



"Be the Best You Can Be"

KAMIAKIN HIGH SCHOOL  
PARENT HANDBOOK

2011  
2012

## *Parents, welcome to Kamiakin High School!*

The information contained in this Parent Handbook is designed to establish a communication link between Kamiakin High School and its parents. The school's faculty and staff are committed to promoting a safe and orderly climate which assures a rich, meaningful, and positive educational experience for all students. Our purpose is to promote and strengthen the school-family relationship, which is the key for all Kamiakin students to "Be the best they can be."

We hope that you will find the handbook a useful tool for understanding procedures and expectations and in facilitating our educational partnership with your children. We build this partnership on the following four essentials for parents:

- **Be informed:** Know what's happening at school, be aware of the school calendar, and establish relationships with your student's teachers by attending Open House (SEPTEMBER 29<sup>th</sup> ) and viewing our website and the Parent Portal at [ksd.org](http://ksd.org).
- **Be pro-active:** Let the school know if your student has special needs, if habits or attitudes change, or if they are struggling with classes. Contact the Counseling Office at 222-7010 and/or the Nurse at 222-7003.
- **Maintain contact with the school:** Come to the campus; attend school activities and athletic events; volunteer assistance; and talk with teachers through the e-mail, School-Line, or phone conferences. Contact 222-7000.
- **Expect homework and track student progress:** Monitor homework, read over assignments and student work, and look for course expectations information from each class. Kamiakin High school students should have between 5 and 15 hours of homework weekly.

## THE VISION STATEMENT

Kamiakin High School's guiding expectations are stated as follows: "Take care of yourself," "Take care of each other," and "Take care of this place." With this in mind, Kamiakin's staff is committed to promoting the academic and social growth of all of its students by meeting individual needs and directing education toward future opportunities. We are all dedicated to teaching basic skill acquisition, clear thinking, and sound personal qualities. We seek to provide the Tri-Cities community with citizens who are academically and socially equipped to meet their potential, able to adapt to change, willing to accept responsibility, and committed to being life-long learners. Kamiakin's teachers focus on:

- \* **Basic Skills:** Reading, writing, arithmetic and mathematics, physical and social science, technology, and speaking and listening.
- \* **Thinking Skills:** Thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning.
- \* **Personal Qualities:** Individual responsibilities, sociability, self-esteem, personal health, self-management, integrity, global awareness, a knowledge of each individual's value, and an appreciation of multicultural diversity.
- \* **Career Preparation:** Use of resources, interpersonal skills, information and systems management, and technological skills.

## Critical Phone Numbers

Activities	222-6618	Receptionist	222-7000
Athletics	222-5144	Principal	222-6529
Attendance	222-7009	Security and SRO Officer	222-6728
Counseling	222-7010	Special Services	222-5890
Nurse	222-7003		

**School Hours: 7:00 a.m. to 3:00 p.m.**

**Answering Machine Hours: (222-7000) 3:30 p.m. to 7:00 a.m.**

**Attendance Answering Machine Hours: (222-5124) 3:30 p.m. to 6:00 a.m.**

### ADMINISTRATION

Chris Chelin	Principal	Don Schumacher	Assistant Principal/Athletics
Mary Isley	Assistant Principal	Darrylin Osborn	Assistant Principal

### COUNSELORS

Sharon Fontana	A-E	Phil Jones	M-R
Calvin Stewart	F-L	Mark Falkner	S-Z
Virginia Rathbun	Career Specialist	Danielle Knudson	Special Services

### OFFICE STAFF

Kristi Lakey	Attendance	Eileen Anglesey	AM Receptionist
Bonnie Boehnke	Principal's Secretary	Shirley McCalmant	Data Processing
Pat Brown	Athletics/PM Receptionist	Jill Thoeke	Guidance Secretary
Donna Crockett	Attendance Secretary	Carol Miller	Activities Secretary

### DEPARTMENT HEADS (For Contact Call 222-7000 OR E-MAIL: [ksd.org](http://ksd.org))

Art	Vicki Gravenslund	Physical Education	Sandra Morgan
Business	Heidi Wilson	Science	Keith Duncan
Counseling	Sharon Fontana	Social Science	Gary Kleinknecht
English	Dan Clark/Kathy McGuinness	Special Services	Carrie Julian
Family & Consumer Science	Linda Willingham	Vocational Education	Dave Speakes
Learning Resource	Linda Nobbs	Vocational Guidance	Phil Jones
Mathematics	Jeff Young	World Languages	Dianna Janke
Music	Keith Russell		

### *Calling Students During the School Day*

***Please leave messages for your student ONLY IN THE CASE OF AN EMERGENCY.  
School time is valuable and we ask that classes not be disturbed. Call 222-7000.***

## **ACADEMICS**

Once each year, students register for classes. Make sure your students' class selections help them achieve their academic goals. Plan ahead by helping your students complete their high school course planner and keep it up-dated. Students are *required to take five classes (2.5 credits)* each semester and encouraged to take six. Students must remain informed about academic expectations and opportunities.

