIRECTORS CORE BELIEFS AND EXPECTATIONS

### 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 21st century.

### Mission

The mission of Klickitat Schools is to provide each student the curriculum and opportunity to prepare to be a 21st 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.

## Graduation and School Progress

### Klickitat School District Graduation Requirements

WA State Credits*	KSD Additional Credits	Course of Study per state guidelines
3.0 Math	1.0	Math: Algebra I, Geometry, and an advanced 3 <sup>rd</sup> year course
3.0 Sci	Math or Science	Science: Two lab courses, 3 <sup>rd</sup> year course (1 lab course can be the third year)
4.0		English
3.0	0.5 CWH Sem 2	Social Studies (.5 Contemporary World History ((CHW)), Geography, Problems/ 1.0 US/.5 Civics, 1.0 elective)
2.0		Health and Fitness (.5 Health, 1.5 Fitness)
1.0		Career and Technical Education **
2.0		Fine Arts **
2.0		World Languages **
<b>20</b>	<b>21.5</b>	<b>Total Core Credits needed to graduate</b>
4.0	0.25 Futures + 0.25 other	Electives **
-	-	Washington State History (non-credit bearing, typically MS course)
<b>24</b>	<b>26***</b>	<b>Total Credits needed to graduate</b>

\*Credit information and requirements are taken from [OPSI's Webpage on Credit Requirements](#)

\*\*Personal pathway requirements (3 total credits) — 1 arts credit, 2 world language credits, and electives may count according to a student's High School and Beyond Plan.

\*\*\*Due to extenuating circumstances some credits may be waived by the board for certain class years.

### Klickitat School District Community Service & Senior Year Requirements

A Klickitat School District graduation requirement is that students accumulate at least 90 hours of community service during their secondary school career with the goal of giving back to the community and instilling the spirit of volunteerism. It is strongly suggested that students complete a minimum of 10-15 hours per year to keep pace in meeting this requirement. New incoming students will be prorated based on the grade in which they are enrolled. Students can log their service hours on the school website – or this link [here](#)

A final Senior Project or School & Community Interview requirement will be set forth each year for graduating seniors to present and summarize their learning experience, individual projects, and or individual career exploration and post-secondary plan.

## Graduation Pathways

The state legislature passes laws that determine graduation requirements. To be eligible to graduate in Washington, high school students must: pass specific state assessments (or state-approved alternatives), earn all required state and local credits, and successfully complete a high school and beyond plan. Required assessments vary by expected year of graduation.

## Running Start

Running Start is a program that allows eligible 11<sup>TH</sup> and 12<sup>th</sup> graders to take college classes for dual credit. For further information, contact the school counselor. Running Start students participate in college courses; all applications, registration, and enrollment in courses are at student will. Students are encouraged to work closely with college program advisors. The school, parents, and others are not able to communicate, access, or directly support dual credit college class work.

## K-8 Grade Retention

If a student is failing to make normal progress, the parents must be notified of concerns early, so that the school and home may cooperate in helping the student achieve greater success. Decisions regarding student retention will be made on a case-by-case basis.

## Secondary School Late Work Policy

Secondary students who do not complete work on time have opportunities to earn credit for it within the following guidelines:

- The end of the term will be the last day to turn in work for that term.
- Students who end the term with an F will be given an opportunity to make it up by either demonstrating competency to earn a passing "D" grade or retaking the course. The option will be determined by the teacher and an administrator.
- Students, and/or guardians, will have two weeks past the last day of the term to appeal their final grade.

## School Attendance

School starts at 8:00 am and releases for the day at 3:15 pm (Wednesday release is early at 1:25 pm)  
The campus does not open until 7:40 am.

## Tardies

Students arriving late for school must check in at the office before going to class. If the tardy is not excused, lunch detention will be assigned for that day (grades 6-12).

## Excused and Unexcused Absence

Since excessive absences negatively impact student performance, students are expected to arrive at school on time and have regular attendance. Students are permitted five undocumented excused absences per year. All subsequent absences will require appropriate documentation (ie doctor's note) in order to be excused.

