

SOUTHRIDGE HIGH SCHOOL



STUDENT HANDBOOK 2017—2018

Southridge High School
3520 Southridge Boulevard
Kennewick, WA 99338
(509) 222-7200
FAX: (509) 222-7201

Dear Students and Parents:

Professionals who work with youth recognize that a sense of belonging, opportunities for mastery, self-responsibility and service to others is fundamental to the social and emotional well-being of students. Both home and school environments should provide opportunities for young people to meet these needs.

We at Southridge believe that students and their families desire a safe, caring and responsible school environment. Students must be given every opportunity to achieve higher levels of success. These opportunities are enhanced when clear behavioral expectations are in place.

School discipline must be fair, firm, and consistent. Natural and logical consequences for inappropriate behavior must be clearly stated. Discipline that is administered in a caring manner with cooperation between school staff, students and parents preserves the dignity and self-esteem of the student.

You have our assurance that discipline will be administered appropriately. You also have our assurance that criminal offenses will be prosecuted to the fullest extent allowed by law. Student and staff deserve to attend and work in a safe, supportive and disciplined environment.

Please read and sign the attached document and have your child return it to school.

We appreciate your support in helping Southridge students continue their growth as self-disciplined achievers.

Sincerely,

Molly Hamaker-Teals

Molly Hamaker-Teals	Principal	509-222-7206	molly.hamaker-teals@ksd.org
Christine Clem	Assistant Principal	509-222-7223	christine.clem@ksd.org
Mike Christman	Assistant Principal	509-222-7205	mike.christman@ksd.org
Ryan Ferguson	Assistant Principal	509-222-7204	ryan.ferguson@ksd.org
Tim Wood	Assistant Principal Athletics and Activities Director	509-222-7207	timothy.wood@ksd.org

SHS BELL SCHEDULE 2017-18

REGULAR BELL SCHEDULE		
Per 0	6:45 – 7:40	(55)
Per 1	7:45 – 8:40	(55)
Per 2	8:45 – 9:42	(57)
Per 3	9:47 – 10:42	(55)
LUNCH	10:42 – 11:20	(38)
Per 4	11:25 – 12:20	(55)
Per 5	12:25 – 1:20	(55)
Per 6	1:25 – 2:20	(55)
Per 7	2:25 – 3:20	(55)

NAVIGATION SCHEDULE		
Per 0	6:55 – 7:40	(45)
Per 1	7:45 – 8:31	(46)
Per 2	8:36 – 9:27	(49)
NAV	9:32 – 10:18	(46)
Per 3	10:23 – 11:09	(46)
LUNCH	11:09 – 11:47	(38)
Per 4	11:52 – 12:38	(46)
Per 5	12:43 – 1:29	(46)
Per 6	1:34 – 2:20	(46)
Per 7	2:25 – 3:20	(55)

PEP ASSEMBLY (30) SCHEDULE		
Per 0	6:50 – 7:40	(50)
Per 1	7:45 – 8:33	(48)
Assembly	8:43 – 9:13	(30)
Per 2	9:18 – 10:08	(50)
Per 3	10:13 – 11:01	(48)
LUNCH	11:01 – 11:41	(40)
Per 4	11:46 – 12:34	(48)
Per 5	12:39 – 1:27	(48)
Per 6	1:32 – 2:20	(48)
Per 7	2:25 – 3:20	(55)

TWO HOUR LATE START		
Per 0	9:05 – 9:40	(35)
Per 1	9:45 – 10:20	(35)
Per 2	10:25 – 11:02	(37)
LUNCH	11:07 – 11:40	(38)
Per 3	11:45 – 12:20	(35)
Per 4	12:25 – 1:00	(35)
Per 5	1:05 – 1:40	(35)
Per 6	1:45 – 2:20	(35)
Per 7	2:25 – 3:20	(55)

EARLY RELEASE WEDNESDAY		
Per 0	7:20 – 7:40	(25)
Per 1	7:45 – 8:08	(23)
Per 2	8:13 – 8:38	(25)
Per 3	8:43 – 9:06	(23)
Per 4	9:11 – 9:34	(23)
Per 5	9:39 – 10:02	(23)
Per 6	10:07 – 10:30	(23)
Per 7	No 7th Period	

ADVISORY PURPOSE: Advisories, called “Navigation”, have been created for teaching students the skills they need to chart their own course through high school and into postsecondary opportunities. Navigation provides students with an ongoing, personal relationship with at least one adult that lasts during all four years of high school. It keeps parents involved in the decisions that their children are making. Models of advisories have had a profound impact on student motivation and on students’ willingness to take on more challenging coursework in high school. Students will understand their grades, test scores and daily performance as feedback on their own educational preparation. They learn how the K-12 education system works and how it fits with preparation for today’s job market and economy. They learn about the full array of postsecondary options and how to prepare for them – including how to finance them. Essentially, students and their families need to know how to navigate the education system, their schools, their communities, and post-high school options. In today’s world, these are basic survival skills. We must ensure that our students have easily understandable ways of gaining and demonstrating them. Navigation provides a school-wide structure through which we can work with students to make this happen.

As a student at Southridge I agree to abide by the following:

How to be a successful SUN!

- I will attend school daily and be on time to all classes
- I will establish positive relationships with teachers and staff
- I will not let my cell phone distract me from my education
- I will be nice and practice kindness
- I will be respectful of myself, my peers, and the school staff
- I will do the right thing
- I will clean up after myself
- I will take responsibility for my actions
- I will use my voice and my words for "good"
- I will be honest and not damage my character or integrity
- I will not take what is not mine
- I will give my best effort in all that I do
- I will get involved at school
- I will take full advantage of my free education
- I will ask for help before it is too late
- I will never give up

ATTENDANCE GUIDELINES

EXCUSED ABSENCES

When a student is absent, it is their responsibility to obtain an "Excused Absence" slip from the Attendance Office to ensure that their absence has been cleared. Students may excuse their absence either before school, at lunch, or after school in the attendance office.

HOW TO EXCUSE YOUR ABSENCE

Parents may call or send a written justification to excuse their child's absence. Absences that are not excused within three (3) school days following the absence may be considered unexcused.

Kennewick School Board Policy #3122 notes ten justifications to excuse a student's absence from school:

- A. Participation in a district or school approved activity or instructional program; (Your advisor/coach will normally arrange this through a "Please Excuse" list.)
- B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry); Request that appointments be made outside of the school day if at all possible. Illness is to be verified by parent phone call or note.
- C. Family emergency, including but not limited to a death or illness in the family;
- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless status;
- I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

HOMEWORK ASSIGNMENTS

After a student has been absent for two days (EXCUSED absences only) students should email the teacher directly to request assignments. Please allow a minimum of 24 hours from the time of the request to check back with the Attendance Office to see if the homework assignments are ready to be picked up. Homework may be picked up in the Attendance Office between 7:00 am and 3:30 pm. If an absence is EXCUSED, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s). A minimum of "the number of days absent plus one" will be provided.