To graduate from Kamiakin High School, students must pass the following **minimum** course requirements in grades 9 through 12:

English	4.0 Credits
Mathematics	2.0 Credits (3.0 starting w/Class of 2013)
Social Science	3.0 Credits
Science (1.0 must be a lab)	2.0 Credits
Occupational Education	1.0 Credit
Health and Fitness (0.5 includes Health)	2.0 Credits
Arts	1.0 Credits
Electives	6.0 Credits (5.0 starting w/Class of 2013)
<b>Total</b>	<b>21.0 Credits</b>

Pass Computer Applications 1&2 or pass competency exam

Pass HSPE

Complete a Culminating Project

Complete a High School and Beyond Plan

**ACADEMIC OPPORTUNITY:** Students interested in excelling in studies need to consider the following course areas:

1. **Advanced Placement Courses:** Created for the academically involved student, Kamiakin offers A.P. courses in English, Calculus, Statistics, Chemistry, Physics, Biology, Social Studies and World Languages.
2. **Running Start:** Open to Juniors and Seniors wishing to simultaneously earn high school and college credit by taking classes at C.B.C. while attending Kamiakin. Students should consult the counselor during the winter of their Sophomore year for details.
3. **Technical Skills Center:** Open to all Juniors and Seniors wishing to participate in more broad based vocational training than Kamiakin classes afford. Consult your counselor for more information on specific offerings.
4. **Tech Prep Direct Credit:** Consult your counselor for more information.

## **ATTENDANCE**

All absences from school or class must be cleared through the Attendance Office. Students must have absences cleared within 48 hours or they will be considered truant. Absences are classified according to Kennewick District Policy as excused, unexcused, or truant. Office Personnel are available for individual assistance with attendance issues between 6:15 AM and 3:00 PM Monday through Friday. The school will contact the student's home by telephone recorder if the student has been marked absent in one or more periods during the school day.

## **EXCESSIVE ABSENCE POLICY**

A letter will be sent home after the 5<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> absences in any class notifying the parents and asking that the parents discuss the absences with their student. **This communication is designed to inform parents of their student's absences. In most cases, parents are aware of absence dates and reasons. However, truancy (skipping class) and forged notes can be discovered as a result of the letters and phone calls.** The school will attempt to communicate with parents by telephone and/or mail when unexcused or unresolved absences occur.

## Reading Expectations of Kamiakin Students

1. Students bring self selected reading material to class.
2. Students understand that reading is their prime learning skill.
3. Students use what they read as models for their writing.
4. Students read to make healthy choices about themselves and the world they live in.
5. Students read to have conversations with people they could not talk to in real life.

## Potential Loss of Credit

Students who attend class are more likely to earn passing grades and credits toward graduation than students who are excessively absent. Therefore, absence limits have been established to promote student engagement in school. Excessive absences may lead to loss of credit as described in this section. Parents will be notified of their student's absences on the fifth, eighth, and twelfth absence. After the 12<sup>th</sup> non-school-related absence in a semester, the high school student will be notified of the 12<sup>th</sup> absence to determine whether an attendance contract is appropriate.

In addition to the contract, and after the 12<sup>th</sup> non-school-related absence per semester in a given class, the classroom teacher, at his or her discretion, may thereafter rescind said 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 the building principal or designee and shall review all timely referrals for denial of credit within a week after the completion of each semester and recording of grades and attendance. 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.

**Students returning from absences** must have an admit slip prior to entering classes unless participating in a field trip, co-curricular activity, or being assigned to in-school suspension. Students are to report to the attendance office the day that they return to school and pick up an admit slip before returning to class. Students without an admit slip will not be allowed into class. Teachers will ask the student to go to the attendance office to obtain an admit slip. **This includes all absences except school sponsored activities.**

**Students leaving campus** during the day must check out at the Attendance Office and check back in at the Attendance Office (unless participating in a field trip or school-sponsored activity). Students who do not check out are considered truant and school discipline may be assigned. A parent contact (note or phone call 222-7009) is required for student permission to leave campus. Students may not be checked out of school by anyone other than their parent or legal guardian unless there is written permission from the parent or legal guardian.

### REQUEST FOR HOMEWORK WHEN ABSENT

After a student has been absent for at least two days, he/she may call to request homework. **Please contact Mrs. Crockett or Mrs. Lakey at 222-7009. The office will contact teachers to request that homework be available by 2:30 PM the following day.**

## KENNEWICK SCHOOL DISTRICT ATTENDANCE CATEGORIES

### EXCUSED ABSENCES

*Excused absences include the following: illness, emergencies with immediate family, short-term suspension, pre-excused medical or dental appointments, school activities, other parental pre-excused absences, or students out of class for security, counseling or administrative activities.*

### UNEXCUSED ABSENCES

*Absences that are not due to illness and are not pre-excused are considered unexcused. Students returning from an absence have 48 hours to verify the absence reason with a note. Absences not cleared within 48 hours are considered unexcused.*