Absences for family activities should be pre-arranged with teachers and the school. Lengthier planned absences and plans for accessing and completing schoolwork may require administrative approval.

## Documentation of Excused Absence

If your child is going to be absent, notify the office and provide a reason for the absence. Medical, dental, and other appointments should provide a visit summary, receipt, or note from the practitioner's office to be excused. Notes can be brought in or sent to the office, emailed, or faxed from the provider's office to the school. If no note is received within three working days, the absence will be recorded as unexcused.

## Make-up Work

For all excused absences, students will be permitted to make up all missed assignments and provided with a reasonable time limit for completion, as determined by the individual teachers. For unexcused absences, make-up work may be provided through individual teacher discretion.

## Interventions for Excessive Absences are as Follows:

- Conference with parents/guardians, teachers, counselors, and administration
- Detention and/or Academic Support periods
- Attendance Contract
- Referral to Community Engagement or Klickitat County Truancy office per Becca Bill requirements

## Student Checkout and Release

Appointments should be made outside of school hours or on non-school days. However, this may not always be possible and other reasons or illnesses may arise upon which a student may need to depart early from school. Students must be signed out at the office by a parent or other pre-approved contact listed on the student's record. Students may not sign themselves out without prior documented parental and administrative approval. A parent's phone call to the office or administrative staff may be acceptable on a limited case-by-case basis.

Changes to student pick-up or transportation arrangements must be communicated to the office at least 30 minutes before school release. Bus drivers will not accept notes or calls that have not been approved by the office.

Without prior documented parent and administrative approval, K-2 students will not be released to walk home without a parent or other pre-approved contact listed on the student's record.

## Truancy

A student who leaves the school campus without appropriate sign-out from the office, other authorization, or reasonable explanation is designated as truant. Truant students are subject to discipline including possible exclusion from school for the remainder of the day if they attempt to return. The school will communicate with parents on matters of truancy.

## School Closures/Late Starts

Occasionally weather conditions make it necessary to close school or have a late start. School closures and late starts are usually announced and broadcast by 6:00 A.M. while there are many area sources for closure information; closure details and schedule changes will be posted on the school district website and district Facebook account.

## Positive School Participation

### Associated Student Body

Students are encouraged to take ownership of and participate in the culture, environment, and activities of their school. The secondary school's Associated Student Body (ASB) program allows students to organize and take on school student leadership roles, generate funds & a budget, plan school initiatives and events for the improvement and enjoyment of the student body. Please contact the school ASB advisor, or administration, for information and to participate.

### Extra-Curricular Activities, Field Trips

Students may participate in sports, clubs, field trips, and other activities only if acceptable attendance & academic standing is maintained. School administration will determine individual cases of student circumstances & fitness for participation – It is expected that ALL students participate in school-offered opportunities and activities, and we wish to support ALL students in meeting expectations for participation.

Eligibility and other standards for Extracurricular Activities will be defined in a separate handbook at a future date. Until then, standards described in prior year student handbook and those directed by OSAA league and program coaches/advisors should be followed.

### 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.

### Academic Integrity

Students are expected to submit their own original work and achieve grades through their own legitimate effort & merit. Cheating, plagiarism, use of another source's work, and then passing it off as the student's own work will negatively impact the student's academic progress and be considered for school discipline, including the potential of failing the test, assignment, project, or school course as a whole.

### Dress Code

Wearing appropriate clothing to school is a shared responsibility between the students and their parents. No clothing, or lack of clothing, that disrupts the learning environment is permitted. School dress standards apply to all school settings and school events.

Accommodations to the dress code can be approved by the administration upon consideration of certain appropriate activities/events, the practice of religion, or circumstances defined by a student's 504 or IEP plan.