UNEXCUSED ABSENCES/TRUANCIES

Students will be allowed three (3) school days after returning to school to clear any absence. After three (3) days, all absences which have not been cleared with the Attendance Office will automatically become permanently unexcused or truant. These steps will be followed by the Attendance Office in regard to unexcused absences when they have been determined to constitute a truancy.

In the event of a truancy students may be assigned one or more after school interventions (2:30 – 4:30 PM). **A truancy is considered an unexcused absence which cannot be verified by school personnel, a parent, or another outside source. Students who fail to complete detention as assigned will receive the consequences for Failure to Serve Detention.**

APPOINTMENTS DURING THE SCHOOL DAY

Please remember that we do not always have runners available, computers may be down, or kids may not be in their class because of a special event. Because of this, we are not always able to locate students in a timely manner. Therefore, when it is necessary for a student to leave school for appointments (medical, dental, court), we recommend that the student bring a note or appointment verification to the Attendance Office on the morning of the appointment in order to obtain a call slip. **Prior to leaving, the student must check out in the office by signing the checkout sheet.** It is expected that the student will return to school immediately following the appointment. **Upon the student's return to school, they must check in at the Attendance Office to receive an Excused Absence slip.** Failure to follow these procedures will result in an Unexcused Absence. If a student is sick, they should come to the attendance office to meet with the nurse, if she is available, or to call home **from there** and then sign out. Students should NOT call from their own cell phones or class phones.

FAILURE TO CHECK-OUT THROUGH THE ATTENDANCE OFFICE:

Definition: Leaving the campus without signing out through the Attendance Office.
Students will be considered unexcused or truant based on individual circumstances.

EXCESSIVE ABSENCES

School Board Policy 3122 has established absence limits to promote student engagement in school. Excessive absences may lead to loss of credit, as described below:

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

After the 12th non-school related absence, the student will be notified in order to determine whether an attendance contract is appropriate.

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

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

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

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

TARDY POLICY (absent less than 10 minutes)

Prompt arrival is a basic workplace expectation. Accordingly, the demonstration of effective work habits, including punctuality, shall be a part of the learning process in every class at Southridge High School. Prompt arrival to class will be a basic expectation for all students. Teachers may assign consequences for any and all tardies. Referral to administration may occur if class intervention is not effective.

WITHDRAWAL AND INCOMPLETES: Students may withdraw from a class within the first 20 school days of the semester without the consequence of an F. Students may add a class within the first ten days of each semester. (School Board Policy # 2423) Those students who receive an Incomplete at the end of a semester have 15 days to finish their work; otherwise the grade becomes an F.

REGISTRATION INFORMATION

WITHDRAWAL AND INCOMPLETES: Students may withdraw from a class within the first 20 school days of the semester without the consequence of an F. Students may add a class within the first ten days of each semester. (School Board Policy # 2423) Those students who receive an Incomplete at the end of a semester have 15 days to finish their work; otherwise the grade becomes an F.

Fees--Fines and Expectations

Athletic Participation Fee (per sport).....	40.00
Art Fee.....	10.00
ASB Card.....	35.00
Free/Reduced Lunch Athletic Participation Fee (per sport).....	13.00
Free/Reduced Lunch ASB Card	12.00
Parking Sticker.....	5.00
Physical Education (PE) Shorts	10.00
Physical Education (PE) T-Shirt.....	6.00
Physical Education (PE) Lock.....	6.00
Physical Education (PE) Shorts & T-Shirt & Lock.....	20.00
Secondary Student Breakfast.....	1.85
Secondary Student Lunch.....	3.00
Secondary Student Milk.....	0.55
Reduced Secondary Student Breakfast	FREE
Reduced Secondary Student Lunch.....	0.40
Yearbook.....	50.00...After Jan. 1 st = 55.00
Locker Cleanout Fine (end of year).....	5.00
Parking Ticket/Fine (does not include towing costs when applicable).....	up to 25.00

It is expected that ALL students have their picture taken at the beginning of the school year, even if not purchasing picture packets. This is for yearbook, ID cards, and the school data system. Students that register later in the year will also have their pictures taken as part of the enrollment process.

Students are expected to purchase or provide a lock for PE locker room lockers and should keep valuables and property locked up and secure at all times. School hallway lockers will be provided to those students that choose to use one and should also be kept locked.

It is highly recommended that ALL students purchase an ASB Card in order to benefit from discounted admission fees and also to be eligible for all extra-curricular school activities. All money from the sale of ASB Cards goes back to the students via the student council and the process for the appropriation of funds that must be spent on student activities and athletics.

SOUTHRIDGE HIGH SCHOOL FIGHT SONG:

All hail to our Southridge High. Bring on the challenge let's do or die!

Honor, fame, and glory too, guardians of the gold and blue.

We are the finest under the sun. Carry the fight 'til the victory's won.

Greatest school to you and I, that's almighty Southridge High!



**SOUTHRIDGE HIGH SCHOOL
DISCIPLINE GUIDELINES AND PROCEDURES**

Students must exhibit responsibility to themselves and others while being assured a physically and psychologically safe environment. A major responsibility in educating children is to define, implement, and enforce discipline and accountability. Discipline must be fair, firm, and consistent. The following contains a list of school related infractions, clear expectations for behavior and clear consequences for unacceptable behavior. All discipline will be administered in a caring atmosphere where the student's dignity and self-worth is protected while the inappropriate behavior is addressed.

It is a Southridge High School expectation that ALL students be respectful in matters concerning: interactions with staff; treatment of fellow students; guests in the building; school property and the personal property of others. Any behavior determined by administration or staff to be disrespectful or insubordinate will result in disciplinary consequences.

School rules are determined by school and district policies and state law.

Any behavior which constitutes a criminal offense will be forwarded to the prosecuting attorney.

Students, staff members, and parents are informed about Southridge High School's discipline policy through the [Southridge Student/Parent Handbook](#).

The following procedures will be used when a student is referred for a rule violation:

- a) The student will be informed specifically of what rule has been violated.
- b) The student will be provided the opportunity to present an explanation.
- c) The consequence for the rule violation will be determined by school and district policy, state law, and the judgment of the person administering discipline. Note: "Judgment" may include referrals to other appropriate school programs or resources such as a counselor, student assistance programs, and other social services.
- d) Parents/guardians of the student will be contacted by mail and/or phone and the consequential procedure will be outlined for them.

The following procedure will be used regarding classroom management and discipline.