### PRE-ARRANGED ABSENCES

*These include absences for family trips, surgery, etc. To pre-arrange an absence, students must have a signed note from their parents and present it at the attendance office prior to the absence. This facilitates arranging homework and should occur at least three days prior to the absence and three weeks before finals.*

### TRUANCIES

*These are absences from school or class without the knowledge and/or consent of parents and/or the school. Discipline for truancies will include detention, Saturday school, short-term suspension, and/or transfers to an alternative program. The Washington State attendance law, known as the Becca Bill, requires all schools to report excessive truancies to the Juvenile Justice Center for legal action.. The school will contact parents by phone and letter to notify them of student absences and to make an attendance intervention plan if appropriate.*

### TARDINESS:

*Students have five minutes to get from class to class. Arriving to class after the tardy bell is considered tardy. Arriving to class more than ten minutes late is considered an absence. Students are expected to be to class on time each day. Students with excessive tardiness will be referred to an administrator for discipline. Discipline can include: lunch detention, after school detention, Saturday school, and/or in-school suspension. Sleeping in late, the alarm not working, missing the bus, "Mom didn't wake me up", and staying up late are considered unexcused tardies.*

## STUDENT GUIDELINES

Each Kamiakin student automatically becomes a citizen of our school, both receiving privileges and accepting responsibilities. Students are expected to know their responsibilities as well as their rights. They are subject to discipline for violations occurring at school, on school district property, at school-sanctioned events, during the school day regardless of location; or when riding on school district buses.

Kamiakin students are expected to conduct themselves in a manner that promotes a proper learning environment and reflects positively on themselves, their classmates, parents, teachers, and community. Complete discipline details are available in the Kennewick District Policy book available at the Attendance Office.

Below is a summary of responsibilities and expectations:

- **RESPECT OF PROPERTY:** Kamiakin is a clean, neat environment. Students should refrain from marring walls, desks, bathrooms, or other school property. Posters may be displayed only with Activity Office permission.
- **RESPECT FOR AUTHORITY:** All Kamiakin staff are responsible for monitoring and correcting student behavior. Students must show respect, follow directions, and identify themselves and their activity when asked.
- **RESPECT FOR OTHERS:** Kamiakin seeks a positive school experience for all students. Students should show courtesy and tolerance for all and avoid put-downs. Harassment and/or bullying of any type will not be tolerated and must be reported to school authorities.
- **RESPECT FOR YOURSELF:** Kamiakin's goal is for all students to be successful and reach their full potential. Have good attendance, and

**“BE THE BEST YOU CAN BE”**

## KENNEWICK SCHOOL DISTRICT CODE OF STUDENT CONDUCT POLICY:

It is the intent of the Kennewick School District to provide a safe, productive, positive, and disruptive-free classroom and learning environment. The following rules of conduct are to be observed while on school property, during or immediately before or after school hours, at any time the school grounds are being used for school activities or events, or while attending school activities or events off the school grounds. Conduct violation is subject to corrective action or punishment.

Kamiakin High School uses a progressive discipline structure, which means that corrective measures typically move through a series of graduated discipline steps. Serious offenses or repeat offenders may be assigned discipline that skips over progressive discipline steps. Definitions of commonly used discipline terms are explained below. They are listed in progressive order:

<ol style="list-style-type: none"> <li>1. <b>Teacher discipline:</b> Taken care of by teachers, may include parent conference, detention, etc.</li> <li>2. <b>Detention:</b> Assigned school service that is done at lunch or after school and supervised by KaHS staff.</li> <li>3. <b>Wednesday School:</b> Assigned two-hour school service that is a combination of campus clean up and study. Supervised by security.</li> <li>4. <b>In-School Suspension:</b> Restrictive study hall assigned to keep students within a school environment but out of class.</li> </ol>	<ol style="list-style-type: none"> <li>5. <b>Short Term Suspension:</b> Student is barred from attending school or school activities for up to 10 school days.</li> <li>6. <b>Long Term Suspension:</b> Student is barred from attending school or school activities for a defined number of days beyond 10 school days.</li> <li>7. <b>Emergency Expulsion:</b> Student is immediately removed from school for reasons of safety or danger.</li> <li>8. <b>Expulsion:</b> Student is permanently barred from attending school or school activities. A hearing is required for re-admittance.</li> </ol>
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1. **Substantial Disruption of School:** A student shall not intentionally cause the substantial or material disruption of any school or bus operation. This includes KSD bus stops and incidents that occur within the proximity of the campus or have a close connection to the school. The Kennewick School District has adopted a Disruptive Student Policy, which means that students classified as disruptive may be expelled.
2. **Threats to School Safety:** Students who make threats or allude to the death or serious bodily harm of any person, who write, e-mail, or telephone threatening statements or notes; who start or participate in rumors or endangering copycat activities; or who invite friends to participate in such behavior will be subject to discipline ranging from expulsion and criminal referral to community service and public apologies.
3. **Damage or Theft of Property:** A student shall not intentionally or with gross carelessness damage school or private property. If school property is damaged or stolen, the superintendent or principal may seek restitution from the student or his/her parents as permitted by law. A student shall not damage or vandalize the home or property of any Kennewick School District employee.
4. **Extortion, Assault or Causing Physical Injury:** A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.
5. **Weapons and Dangerous Instruments:** Students shall comply with the District's "No Tolerance" policy (#3314) toward weapon use, transmission or possession on school property. A weapon could be any object used with the intent of threatening harm to another person.