The following are considered inappropriate clothing items and are NOT permitted:

1. Clothing that promotes directly (or by innuendo), drugs, tobacco, tobacco products, vaping, alcohol, sex, discrimination, racism, profanity, criminal/gang activity, etc.
2. Head coverings that disrupt or distract from the learning environment or that present as a hindrance to school security. No unapproved hats, headphones, or hoods are permitted indoors or in the classroom.
3. Clothing that by size or style does not sufficiently cover underwear, buttocks, midriff, chest area, or much of the top shoulder OR is that is excessively tight, baggy, tattered or torn.
4. Clothing such as shorts, skirts, and dresses that are not at least mid-thigh or longer.

Students wearing inappropriate clothing items to school will be asked to change or cover the item. It is possible that parents or guardians will be called to bring alternate clothes to school, or the student being sent home.

## **Student Common Spaces**

The enclosed school playground equipment is to be used appropriately by students under 12 years old.

The blacktop play area is supervised at recess & lunch times. Inclement weather may cause outdoor play to be moved to the gym or classroom.

Grades 6-8 may use the multi-purpose room for appropriate indoor games and activities, while the high school library acts as the student center for grades 9 through 12.

Students are responsible for respectful behavior, keeping these spaces clean, and returning any borrowed equipment.

Bathrooms, while for common use, are a private space with a specific purpose – not a hangout.

## **Visitors on Campus**

All visitors must check in at the school office. Visitors are not to access classrooms or student common spaces without prior check-in and approval from the office.

## **Meals and Food**

The Klickitat School District provides cost-free breakfast and lunch meals to all students K-12. Breakfast and lunch counts are taken during first period. Students entering late may request meals when checking in at the office. Meals are served daily in the multi-purpose room.

Students may store only closed food and resealable drink containers in their lockers. Soft drink cups and open packages of food are NOT permitted in student lockers.

Food or drinks with resealable lids are permitted in the library and kitchen (room 305). Students are responsible for cleaning up after themselves. If food & drink spills become an issue, students will lose this privilege and all eating will be limited to the multi-purpose room.

Only water, in resealable containers, is permitted in the classrooms.

Vending machine use is currently only available for grades 9-12.

## **Off-Campus Lunch Privileges**

Klickitat School District is a closed campus for grades K-12. However, high school students in good standing with grades, attendance, and behavior may have the privilege of leaving campus for lunch if a parent or guardian signs an Off Campus Lunch Contract granting permission for the student to leave campus. Students sign the contract agreeing that if this privilege is abused, it will be revoked; Parents agree that they assume responsibility for their student's off-campus behavior.

## **Personal Vehicles**

Licensed students have the privilege of driving to, and parking on school property. Parking areas for students or guests are on the west end of the school in the shared lot with Grace Lutheran Church. The speed limit on school property is 5 mph, and exceeding this speed limit will result in the suspension of parking privileges.



## **Personal Belongings**

Students are not to bring personal toys, games, electronics, unreasonable sums of money or other expensive items to school. School staff do not have the ability to pursue investigations of stolen personal property.

Students must take reasonable care to secure their valuables. P.E. lockers and hallway lockers should be locked and secured. Personal articles are not to be left in the classroom hallway. Any lock or locker that does not function properly should be reported to the office so repairs can be made.

## **Cell Phones and other Personal Devices**

Student cell phones are not permitted in the classroom and their use is discouraged schoolwide.

However, grades 6-12 may have privileged access to limited cell phone use in designated areas (student common spaces) during unstructured times (lunch, open periods, etc). Students who use cell phones in the classroom or outside these exceptions are subject to discipline – which may include confiscation of the device. Confiscated devices will be secured in the office until they can be picked up by a parent.

Other personal electronics (laptops, tablets, headphones, etc) are NOT needed at school. If students have these devices with them, they are to be turned off and stowed in the student's bag or locker – the school assumes no responsibility for lost, stolen, or damaged electronics.

Student cell phones and other personal electronic devices are forbidden on the school's network. Attempts to access or tamper with the network are subject to charges of digital trespass & confiscation of devices. Additionally, students may not use any device to make unwanted communications, show/share inappropriate content, or photograph/film other students without their permission.

## **School Telephones**

Students may request use of the office phone for calls home with staff permission. If parents or guardians need to notify a student about urgent information, they should call the school office at 509-369-4145.