Classroom Discipline Model:

- a) Teacher/team develops classroom rules.
- b) Teacher explains classroom rules to students.
- c) Teacher informs parents about building rules through distribution to students of classroom expectations/discipline policy document(s). Parental/student acknowledgment needs to be signed and returned for student to be eligible for sports, clubs or extra-curricular activities.
- d) Teacher helps student develop specific plan for improved behavior.
- e) Teacher assigns and monitors classroom detention or other consequence to students who exhibit inappropriate behavior.
- f) Teacher contacts parents for each inappropriate behavior and keeps a record of each contact.
- g) Teacher refers to the counselors, assistant principals, or principal students whose classroom behavior continues to be inappropriate. Consequences are determined by school or district policy, state law, and the judgment of the person administering discipline.

Student misconduct of an extremely disruptive nature (for example, fighting, swearing at a teacher, or endangering other students) or insubordination will result in immediate removal from the classroom and the student will be sent or brought to the office. Consequences are determined by school or district policy, state law, and the judgment of the assistant principal or principal. The office will contact the parents by mail and/or phone. Readmission to that immediate class period is subject to teacher approval and may require a parent conference.

Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)
Section 504, Title IX Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

ADMINISTRATIVE DISCIPLINARY ACTIONS

1 Conference with Student

Generally a warning and verbal reprimand

2 Detention (DET or ASD)/Campus Cleanup (CC)

During LUNCH (approx.. 15 mins.) and/or AFTER SCHOOL (approx.. 30 minutes)

If detention is not completed the student will serve ASI/ISS

3 After School Intervention (ASI)

4 ISS (In-School Suspension)

Can be for a single class period, full-day or several days--this is assigned by an administrator depending on the situation. The student is permitted to come to school, but is kept in a room apart from other students with limited passing time and a different lunch when applicable. Parents are contacted by mail and/or phone. Students will receive credit for school work completed during the suspension. Students without class work will be expected to complete ISS curriculum; repeat the time in ISS until work is complete; or serve OSS. Generally, ISS will not take the place of OSS.

Failure to meet ISS expectations will result in **Short-Term OSS**

5 Loss of Privilege/Restriction

Privileges beyond a student's right to a free and safe education may be limited or restricted

6 Restitution

Students may be asked to pay for cost of cleanup, damages or loss of property

7 Confiscation

Items inappropriate for schools (for example, nuisance items that disrupt such as: electronic music devices, fireworks, matches, cap pistols, cigarettes, lighters, knives, noise makers, smokeless tobacco, drug paraphernalia, etc.) will be taken away. Confiscated items may not be returned and illegal items may be given to a law enforcement officer. **Inappropriate clothing may also be confiscated and returned to a parent or picked up by student at a designated time.**

8 Short-Term Suspension (Out of School--OSS)

Short-term out-of-school suspension will be one to ten days. Parents are contacted and a letter is sent home. Students must make up work during suspension and credit for the work will be given. Work requests will be distributed (for suspensions beyond 3 days) to teachers and can be picked up one school day after the suspension. A parent conference will be required for the student to return to school and the student will be placed on a behavior contract upon return.

9 Long-Term Suspension (Out of School--OSS)

Long-term suspension will be eleven or more days. Parents are contacted and a letter is sent home. Grievance procedures are provided for discipline situations and long-term suspensions. If the student is to return to school within the current semester, students must make up work during suspension and credit for the work will be given. Work requests will be distributed to teachers and can be picked up one school day after the suspension. A parent conference will be required for the student to return to school and the student will be placed on a behavior contract upon return.

10 Emergency Expulsion

A student may be emergency expelled for up to ten (10) days. This action is used when time needs to be allotted to conduct investigations and ensure the safety of the student(s). Parents are contacted and a letter is sent home. Grievance procedures are provided for discipline situations and long-term suspensions. It is not required that students be provided make-up work during an emergency expulsion—but arrangements may be made depending on circumstances. If it is determined through investigation and recommendation from the superintendent is attained that the student is to be removed from the Kennewick School District (KSD)—credits for the semester and/or school year would be forfeited and not granted by the KSD. If the emergency expulsion were for some reason changed to a long-term suspension, school work may be provided.

11 Expulsion

A student is removed from the Kennewick School District for a specified period of time. This requires a recommendation to the superintendent.

ADDITIONAL ADMINISTRATIVE INTERVENTION ACTIONS

--Counseling Referral/Conference

--Alternative School Recommendation

--Attendance Contract

--Behavior/Disruptive Student Contract

Students will be placed on a contract any time they return from a suspensions, and at other times as determined by administration

--Gang Contract (in place indefinitely)

--Withdrawal from class with a failing grade; placed in ISS

--Withdrawal from school

UNLAWFUL/CRIMINAL BEHAVIOR

The Kennewick Police Department and the Kennewick School District have jointly agreed on a procedure that focuses on providing a safe and healthy environment for students and faculty. All parties have mutually agreed that all suspected violations of the law will be promptly reported to the appropriate law enforcement department (School Resource Officer—SRO) and that a law enforcement investigation will occur. At the conclusion of the investigation, those individuals who are believed to have committed violations of the law may be charged. This action is in addition to any disciplinary administrative action taken by the school.

Southridge High School has partnered with the Kennewick Police Department to provide a School Resource Officer (SRO) that is “stationed” at the high school. The SRO is a positive and proactive step in ensuring education, safety, and partnership/access via an assigned officer for the school.

DISCIPLINE INFRACTIONS CATEGORIES AND DETAIL (Actions that may apply)

101 DISRUPTION

The chronic or blatant interruption of the teacher or the lesson, causing other students to be distracted from class work and/or any other action deemed a disruption to the educational process by the teacher.

Actions 1-7

102 ABUSIVE/LEWD CONDUCT

Abusive/Lewd Conduct can include but is not limited to:

Unacceptable Language/Pornography

The use of profane, vulgar, or salacious language, symbols, or gestures in any language. Possession of any lewd or obscene materials

Unacceptable Language Directed at a Teacher, Other School Employee or Other Adult

Offensive language or gestures directed at an adult

Actions 1-10

103 FORGERY

Interfering with documents or communication between school and home i.e.: forging parent signature, intercepting reports, trip requests etc. (all constitute truancy). Forging school documents is a serious offense.

Actions 1-9

104 FAILURE TO ATTEND

Failure to attend school discipline actions as assigned

Actions 1-8

105 INSUBORDINATION/DEFIANCE

The conscious choice on the student's part to fail to act as instructed by an administrator; teacher; substitute, or staff member; an act of lying; other form of deceit

Actions 3-9

106 PARKING/DRIVING VIOLATIONS

The Kennewick School District operates an extensive transportation system but provides our parking lots as a convenience to students who **must** drive. The District cannot, therefore, be held responsible for damage or theft to personal property.