Weapons may include, but are not limited to, air, gas or slide-operated firearms, explosives of any kind, nun-chu-ka sticks, throwing stars, clubs, knives of all kinds (including pocket knives), silencers and objects similar in form or use to those listed above.

Any item used with the intent to threaten and/or intimidate another person would be considered a weapon. Blunt or heavy objects used or displayed during a fight may be considered weapon use for purposes of enforcing this policy.

Weapons use, transmission or possession shall result in emergency expulsion by building administrators. The expulsion shall continue until school and law enforcement authorities have conducted an appropriate investigation. Students are to contact an administrator immediately if any of the above weapons are known to be at school. A student who brings a handgun or explosives to school or to school sponsored events will be expelled for one calendar year.

- 6. Narcotics, Alcoholic Beverages and Stimulant Drugs:** A student shall not knowingly possess, use, distribute, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. However, possession of a prescription other than your own or distribution of any prescription is a violation of the Alcohol and Other Drug Use (A.O.D.A.) policy (R3418).

All violations are subject to suspension and/or expulsion and the police will be contacted.

- 7. Cigarettes, Cigars, Tobacco:** It is illegal for students to purchase, possess, or use cigarettes, cigars, chewing tobacco or tobacco of any kind. Kennewick School District policy makes it an AODA offense for possession, use, and distribution of tobacco products of any kind on school district property or at school sponsored events. All violations are subject to suspension.

- 8. Truancy:** A student shall not be absent or tardy from classes without an approved excuse.

- 9. Lewd Conduct:** A student shall not use or exhibit obscene or vulgar behavior through language, writing, pictures, signs, or acts.

- 10. Gambling:** A student shall not engage in gambling of any form.

- 11. Repeated Misconduct:** A student shall not repeatedly fail to comply with the district policies or school rules or with the directions of school personnel during any period of time when he/she is properly under the authority of school personnel.

- 12. Forgery:** A student shall not make or alter any school document used or intended to be used in connection with the operation of the school. A student forging a parent signature will be subject to school discipline.

- 13. Criminal Acts:** A student shall not engage in any criminal act. A student who engages in criminal acts will be referred to the proper authorities.

- 14. Cheating:** A student shall not intentionally obtain questions and/or answers through fraudulent means and shall not plagiarize written material.

- 15. False Accusations:** A student shall not intentionally make false accusations against staff or students.

- 16. Harassment Intimidation and Bullying (including Cyberbullying):** A student shall not harass, intimidate, or coerce students or staff members. Harassment may be in the form of slurs or other harassment based on sex, race, religion, ethnic origin, sexual orientation, or disability (physical, mental, or sensory). Refer to KSD policy #3207 for more information.

- 17. Computer Misuse:** Students will NOT be permitted to:

- a. Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students.
- b. Send, receive, or display offensive, inappropriate, or sexually explicit material.
- c. Use obscene language.
- d. Use other people's passwords.
- e. Harass, insult, or attack others.
- f. Seek to receive or provide unauthorized access to resources.
- g. Trespass in files and/or folders of others.
- h. Violate copyright laws and/or plagiarize the materials of others.
- i. Steal equipment or software.
- j. Intentionally waste resources.
- k. Use a network computer for commercial purposes, personal gain, and fraud.