## **Email and Microsoft Office**

The school network provides access to the online Microsoft Office Suite (MS Office) for students in 4-12 grades – including a school email. Emails and documents created in MS Office under student usernames are not guaranteed to be private. Students should not share private information nor engage in bullying or harassing behavior via the Internet. Any student sending threatening emails is subject to investigation by the school and/or law enforcement.

Student-issued devices are monitored, and the network is filtered for content & inappropriate use.

## **Weapons**

It is unlawful for any person to carry onto public school premises, school-provided transportation or any area which is being used exclusively by public or private schools, any firearm or dangerous weapon as defined in RCW 9.41.250 and RCW 9.41.280.

Students possessing weapons of any type are subject to immediate discipline including the possibility of expulsion from school.

## **Fighting/Violent Acts**

Physical violence or abuse of any nature will not be tolerated. All parties determined to have been contributory will be subject to discipline.

## **Safe & Drug-Free School**

Students are prohibited from possessing, being under the influence of, or using alcohol, tobacco, marijuana, or any other form of illegal drugs while they are in school, on school grounds, or at any school-sponsored activity. Students suspected of violating this policy will be disciplined and provided access to interventions. Students using look-alike products or paraphernalia, such as non-alcohol beer, pipes, etc., may be disciplined in the same manner. All items are subject to immediate confiscation and may include notification to law enforcement. Any use of prescribed drugs that are not disbursed by the office is considered an illegal use of drugs.

## **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. Health plans will be developed by the school nurse as information is provided by the parents and/or guardians. Students are NOT permitted to carry prescriptions or over-the-counter medication of any kind. At the close of the school year, all unused medications must be collected by the parents. Contact the office for more information.

## **Head Lice**

Per local health guidance, students with live head lice can remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has begun.

## **Sickness**

In order to ensure all students & staff are able to attend school, do not send a sick child to school. If your child is presenting symptoms of an illness, please contact the office at 509-369-4145. Students that present at school with symptoms or sickness will be sent home. Parents or their designated emergency contact must promptly take sick students home; there is no sick room or recovery care space available at the school.

## **Discipline**

This handbook does not account for all violation types or the extent of disciplinary measures. As a basic standard, students should be where they are supposed to be, doing what they are supposed to be doing. Refraining from any conduct disruptive to the educational process and/or actions that infringe upon the rights, property, and safety of others.

All discipline will be dealt with in a fair, firm, and consistent manner while considering the differences in circumstances and situations. The maturity of the student will be considered when dealing with disciplinary action. School administration will observe local board policy & procedures with state law in assigning disciplinary actions. Appeals to these actions may first be directed to the Dean of Students, followed by the school superintendent, and eventually, the Klickitat School Board Chair if unresolved.

## Harassment, Intimidation, and Bullying (HIB)

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

If you or another person is being bullied, promptly contact the school – the teacher, the school counselor, dean of students or another trusted adult – to let them know of the situation.

## Non-Discrimination Policy and Procedures

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

**Title IX Coordinator:** Dean of Students; Dan Smith

**Section 504/ADA Coordinator:** School Counselor; Cristie McCabe

**Civil Rights Compliance Coordinator:** Superintendent; Kendrick Lester

**School Office:** 509-369-4145

**Office Manager:** Yvette Schultz [Yvette.Schultz@klickitatsd.org](mailto:Yvette.Schultz@klickitatsd.org)

**School Counselor:** Cristie McCabe [Cristie.McCabe@Klickitatsd.org](mailto:Cristie.McCabe@Klickitatsd.org)

**Dean of Students:** Dan Smith; [Dan.Smith@klickitatsd.org](mailto:Dan.Smith@klickitatsd.org)

**Superintendent:** Kendrick Lester; [Kendrick.Lester@klickitatsd.org](mailto:Kendrick.Lester@klickitatsd.org)

**School Board Chair:** Traci Kessinger; [Traci.Kessinger@Klickitatsd.org](mailto:Traci.Kessinger@Klickitatsd.org)