- All student drivers need to register their car in the office (for a nominal fee), and **must** have a visible and current parking permit on vehicle.
- All cars driven to school by students must be parked in the student parking area and in the proper lanes. Students are not to park in staff areas, designated parking, or off campus (a parking ticket for up to \$20 may be applied for parking violations and will be placed on the student's fine list)
- No reckless driving or squirreling will be allowed. The speed limit on campus is 8 m.p.h.
- **Parking in fire lanes or other parking/driving violations will result in:**
 - 1st offense—ticket and fine of up to \$20 applied to student's fine list
 - 2nd offense—ticket and increased fine, school discipline actions 1-5, parent contact
 - 3rd Offense—see INSUBORDINATION--discipline actions 1-6
 - possible loss of driving privileges and car may be towed

The parking lot and cars are OFF-LIMITS without office or teacher permission and passes during the school day to protect student vehicles from possible theft or vandalism. Students found in the parking lot without a pass may be considered truant. Students without a vehicle or not accompanied by the driver of a vehicle—SHOULD NOT BE IN THE PARKING LOT AT ANY TIME!

Parking Lot Passes - any student who is out of class during the school day must have a pass from the attendance office or from the teacher in order to go to his/her vehicle.

Actions 1-7

107 REFUSAL TO IDENTIFY

A student not giving his/her correct name, or where they are scheduled to be, when asked by school or law enforcement personnel. This infraction is also considered a misdemeanor according to Washington Administrative Code

Actions 3-9

108 INAPPROPRIATE CLOTHING

Southridge's student dress expectations are established to eliminate disruptions to the educational process caused by individual attire; establish and maintain a quality-learning environment for all students and staff; and ensure adequate safety. These expectations are also designed to enhance school-to-work transitional skills and behaviors. These expectations are as follows:

- **No clothing which exposes any portion of the anatomy in a manner that disrupts the educational process or can be considered inappropriate for school**
- **No overly large openings at neck or arms**
- **No undergarments (bras or briefs) should be visible**
- **No head coverings will be worn in the building during the school day**
- No clothing which advertises alcohol, tobacco, excessive violence or drugs or which expresses or suggests lewd, sexual, discriminatory, or harassing messages.
- Clothing is to fit the individual; sagging pants or extremely oversized clothing is not to be worn.
- No trench coats or other excessively baggy outerwear
- No clothing related to gang involvement or determined to be gang affiliated is allowed

The school administration/staff will determine whether garments are disruptive to the educational process, including garments not listed in the current dress expectations.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, may be required to change clothing and may be subject to school discipline.

Students must:

1. Change into appropriate clothing that the student has at school
2. Change into appropriate clothing provided by the school (school will ask for it to be returned or student will be fined)
3. Change into appropriate clothing that a parent/guardian is able to provide from home
4. Go home for the day—parent will be notified (may be allowed to return if displaying appropriate clothing)

Actions 1-7

109 CHEATING/PLAGIARISM

Cheating: Copying of another student's assignment or answers without teacher permission, or in an attempt to better or complete an assignment without doing one's own work. When a student claims to have completed a task when said task was not accomplished by student. Providing information/work to another student; allowing another student to copy work.

Plagiarism: Taking work from a source without indicating the source; copying ideas from a source without correctly indicating the source (i.e.: books, magazines, Internet, other media...), even if you have abstracted, summarized, or paraphrased the ideas/material; changing only a few words, sentences, or sections, but otherwise copying directly from a source and passing it off as your own work.

First Offense: Failing grade on the test or assignment and possible school service detention.

Second Offense: Shall receive a failing grade and withdrawal from class.

Actions 1-9

110 BEHAVIOR CONTRACT VIOLATION

Failure to abide by the contract that has been established by administration, parent and student to ensure the safe and productive return of the student to school
Actions 5-10

111 INAPPROPRIATE LANGUAGE

Language found to be offensive, obscene, or vulgar. This may include but is not limited to:

Unacceptable Language/Pornography

The use of profane, vulgar, or salacious language, symbols, or gestures in any language; possession of any lewd or obscene materials

Unacceptable Language Directed at a Teacher, Other School Employee or Other Adult

Offensive language or gestures directed at an adult

Actions 1-10

112 RUMORS/SLANDER

Students engaged in inappropriate gossip; telling of falsehoods, or sharing demeaning information about another person verbally, electronically, or in writing. This behavior has been shown to lead to violent acts and will not be tolerated.

Actions 1-10

201 ASSAULT

Attack on another person or threats of physical abuse

Actions 7-10

202 FIGHTING

A mutually joined physical altercation involving two or more willingly engaged students

Students who choose to fight at Southridge may be suspended for up to ten (10) days on a 1st offense. Duration of suspension may be shortened if the student participates in appropriate counseling at family expense. During the time of the suspension a homework request will be made and test make-ups will be allowed upon the student's return.

Those who claim they were assaulted may have the suspension time reduced if they agree to file an assault report with the Kennewick Police Department.

Actions 7-10

203 DANGEROUS ACTIVITIES AND GANG ACTIVITIES

Dangerous activities include but are not limited to:

Acts Disruptive to School Operation

The intentional use of or urging of others to use violence, force, coercion, threat, intimidation, fear, gang hand signs or graffiti, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Willful Disregard for Safety of Others

Committing acts that endanger other students; throwing snowballs; other dangerous or potentially dangerous objects (e.g. staples or paper clips); altering or removing fire extinguishers; pushing and shoving when in line...

(False) Fire Alarms

Intentional act of setting off the fire alarm system

Possession or Use of Firecrackers, Smoke Bombs, Matches or Lighters

The possession or igniting of explosive or combustible items on school grounds or bringing such on school property.

Gang Activities Policy: A gang is defined as: A group of persons working to unlawful or anti-social ends; a band of anti-social adolescents. Gang activity is not permitted on campus. Affiliation with a gang, gang activities, exhibiting of known behaviors, claiming gang membership by students through actions, language, gestures, or clothing (i.e.: color of clothing or clothing that identifies a particular group i.e.: ICP), or behaviors which intimidate, or affect the attendance of another student at a school or at a school sponsored event is considered exceptional misconduct and is prohibited.

Gang affiliation or alleging gang membership has been found to be a form of intimidation to other students and is disruptive to the educational process.

Students displaying temporary or permanent gang-related tattoos, wearing bandannas, flying colors, using gang terms, displaying gang hand signals, displaying lengthy canvas belts, wearing excessively baggy clothes, displaying "Old English" script, wearing chains or sharp and possibly lethal objects, etc., will be placed under this policy. Inappropriate items may be confiscated.

In accordance with **RCW 28A.600.455** students may be suspended or expelled for knowingly engaging in gang activity on school grounds and for a student to re-enroll a behavior and/or appropriate dress contract may be imposed.