## KAMIAKIN HIGH SCHOOL STUDENT CONDUCT RULES:

1. **Athletic Participation:** Involvement in athletics (including cheerleading and dance team membership) is a privilege for Kamiakin students. Athletic participation requires A.S.B. membership, completion of the required athletic participation procedures (including parental permission, passing a physical examination, and a willingness to abide by the Athletic Handbook), and the maintaining of a 2.0 grade point average. In-season athletic training rules prohibit the use of tobacco products, alcohol, and other illegal substances at any time during the season. Sanctions range from loss of playing time to permanent exclusion from athletic participation. A complete outline of the athletic policy and expectations is available in the Athletic Office.
2. **Building Conduct:** Students on campus and in hallways are expected to be quiet and not disruptive. Food and beverage machines are available for student use. They are located in the cafeteria, 100 hall, and outside 200 and 400 buildings.
3. **Closed Campus and Leaving Campus:** Kamiakin High School is a closed campus, to protect students and staff from intruders. This means, other than during lunch, students cannot leave the school grounds once they have arrived (even before classes have begun or after lunch) or enter the campus grounds when absent without checking in at the Attendance Office. During the regular school day, off-limit areas include the parking lots, the area north and east of the main buildings, and the playing fields. Leaving campus without parent permission is truancy and subject to disciplinary action. Students who wish to leave campus for any reason are required to check out through the Attendance Office. Students must follow this procedure once they have entered the campus.
4. **Computer Use:** Student use of school computers is to occur only under the authority of school personnel. A student who engages in the unauthorized use of equipment, software, and the Internet services will receive school discipline. A student who damages, misuses, or steals equipment or software will also be disciplined and fined.
5. **Dangerous Activities:** Students are expected to refrain from behaviors, which endanger persons or school property. Examples of dangerous activity include but are not limited to the following: skateboarding on campus, playing with matches and lighters or starting fires, running in hallways, and throwing objects (including water balloons and food). Such behaviors are subject to school discipline.
6. **Dress:** Our dress standards are designed to train students for the transition from school to career. Attire that is appropriate for the traditional workplace setting is likely to be appropriate for school. Clothing must be modest and without indecent exposure, vulgarities, sexual connections, or drug/alcohol/tobacco references. It must be conducive to learning, orderliness, and safety. In addition:
  - Shoes must be worn. Slippers are not allowed. Flip flops are allowed.
  - Tops must cover the chest (no cleavage showing), belly, sides, and midriff.
  - Tops that are backless, have only one sleeve/strap, or have spaghetti straps are not allowed. Shirt straps must be at least two (2) inches in width.
  - Tops must not expose the bare chest or belly.
  - Undergarments, including straps and waistbands, must not be visible.
  - Sagging pants or extremely oversized clothing are not allowed.
  - Hats, bandanas, "do-rags", and other head wear are not allowed.
  - Dresses, shorts and skirts must be no shorter than mid-thigh in length.
  - Pants must be worn at the waistline. Pants, sweat pants, skirts, or shorts may not be folded down, exposing the midriff.Any behavior, clothing, or communication (including but not limited to graffiti, hand signs, colors, or inscriptions, hats, "do-rags," belts, or chains) associated with disruptive behavior or creating a threat to individuals or their safety is forbidden and subject to discipline. Teachers, staff, and administration will determine whether or not the dress code standards are being met. Students who do not meet the dress code standard will be asked to adjust their clothing or phone home and have a parent bring appropriate clothing for the student.

The following excerpt is from KSD Policy # 3224-

In order to maintain adherence to the student dress policy, students may not wear the following:

- Overly baggy clothing
- Overly tight clothing
- Head coverings, e.g., hats, caps, etc.
- Shorts and skirts shorter than mid-thigh in length

Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms raised becomes visible. These may include, but are not limited to:

- Boxers
- Sheer tops
- Mesh tops
- Overly large openings at the neck or arms
- Off the shoulder tops
- Spaghetti straps
- Halter-tops
- Tube tops
- Swim tops
- Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings. These include, but are not limited to:
  - Demeaning statements
  - Violent statements
  - Sexual statements
  - Racial statements
- Attire or accessories which identify affiliation with movements, groups, or values inconsistent with or that detract from the academic environment including, but not limited to:
  - Any gang affiliated clothing
  - Extreme gothic clothing
  - Sexually provocative clothing
  - Clothing with attached excessive chains, cords, straps, etc. (bondage clothing)
- Clothing that advertises or promotes tobacco, alcohol or other drugs.
- Jewelry or accessories that could be used to cause harm or injury.

A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.

**7. Identification Cards:** All students are required to carry their student identification card (provided by the school at registration) while on campus or at school sponsored activities. Students are required to give their card to school authorities for identification needs. Students who are not able to identify themselves on campus with their student ID card may be subject to school discipline. ID Cards are also required to check out materials in the library and attend school activities, games, and dances.

**8. Lockers:** Locker use is a privilege that may be revoked if abused. Sign-up is at the beginning of the school year. Students may use only the locker assigned to them. To protect personal possessions, keep combinations confidential and the locker locked at all times.

Students assume all risk and responsibility in the use of lockers. Students should NOT bring valuables to school or put valuables in lockers. The school is NOT responsible for articles lost or stolen from lockers. Report thefts to the security office immediately. Students should treat lockers with care and keep them neat and clean. Locker problems need to be reported immediately to the Office for custodial repair. Lewd pictures, illegal substances, or materials in poor taste may not be kept or displayed in lockers. A student may not mark or damage lockers. This will result in a fine and/or discipline.

Lockers are the property of the Kennewick School District. School officials are given the right to open the locker for the purpose of inspection, repair, or search.

- 9. Medication:** It is against school district policy (R3416.1) for parents to send prescription drugs with their students to school. Please consult physicians to help in this matter. If medication must be taken at school, contact the school nurse first at 222-7003.

Information in student school health records may be shared with school personnel on a need-to-know basis to protect the student's health, safety, and educational interests. This will be done at the discretion of the school district's certificated nursing staff. If parents do not want this information to be shared, they must notify the school nurse in writing.

A student who distributes his/her prescription to others or a student who receives a prescription drug that is not their own will be in violation of district policy (3314) and will be subject to school discipline.

- 10. Off-Campus Expectations:** Students may select schedules, which enable them to arrive after school starts or leave prior to regular dismissal time provided they are enrolled in five classes (2.5 credits) each semester or have been approved by an administrator to have fewer than five classes. Off-campus privileges must be requested by parents and approved by administration. The student's ID will then be marked to indicate the off-campus period. Expectations are that students with these privileges are OFF-CAMPUS.

Off-campus/Open period students who abuse the privilege will be subject to school discipline, including permanent assignment to restrictive study hall. All other schools or school district property is off-limits to students with off-campus privileges unless specifically invited to be on those properties

- 11. All Electronic Devices:** To preserve an appropriate learning environment, radios, C.D. players, MP3 players, and cellular phones, etc. may not disrupt learning. **Cell phones must be turned off during class time.** If they are used in classes, they may be confiscated.

- 12. Fines:** Fines to replace lost or damaged materials are assessed to students. Report cards, transcripts, and diplomas will be withheld until either the fines are paid or the materials are returned or repaired.

- 13. Profanity:** Students shall refrain from using foul language on campus and at school sponsored events. Progressive discipline will apply.

**14. Student Pedestrian/Driver Expectations:**

**Pedestrians:** Traffic on and about campus is frequently heavy and dangerous to walkers. Students are expected to obey all pedestrian laws, walk on the sidewalks, and cross streets in a safe manner and at corners or crosswalks.

Specifically, students crossing Metaline to campus from the parking lot are expected to use the marked crosswalk. Also, students going to Albertson's shopping center are expected to use the signaled crosswalk at Edison and Clearwater streets. Violators will be subject to school discipline and/or police citation.

**Students are expected to drive in a safe, responsible manner that does not endanger pedestrians or other vehicles.** Students are not to ride in the open beds of pick-up trucks.

Students leaving campus will turn right out of all parking lots. This will help avoid accidents as students leave campus during high traffic times (start and end of school day).

- 15. Student Parking:** Parking student vehicles on Kamiakin High School property is a privilege obtained through meeting certain requirements. In order to park legally on the premises, vehicles must be registered, have a parking permit properly displayed (which may be purchased in the office), and be parked in the designated STUDENT PARKING areas. Vehicles must also comply with the policies established by Kamiakin High School, the Kennewick School District, The City of Kennewick, Benton County, and the State of Washington. Parking permits cost ten dollars and may be purchased in the Activities Office. On campus parking availability is first-come-first-served.

Student parking is located on 3 lots around the KaHS campus. One lot is located on the south end of the track, another is located at the northwest end of the West gym, next to the tennis courts. The third lot is located across the street from the tennis courts on Metaline Ave. and is surrounded by cyclone fencing.

Registering your vehicle for parking indicates an implied understanding of the policies and consequences of improper or unauthorized parking violations. A fine of \$20 dollars will be assessed for improperly parked vehicles as well as school discipline for each violation. Parking fines will be reduced by 50% if fines are paid within 24 hours. Parking fees may be paid in the Activities Office. Cars may be towed if they block emergency vehicle access or if the students parking illegally are habitual offenders. Kamiakin High School and the Kennewick School District assume no liability for theft or damages to vehicles parked in KaHS property. Remember, parking is on a first-come-first-served basis.

In the event of heavy rainfall, the parking lot located across the street from the tennis courts (a.k.a. cage lot) does occasionally flood causing part of the parking area to be inaccessible. In the event that this may happen, students can temporarily park in the gravel area east of cage lot until the flooding subsides.

Vehicles parked on KaHS property may be searched at any time if school authorities have reason to suspect they contain weapons, illegal substances, or stolen goods. Students are required to report all thefts, accidents or damages to security immediately for investigation. Students are expected to drive in a safe and responsible manner that does not endanger pedestrians or other vehicles. Students are not to ride in the open beds of pick-up trucks.

**16. Telephone Use:** There is a student telephone available for use in the Attendance Office.

**17. Visitors:** Student visitors are not permitted to attend classes with friends or relatives at Kamiakin High School. This includes infants and small children. For the protection of our students, all persons visiting campus (students and adults) on official business must register in the main office.

**18. Inappropriate Display of Affection:** Students may not engage in any inappropriate displays of affection. A student engaging in this activity may receive school discipline.

**19. Dances:** Students are to dance appropriately at all Kamiakin dances. A student who has been warned once and continues to dance inappropriately will be asked to leave the dance.

**20. Library Use:** The library is open for all students to use before and after school and during lunch. Computers are for educational use. Games, music, emails, etc. are not considered educational use. Food and drink are not permitted in the library or labs (this includes water). Cell phones, headphones, pagers, and CD players may not be used in the library or the computer labs.

**21. School Sign Policy:** All signs must abide by the following:

- A. All materials posted in the halls shall be in good taste and of good quality.
  - No negative, offensive, or off-color language or sexual references.
  - Signs shall be neat and neatly trimmed.
  - ASB supplies may be used only with the permission of the Activities Director or ASB Advisor to advertise school events/programs.
  - Academic Departments may not use ASB supplies. Butcher paper is located in the library for academic purposes.
- B. Sign locations:
  - Signs being posted inside should use the grip-a-strips located in 100 hall, cafeteria, science and the 500 building.
  - **No outside sign postings**
  - Signs that advertise non-school activities/clubs must be pre-approved by the district or school administration and can be posted on the open post bulletin boards located in the math hall and in front of the library.
- C. Signs must have a removal date included in the lower left-hand corner of the sign. The person or group posting the sign is responsible for removing it on that date or for disposing of it if it comes down prior to the removal date.