Actions 3-10

204 THEFT/LARCENY

Theft: The act of stealing or attempting to steal.

Larceny: The unlawful taking and removal of another person's property

Possession of Stolen or Lost Articles

The physical possession on the person or in the locker of any article reported lost or stolen.

(Note: Lost articles, as they are found, are to be returned to the lost and found in the main office.)

Possession of stolen property; being a participant or "lookout"; and/or withholding information about an unlawful act, are subject to school discipline and the involvement of law enforcement.

*Students are advised to leave valuables and excessive cash at home ("if you can't afford to lose it, don't bring it to school"). Students should not bring valuables to school, nor should they leave them unattended or let them out of their sight! The students are responsible for such items if they are brought to school and the school is **NOT** responsible for lost, stolen, or destroyed items.

Actions 3-10

205 VANDALISM/GRAFFITI

Willful damage to or destruction or defacement of school property or personal property of other students or adults

Writing on desks, lockers, etc., that is not a permanent defacement of property, may result in cleaning the property and teacher-administered discipline.

Actions 3-10

206 ARSON (Fulfilled or attempted)

Lighting, or attempting to light, a fire on school property

Actions 9-10

207—210 WEAPONS (Handgun, Rifle/Shotgun, Knife/Dagger, Other)

Dangerous Weapons: Southridge High School intends that all facilities and activities will be safe for students, staff and the community.

Regulation of Dangerous Weapons on School Premises

WEAPONS POLICY EXCEPTIONS

It is a violation of district policy and may be a violation of state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities while being used exclusively by the district except as provided below.

The following adults (who are not students) who are:

1. Persons engaged in military, law enforcement, or school district security activities;
2. A federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

3. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
4. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.
5. Other adults under such specific circumstances as the superintendent or assistant superintendent may designate in advance.

Persons between fourteen and eighteen years of age with written parental or guardian permission and persons over eighteen years of age may possess personal protection spray devices on school property. Any student regularly in possession of a personal protection spray device during school hours shall file notice of such possession with the building principal. Personal protection spray devices may not be used other than in self-defense.

Firearms, dangerous weapons and weapons are defined under District Policy 3314.

Consequences of violation of the weapon policy are set forth in District Policy Regulation 3314.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

Staff is directed to refer all dangerous weapon violations immediately to the school principal or designee for action. A dangerous weapon is defined as "any object designed to inflict physical harm, or the use of any object to inflict physical harm." The size or length of the object does not matter if the intent of its use is to inflict physical harm.

Dangerous weapon offenses having to do specifically with firearms shall result in an "emergency expulsion" and convert to either an expulsion or long term suspension. **WEAPONS: would also include any air gun, including any air pistol or rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.** All other offenses involving dangerous weapons of any type constitutes grounds for "emergency expulsion", but may result in other disciplinary actions depending on the facts of each individual case. Look-a-like weapons violations may also fall into this category.

In most situations involving dangerous weapons (including threats or threats to use with or without a weapon in hand), there is a need to remove the student(s) from school at the time of the event on an "emergency" basis. Building principals have the authority to remove student(s) from school immediately to investigate offenses regarding dangerous weapons. Referral will be made to a law enforcement agency, if warranted.

Actions 3-10

211 TRESPASSING

A student's unwelcome or unauthorized presence on the school campus or at a school-related activity

Actions 5-10

212 HARASSMENT

Harassment begins anytime a person is made to feel uncomfortable. Repeated remarks directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to be destructive of the person and which may lead to physical violence. The use of electronics for cyber-bullying and/or harassment or intimidation through the use of computers/ technology is prohibited.

- **Policy 3207 - Harassment, Intimidation, Bullying & Cyber Bullying**
http://www.ksd.org/apps/district_documents/record/78b08d8998fc19efaad0dcdf2f33f208/3207p.pdf
- **Regulation R3207 - Harassment, Intimidation, Bullying & Cyber Bullying**
http://www.ksd.org/apps/district_documents/record/5f7a18e8581a645a0b7e52b267c6deff/3207r.pdf
- **F-1 3207 - Incident Report Form - Harassment, Intimidation, Bullying & Cyber Bullying**
http://www.ksd.org/apps/district_documents/record/0d216a2d2b6bf460dc3053cd6a8ec2cf/3207rf1.pdf

See Informal and Formal Complaint as listed in section 213.

Pre-fight Behavior

Remarks directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to incite violence or be destructive of the person and which may lead to physical violence.

Actions 7-10

Incitement of Disorder

To encourage other students to commit or engage in rule violations

Actions 3-10

213 SEXUAL HARRASSMENT

Sexual harassment occurs when submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit. When submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; when unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an uncomfortable, intimidating, hostile, or offensive environment, sexual harassment is present.

Informal Complaint Process: Informal reports may be made to any staff member. Staff shall inform an appropriate supervisor when they receive complaints of sexual harassment. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated. **However, any type of complaint will be thoroughly investigated.**

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment. The Superintendent or designee shall receive and investigate all formal, written complaints. Complaints shall be in writing; preferably to be signed by the complainant; and shall set forth the specific acts, conditions, or circumstances alleged to have occurred. When the investigation is completed, the Superintendent or designee shall assemble a written report including the results of the investigation. The Superintendent or designee shall communicate in writing to the complainant and the accused within thirty days. **Corrective measures deemed appropriate will be instituted as quickly as possible, ranging from detention to expulsion and/or a change in placement depending on the severity of the incident.**

Actions 3-10

214 BURGLARY

The act of taking the personal property of another person in his/her presence, against his/her will or under constraint of fear or force (This includes extortion)

Actions 3-10

215 STOLEN VEHICLES

Possession or operation of a motor vehicle without the consent of the owner

Actions 3-10

216 THREATS/INTIMIDATION

Verbal, physical, or spatial/proximity actions that threaten harm of a student/person or make a student/person feel unsafe or uncomfortable

Actions 3-10

Pre-fight Behavior

Remarks and/or actions directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to be destructive of the person and which may lead to physical violence.

Actions 7-10

301 DRUG VIOLATION	(See policy that follows)
302 ALCOHOL	(See policy that follows)
303 TOBACCO VIOLATION	(See policy that follows)

In all cases parent(s) will be contacted.

In a manner consistent with RCW 69.50 (Uniform Controlled Substances Act) the following terms shall be defined as:

Controlled Substance – a drug, substance or immediate precursor included in schedules I through V as set forth in federal or state laws, or federal or board rules. Likewise schedules I through IV (RCW 69.50 Art.II), list common "drugs" including opiates, hallucinogens, stimulants, narcotics as well as derivative analogs.

Controlled Substance Analog – any substance that has a chemical structure similar to that of controlled substances

Imitation Drugs – a substance that is not a controlled substance but which by appearance and representation would lead a reasonable person to believe that the substance is a controlled substance.