- E. Teachers, administrators, and custodial staff are authorized to remove signs not meeting the criteria of this policy.
- F. Consequences for violation of the sign policy include:
- Loss of sign posting privilege for one month or more.
- G. Any student who vandalizes (defaces, removes, etc.) any sign meeting the criteria of this policy is subject to discipline under school rules.
- H. At election time, candidates will be expected to follow the above rules when running their campaign.

**Glass, windows, lockers or doors should not be used for advertising purposes.**

## **FEES**

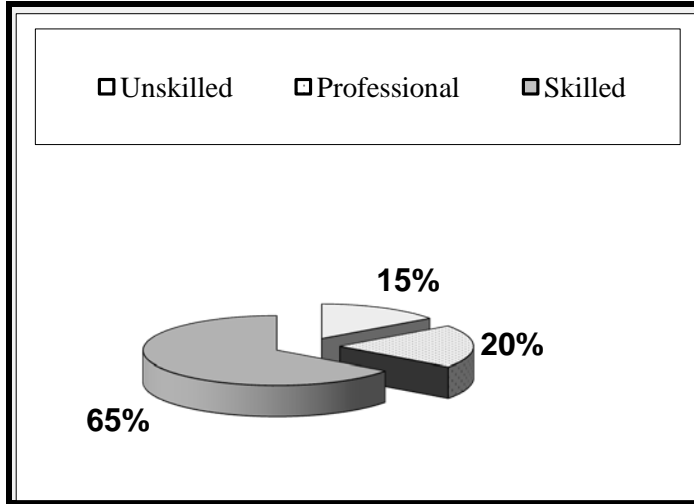
### **(Checks need to be made payable to: Kamiakin High School ASB)**

- ASB Card - \$35; Price decreases to \$23 after 2<sup>nd</sup> semester
- Your ASB Card gives you free admission to all Kamiakin High School home athletic events. In addition, you get reduced prices at dances and other social events. It is also necessary to buy an ASB Card to participate in athletics and some activities/clubs. Refund policy: Full refund until Sept. 11<sup>th</sup>, pro-rated refund until Sept. 30<sup>th</sup> and no refund if participating in sports.
- ASB/ID Card Replacement – \$5
- Yearbook - \$55; after December 1<sup>st</sup> - \$60
- PE Shirt - \$5
- Athletic Participation Fee - \$40 per sport
- Parking Permits - \$10

Students are requested to carry their Kamiakin I.D. card while on campus or at school sponsored events. When asked by any staff member to present this I.D. card, they should do so promptly and courteously. The I.D. card or the ASB card must be furnished at all school dances and at library book check out. In case of a loss or theft, another card will be furnished through Mrs. Miller, ASB Secretary, for a charge of \$5.

### CAREER GUIDANCE SERVICES

Kamiakin’s career exploration curriculum, based on the A.C.T. Discover System\*, is designed to assist you in preparing for the future demands of a changing workplace. Career exploration allows you to take information about yourself, organization it, and use it to learn about careers that might be right for you. The goal of career exploration is to increase your awareness about yourself and the workplace of tomorrow and to teach you how to plan for your future.



Career decision-making is a life-long process. It is important to remember that few people ever stop “going to school.” You need to be adaptable to the rapidly changing work place, as most people will have six to ten different jobs before retirement. By 2010 one half of the working population will be employed in jobs that don’t exist today.

Labor statistics indicate that 85% of tomorrow’s jobs will require advanced training beyond high school: That means apprenticeships, military training, technical institutes, or community and four-year colleges. Unskilled jobs are drying up!

Because of the importance of work, and the rapidly changing workplace, it is important that you begin planning early. Take advantage of the career exploration opportunities Kamiakin offers. Part of this planning includes an Individual Student Growth Plan: For the Freshmen-Sophomores years it center on the core learning, and the Junior-Seniors it helps organize academic planning through your first post-high school year. Look into career guidance today!

### Individual Student Growth Plan

Your Individual Student Growth Plan (ISGP) will list recommended classes at Kamiakin and Tri-Tech based on your Career Pathway interest. As you develop a four-year plan, consider your interest area for both elective choices and required courses. The ISGP is found at the Counseling and Vocational guidance Centers and in the Kamiakin Course of Study Handbooks.

KAMIAKIN HIGH SCHOOL INDIVIDUALIZED STUDENT GROWTH PLAN

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

**CURRENT CAREER PATH INTEREST:**

<input type="radio"/> Realistic	<input type="radio"/> Investigative
<input type="radio"/> Artistic	<input type="radio"/> Conventional
<input type="radio"/> Social	<input type="radio"/> Enterprising

# Daily Class Schedule and Alternatives

Emergency schedule changes are announced through the local Tri Cities radio stations. Planned schedule changes are announced on the district calendar, the principal's newsletter, the school bulletin, and the local newspaper.

If you have questions about the schedule, please call 222-7000 during regular school hours for clarification.

<u>REGULAR SCHEDULE</u>			<u>30 MIN AM ASSEMBLY</u>			<u>45 MINUTE ASSEMBLY</u>		
PER 0	6:45	7:40	PER 0	6:45	7:40	PER 0	6:45	7:40
PER 1	7:45	8:42	PER 1	7:45	8:38	PER A	7:45	8:31
PER 2	8:47	9:42	ASSEM	8:43	9:13	PER B	8:36	9:27
PER 3	9:47	10:42	PER 2	9:18	10:07	PER C	9:32	10:18
LUNCH	10:42	11:20	PER 3	10:12	11:01	PER D	10:23	11:09
PER 4	11:25	12:20	PER 4	11:01	11:41	LUNCH	11:09	11:47
PER 5	12:25	1:20	LUNCH	11:46	12:34	PER E	11:52	12:38
PER 6	1:25	2:20	PER 5	12:39	1:27	PER F	12:43	1:29
			PER 6	1:32	2:20	PER G	1:34	2:20

<u>WEDNESDAY EARLY RELEASE</u>			<u>TRIBE SCHEDULE</u>			<u>TWO HOUR LATE START</u>		
PER 0	6:56	7:40	PER 0	6:45	7:40	PER 0	9:05	9:40
PER 1	7:45	8:31	PER 1	7:45	8:34	PER 1	9:45	10:22
PER 2	8:36	9:20	PER 2	8:39	9:25	PER 2	10:27	11:02
PER 3	9:25	10:09	TRIBE	9:30	10:16	PER 3	11:07	11:42
LUNCH	10:09	10:44	PER 3	10:21	11:07	LUNCH	11:42	12:20
PER 4	10:49	11:33	PER 4	11:07	11:47	PER 4	12:25	1:00
PER 5	11:38	12:22	LUNCH	11:52	12:38	PER 5	1:05	1:40
PER 6	12:27	1:10	PER 5	12:43	1:29	PER 6	1:45	2:20
			PER 6	1:34	2:20			

## Student Class Schedule

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

CLASS SCHEDULE					
FIRST SEMESTER			SECOND SEMESTER		
Course	Teacher	Room	Course	Teacher	Room
		0			
		1			
		2			
		3			
		4			
		5			
		6			

**INTERSCHOLASTIC SPORTS AND ACTIVITIES**

PROGRAMS	COMPETITION						HEAD COACHES
	Boy	Girl	F	S	JV	Var	
Football	X		X		X	X	Scott Biglin
Volleyball		X	X	X	X	X	Mary Opitz
C Country	X	X			X	X	Rexus/Suss
Swim/Dive		X			X	X	Kathy Spane
Soccer		X			X	X	Chris Erikson
Cheer	X	X				X	Lisa Schwartz
Dance Team		X				X	Sara Kennedy
Color Guard		X				X	Rachel Williams
Marching Band	X	X					Keith Russell

**Winter Sports Season (November to March)**

	Boy	Girl	F	S	JV	Var	
Basketball	X		X	X	X	X	Brian Meneely
Basketball		X	X		X	X	Tammy Hutchison
Wrestling	X		X		X	X	Ryan McCallum
Gymnastics		X			X	X	Sarah Garrett
Cheer	X	X				X	Lisa Schwartz
Dance Team		X				X	Sara Kennedy
Pep Band	X	X					Keith Russell
Winter Guard	X	X				X	Rachel Williams

**Spring Sports Season (March to June)**

	Boy	Girl	F	S	JV	Var	
Track	X				X	X	Keith Duncan
Track		X			X	X	Cheryl Schauble
Baseball	X		X		X	X	Ryan Carter
Softball		X	X		X	X	Tammy Hutchison
Tennis	X				X	X	George Carlson
Tennis		X			X	X	Sarah Miller
Golf	X				X	X	Dennis Rose
Golf		X			X	X	Eric Gough
Soccer	X				X	X	Jeff Bennett

**CLASS ACTIVITIES**

Megan Murphy	A.S.B. Activities
Heather Atterberry	Senior Activities
Brandee Oliver	Junior Activities
Todd Schumacher	Sophomore Activities
Olivia Clizbe	Freshman Activities
McKenzie Fancher	Link Crew Coordinator

FFA	Denise Senior
Honor Society	Valerie Feth
Instrumental Music	Keith Russell
Journalism	Laurie Bender
Knowledge Bowl	Gary Kleinknecht
Photo Club	Dave Speakes
Technology Club	Arlis Hoglen
Vocal Music	Michelle Watkins

**CLUBS & ADVISORS**

Art	Anna Haines
DECA	Olivia Clizbe/Heidi Wilson
Drama	Candy Olsen
FCCLA	Linda Willingham
FEA	Heidi Wilson

World Languages:	
French:	Karina Thorne
German:	Patrick Matthes
Spanish:	Dianna Janke
Yearbook	Anna Haines