Manufacture – the production, preparation, propagation, compounding, conversion or processing of a controlled substance, either directly or indirectly or by extraction from substances of natural origin

Under the Influence – an abnormal mental or physical condition due to the influence, a visible impairment of the judgment or a derangement, or impairment of mental or physical function or energies arising there from

Delivery – the actual or constructive transfer from one person to another of a substance, whether or not there is an agency relationship

Legend Drugs – "prescription" medication including, but not limited to, steroids and other performance enhancing medications. Possession of prescription drugs without a prescription is unlawful.

Drug Paraphernalia – all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

STUDENTS IN POSSESSION, CONSUMPTION, POSSESSION OF PARAPHERNALIA, DELIVERY AND/OR EXHIBITING THE EFFECTS OF ALCOHOL OR OTHER DRUGS, INHALANTS, MIND OR MOOD ALTERING SUBSTANCES, OR IMITATION DRUGS ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY ARE IN VIOLATION OF THIS POLICY

I. First Offense

A. Possession, Consumption, Exhibiting the Effects* or Possession of Paraphernalia

1. Five (5) day (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
 3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
 5. The student is to participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.
- * A building administrator and a minimum of one (1) additional staff member will determine if reasonable suspicion exists.

B. Delivery

This violation is considered to be inherently harmful and students who engage in this activity are deemed to be a danger not only to themselves but also to all other students and staff in the Kennewick Schools.

1. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
2. Following an investigation by the principal if it is determined that there has been a violation of the delivery section of the AODA policy, the student will be deemed an immediate danger and placed on emergency expulsion status. A written notice will then be issued to the student and parent(s) indicating the manner in which a hearing may be requested. In the event the expulsion is upheld, the following considerations shall apply to the guidelines for readmission.

The minimum length of the expulsion will be until there is documented achievement of guidelines for readmission as developed by a behavioral agreement.

These guidelines will include the following criteria in addition to those identified by the building administrator:

- Recommendation of an assessment by a qualified substance abuse counselor
- Evidence shown of completion of community service as established in guidelines for readmission
- Improved student behavior since the expulsion
- Willingness of the student and parent to agree, as appropriate, to a reasonable behavioral agreement

II. Second Offense

A. Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia

1. Ten (10) days (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.
2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be to the maximum extent provided by law.
3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
4. Participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.

B. Delivery

1. Recommendation of expulsion.
3. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

III. Third Offense

A. Possession, Consumption, Exhibiting the Effects, or Possession of Paraphernalia

1. Recommendation of expulsion.
2. Possession, consumption, exhibiting the effects or possession of drug paraphernalia will be reported to appropriate law enforcement and law enforcement will be encouraged to prosecute to the maximum extent provided by law.

Actions 5-10

STUDENTS IN POSSESSION, CONSUMPTION AND/OR DELIVERY OF TOBACCO ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY

In all cases parents will be contacted.

Recognizing the serious physical effects of all tobacco products and the fact that tobacco use is a very strong indicator of Alcohol and Other Drug use, the District maintains the following procedures for students possessing, consuming, or delivering tobacco in any form.

I. First Offense

One (1) day in-school suspension, with interview by designated Alcohol and Other Drug Awareness specialist and completion of a tobacco educational packet. A copy of the letter of violation shall be permanently placed in the student's cumulative file.

II. Second Offense

- A. Three (3) day out of school suspension.
- B. Participate in the Prescribed Student Support Group, a minimum of three (3) consecutive weeks, to the satisfaction of the facilitator.
- C. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

III. Third Offense

- A. Five (5) day out of school suspension.
- B. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

IV. Fourth Offense

Long term suspension.

A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

Actions 5-10

CONFIDENTIALITY No record of a student's participating in professional treatment services will become a part of the permanent record or transcript. Any and all related information will be treated as health related only and kept in confidentially maintained health files.

CUMULATIVE NATURE OF CONSEQUENCES

Multiple offenses are those that occur during grades K-5, 6-8 or 9-12.

Amended: June 1995

Amended: August 1996

Amended: May 1997

Amended: July 2002

Format: Feb. 2008

304 ATHLETIC—ACTIVITY VIOLATIONS

When students are engaged in extra-curricular activities it is the expectation that students abide by all district and school policies. When students fail to fulfill expectations they will be subject to school discipline based on established consequences.

In order to maintain quality programs coaches and advisors retain the right to administer discipline in addition to and above that administered by school administration.

SECTION I: ACADEMIC ELIGIBILITY/ATTENDANCE

1. Kennewick School District Policy 3545 requires a student shall have passed a minimum of five (5) full-time subjects in high school or five (5) full-time subjects in middle school in a 6 period class schedule or six (6) full time subjects in middle school in a 7 period class schedule with an overall 2.0 GPA in all subjects taken in the immediately preceding semester in order to be eligible for extracurricular participation in the following semester.
2. A student not attending his/her boundary school must have on file an approved In-District or Out-of-District Transfer. The Kennewick School District may additionally require an Extracurricular Hardship Waiver or WIAA Appeal.
3. A student must be in attendance all day on the day of a contest in order to participate in contests on that day, and all day Friday to participate in weekend contests. No unexcused absences or truancies. Excused absences do not keep students from participating in contests.

Please also refer to the athletic/activity packet and WIAA.com for further information regarding participation in WIAA sponsored activities.

Actions 1-10

401 EXCESSIVE ABSENCES	(See attendance policy)
402 TRUANCIES	(See attendance policy)
403 EXCESSIVE TARDIES	(See attendance policy)
404 ATTENDANCE CONTRACT VIOLATIONS	(See attendance policy)

501 OTHER INFRACTIONS

Possession or Use of Disruptive Devices

The possession of items which use disrupts the educational process (laser pointers, shock devices, hot sauce, toys...)

Actions 1-10

Violation of Computer Use Policy

School computers are to be used for **school-related projects only!**

Damage to computers; the computer system; software; computer furniture; theft of equipment or software; initiating inappropriate access to or altering of networked systems, individual computers or another person's files; inappropriate school use of the Internet; violations of individual computer contracts used by specific departments or staff.

Any violations may result in suspension of computer privileges.

Student and parents must sign and return the Southridge Computer/Network Usage Contract (**Page 19**) to allow students to use school computers. Failure to

do so will result in loss of computer privileges.

If parents choose to not have their student use the school computers for Internet access there are “**Opt Out Forms**” available at the main office.

Actions 1-10

Inappropriate Display of Affection

Inappropriate displays of affection include but are not limited to full, prolonged embraces, sitting on laps and/or kissing and are not allowed on school property.

Acceptable displays of affection would include: hand holding, brief hugs, and a momentary kiss.

This applies at school and all school functions (games, dances...)

Actions 1-10

Electronic Devices Violations

All students are strongly encouraged not to have in their possession at any time on any school district property any electronic or telecommunication device. These include, but are not limited to, I-Pods, MP3 players, cameras and cellular phones. However, in recognition of parents’ decisions regarding the safety and communication needs of their families the following procedures are placed into effect so as to establish and create as positive a learning atmosphere as possible.

Students in the possession of telecommunications or other electronic devices shall observe the following conditions:

- At no time shall the possession of such devices pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.
- Telecommunication/electronic devices may be displayed and/or operated before and after the regular school day, at lunch, and during passing periods, **and may only be audible to the individual user**. Students are not to use these devices in educational settings (classrooms; computer labs; gymnasiums) during class time or in the cafeteria server, except in an emergency situation to contact the proper authorities, and then only under the supervision of or with the express permission of school personnel (It is strongly encouraged that if a student needs to use a phone—they go to the office).
- Procedure:
 - On the first violation of this policy, the device should be confiscated and delivered to the main office where it can be stored safely. Teachers are encouraged to use “red envelopes” and full-sheet referral forms so that the number of violations each student incurs can be tracked for the purpose of progressive discipline. Student can pick up the phone in the main office at the end of their school day
 - On the second violation of this policy, assuming the referral process is followed so that the number of violations can be tracked, the device will be returned to the student and the student will receive an after school detention (ASD)
 - Third and higher violations will be referred to administration for further disciplinary action. Teachers should continue to use the “red envelopes” and full-sheet referral forms. Students may experience loss of privilege for excessive insubordination regarding this policy.
- Teachers may allow the use of telecommunications/electronic devices in their own classrooms if such use contributes to instructional and/or educational purposes. Further, so that all students and parents/guardians are aware of the appropriate use, if any, of telecommunications/electronic devices in a particular teacher’s classroom, the teacher will include the details in the syllabus of the course.
- Students are responsible for telecommunication/electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of such devices brought onto school property even when confiscated. The school is also **NOT** responsible for investigating the loss or theft of these items as they should not be at school and students should lock and secure their valuables at all times.

Actions 1-8

Legal References:

RCW [28A.320.135](#) Telecommunication devices – Limits on possession – Policies

PRIVACY ACT

The Federal Family Education Rights and Privacy Act (FERPA) of 1974 permits the Kennewick School District to release certain information known as “directory information,” to certain people or institutions, unless parents request, in writing, that such information not be released.

In many cases, requests for this type of information come from news media or the armed forces for recruiting purposes. Directory information may include: 1) student name, address, and telephone number, 2) date and place of birth; 3) participation in officially recognized activities and sports; 4) weight and height of athletic team members; 5) dates of attendance; 6) photographs or other similar information. Photographs may occasionally be taken of students for use in the news media or school district publications.

USE OF STUDENT LIKENESS - DENIAL FORM

Complete and return form to main office only if you do not want your child to be photographed.

F-2 3250

STUDENTS

Release of Student Directory Information

From time to time, photographs or videos of students are taken during the school day for use in district news releases, publications, video productions, social media, and the district website. On occasion, television and other news media are invited to cover stories in our schools and take photos, video and/or interview students. Please sign the form below if you do not wish your child to be photographed, videoed, or interviewed.

This form does not cover photos, videos or recordings taken at public, school, or district events including, but not limited to school assemblies, plays, concerts, or sporting events. This form must be completed annually and is in effect from the date signed to the end of the school year.

I do not allow _____ to be photographed, recorded, or otherwise reproduced in likeness, name, or voice, or to have any project created by my child displayed in any public forum or district/school created web site during the current school year.

Parent or Guardian Signature Name of Student

School My Child is Attending

Date Daytime

Phone No.

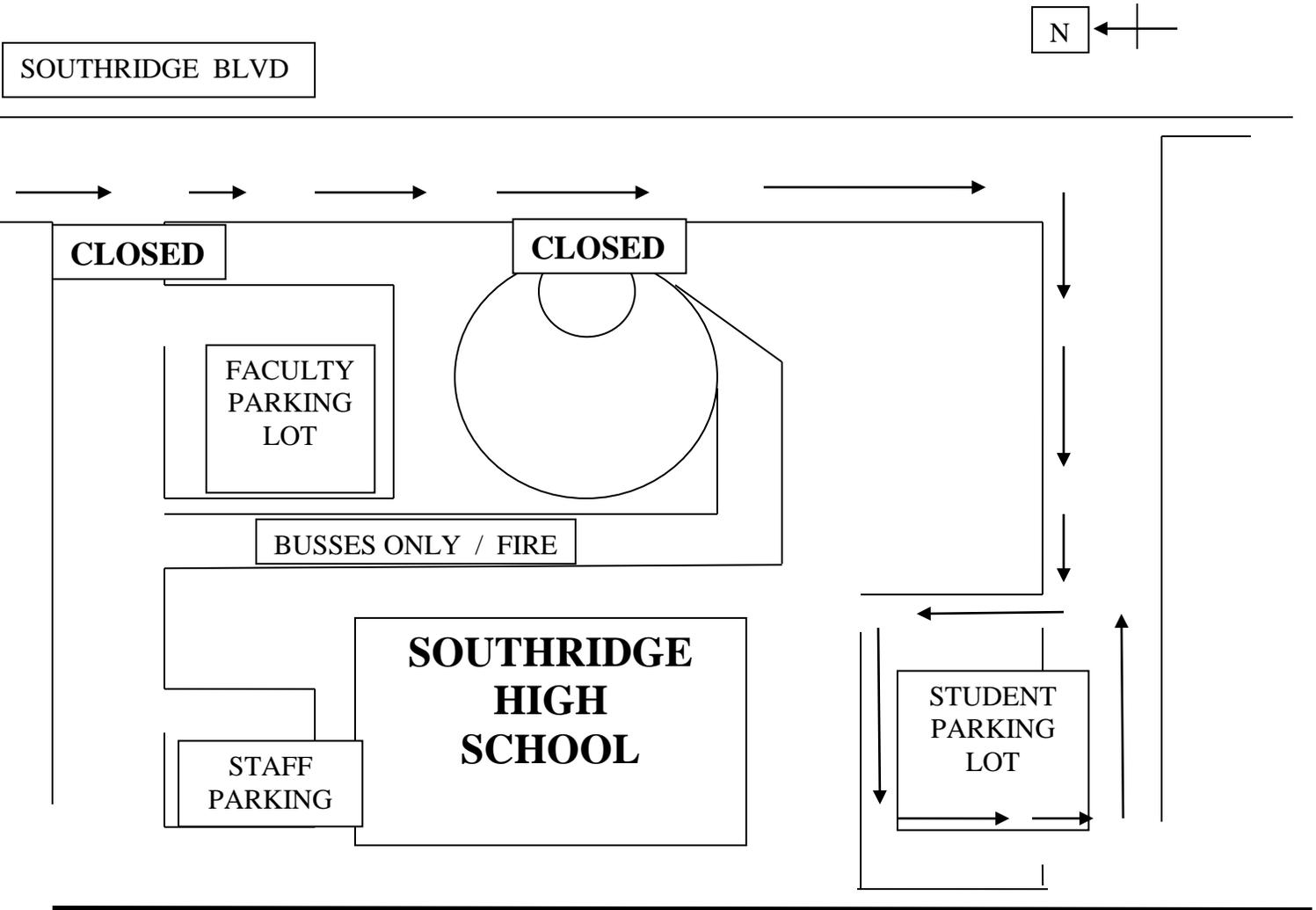
A.M. DROP OFF PROCEDURES

The front of the building facing Southridge Blvd. is a highly congested and dangerous area for dropping off students.

Parents are asked to drop their sons and/or daughters off in the student parking lot. Please proceed past the school to 36th, take a right and enter the student parking lot to drop off your child.

We have been working collaboratively with the Kennewick Police Department, looking for a solution to protect our students and parents as they arrive at school in the morning. At the end of those meetings, it was decided that closing the entrance to the visitors parking roundabout and re-routing parents to the back of the building is the best solution at this time.

We apologize for any inconvenience this may cause for you. We cannot allow an unsafe condition to continue to exist. We do not want our patrons to be ticketed or face unsafe situations where car accidents and car/pedestrian accidents may occur.



MEDICATION AT SCHOOL

Any medication taken in school must have a Medication at School form (signed by a doctor) on file with the School Nurse (forms may be found on the Kennewick School District website, www.ksd.org, or in the School Nurse's office.) The medication must be in the original container and kept in the office unless approved by the Doctor and School Nurse. This pertains to all medication except for short term use of narcotic pain pills, where the student needs to stay at home until they are able to control their pain on over the counter medication. Depending on the medication, students carrying prescription medication without Doctor's orders may be legally charged for carrying drugs; this applies to both prescription and over the counter medications. It is never appropriate for a student to share their personal approved medication with another student at school.

SOUTHRIDGE HIGH SCHOOL—HOME OF THE SUNS

In an effort to “go green” we ask that parents access the Southridge High School Student Handbook via our district website at: ksd.org and do the following:

- Go to “schools” tab and select “high schools”
- Click on “visit site” for Southridge HS
- Go to “school” tab on the Southridge site
- Click on “Student Hanbook” on the bottom of the left column on the drop down screen.

Please review the handbook with your students and sign both sides of this sheet for your student to return to the teacher.

PARENT/STUDENT VERIFICATION FORM AND EMERGENCY TREATMENT AUTHORIZATION

We have read the handbook and understand that:

Registration and attendance at Southridge High School constitutes an agreement on the part of the student and parent(s)/guardian(s) to comply fully with all the policies, rules, and regulations of SHS. Where it is evident that parents and/or students refuse to adhere to school policies, the administration of Southridge reserves the right to refuse registration or re-registration, or to terminate the student's enrollment at the school. **Out of district students who refuse to comply with the policies in this handbook will be referred back to their home district (at any time).**

In the event of injury or illness and your family physician is not available or not located in the immediate vicinity and we are unable to contact a parent/guardian, does the supervising person have your permission to seek medical attention from the nearest licensed physician and/or hospital? (Parents or students who do not live within the city limits of Kennewick will be charges by the City of Kennewick \$425.00 should an ambulance be dispatched to Southridge High School to take their children to the hospital).

_____YES _____NO

If you answer is “NO”, please specify the procedure you wish the supervising person to follow: _____

Parents/Guardians are responsible as well as the student for being familiar with the preceding procedures and information. Special notice should be taken of the attendance policy and procedures of Southridge High School. Thank you for your help and cooperation.

Student's Name Printed: _____

Student Signature: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____

Date: _____

We thank you for your cooperation in signing and returning this sheet after having read through the handbook as a family.



Southridge High School
Student Computer/Network Usage Contract



Students will have access to save and delete their own files from any student computer in the school. **Use of the Kennewick School District Network and SHS equipment is a privilege and may be revoked for misuse. Students must adhere to a strict ethical standard and any use of technology at SHS that is deemed disruptive by the staff is prohibited.**

I agree to the following conditions:

1. I will not attempt to "hack", enter a command or DOS mode, boot from removable media, bypass district security measures or alter/modify any computer hardware or software without direct staff authorization. Use of "proxies" to bypass restrictions is expressly forbidden. This includes "surfing" the network drives and folders not explicitly assigned to you.
2. **I will not allow another student to use my account.** I will keep my password secure. I realize that I can be held responsible for any misuse of my account. I will immediately report to security if I think someone knows my password.
3. I will avoid using technologies such as streaming audio or video from the Internet unless I have permission from a staff member. Music/audio can be played in the labs if headphones are used and with teacher permission.
4. I will not store music or video files on the network server unless they are for a school project. I will not listen to music from a CD or other storage media unless teacher directed or in compliance with school policy.
5. I will not use computers for sending electronic messages, IM or "chats" on the school network without direct staff authorization.
6. I will not use email during regular school hours unless it is for a school related purpose. Misuse of school district provided email accounts will result in possible loss of computer and email access and additional discipline.
7. I will not download or install programs, from the Internet or from other media, to the network server or local machines without proper authorization. I will not store files in files in any location other than my assigned network space(s) or as directed by a staff member.
8. I will follow all copyright laws. In particular, students are not to download copyrighted music, video, text or other media without staff permission, express permission of the copyright holder or within the guidelines of the Fair Use Policy.
9. **I will not engage in games AT ANY TIME or ANY other activity that is not school-related or teacher directed.**
10. I will not use Kennewick School District or SHS technology to harass others or to send, create, duplicate, or in any way convey profanity, abusive language, or inappropriate images or audio.
11. I will not participate in any behavior in the student labs that disrupts other students, can cause damage to equipment or results in additional maintenance, repair or time by district staff to rectify.
12. I understand that the technology provided by the Kennewick School District and SHS is for educational use only and not personal or entertainment purposes.
13. I understand the abuse and /or misuse of the technology resource at SHS can result in severe disciplinary consequences.

I have read the "Southridge High School Computer/Network Use Student Contract". My signature below shows I understand and agree to these conditions for computer and network use. And that any violation of these rules could result in a loss of network/computer privileges and/or other disciplinary action, depending on the severity of the violation.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Print Name: _____ Graduation Year: _____

****Please remember to sign and return the final pages of this document to Southridge High School! Failure to return the signed documents results in being ineligible for sports and activities at SHS and loss of computer privileges**

