

# KALAMA HIGH SCHOOL STUDENT HANDBOOK

2024-2025



**Ensuring Success for All Students**

550 China Garden Road

Kalama, Wa 98625

(360)-673-5212

# FOUR GUIDING PRINCIPLES

- ① WE ARE NICE PEOPLE
- ② WE COMMUNICATE
- ③ WE ARE A TEAM
- ④ WE ARE STUDENT FOCUSED

# FIVE PILLARS

- ① BE WELCOMING
- ② DO NO HARM
- ③ CHOICE WORDS
- ④ NEVER TOO LATE TO LEARN
- ⑤ BEST SCHOOL IN THE UNIVERSE

The staff at Kalama School District has adopted these 5 pillars that come from the book “How to Create a Culture of Achievement” by Douglas Fisher and Nancy Frey.

Kalama School District does not discriminate in any programs or activities on the basis of sex, race, creed, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Wesley Benjamin Superintendent, 548 China Garden Raod, Kalama, WA 98526; 360-673-5282; [wesley.benjamin@kalama.k12.wa.us](mailto:wesley.benjamin@kalama.k12.wa.us).

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Kalama School District #402 is now required by federal law to verify and document the identity and authorization to work in the United States for each new employee. As a condition of employment, persons hired must provide proof of identity and citizenship, permanent resident status of employment authorization, and a Social Security card within three (3) days of beginning work. Some of the documents that will satisfy the identification requirement included a passport, driver's license, or any state photo identification. Some documentation that will satisfy the authorization requirement includes an Alien Registration card, United States naturalization papers, or a United States Birth Certificate.

The Kalama School District is an equal opportunity district. Such equal employment opportunity shall be provided without discrimination with respect to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal, marital status, or genetic information. We comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other State, Federal and Local Equal Opportunity laws. This district will endeavor to maintain an atmosphere free from discrimination and harassment.

If you have a physical or mental disability that substantially limits your ability to participate in the application process, please notify the human resources office so that we may reasonably accommodate your needs. Kalama School District's Section 504/ADA Coordinator and Affirmative Action/Title IX Compliance Officer is Dr. Wesley Benjamin, 548 China Garden Rd., Kalama WA 98625; 360-673-5282.

**For the safety of our staff and students ALL visitors must check in to the main office. A visitor's pass will be required. Updated health requirements and protocols are available on the school district website and will be followed in the buildings.**

**KALAMA SCHOOL DISTRICT**

**DISTRICT OFFICE**

SUPERINTENDENT Dr. Wesley Benjamin  
[wesley.benjamin@kalama.k12.wa.us](mailto:wesley.benjamin@kalama.k12.wa.us)

BUSINESS MANAGER James Capen  
[james.capen@kalama.k12.wa.us](mailto:james.capen@kalama.k12.wa.us)

EXECUTIVE SECRETARY Teresa Young  
[teresa.young@kalama.k12.wa.us](mailto:teresa.young@kalama.k12.wa.us)

DISTRICT SECRETARY Laurie Merwin  
[laurie.merwin@kalama.k12.wa.us](mailto:laurie.merwin@kalama.k12.wa.us)

WESPAC COORDINATOR Jennifer Webb  
[jennifer.webb@kalama.k12.wa.us](mailto:jennifer.webb@kalama.k12.wa.us)

TECHNOLOGY DIRECTOR Bob Von Roch  
[bob.vonroch@kalama.k12.wa.us](mailto:bob.vonroch@kalama.k12.wa.us)

MAINTENANCE DIRECTOR Jeff Johnson  
[jeff.johnson@kalama.k12.wa.us](mailto:jeff.johnson@kalama.k12.wa.us)

**KALAMA ADMINISTRATION/Support Staff**

PRINCIPAL Heidi Bunker  
[heidi.bunker@kalama.k12.wa.us](mailto:heidi.bunker@kalama.k12.wa.us)

ATHLETIC DIRECTOR Brandon Walker  
[brandon.walker@kalama.k12.wa.us](mailto:brandon.walker@kalama.k12.wa.us)

COUNSELOR Jane Delker  
[jane.delker@kalama.k12.wa.us](mailto:jane.delker@kalama.k12.wa.us)

DEAN of STUDENTS Terra Pfeiffer  
[terra.pfeiffer@kalama.k12.wa.us](mailto:terra.pfeiffer@kalama.k12.wa.us)

**KALAMA SCHOOL DISTRICT HOURS & CONTACT INFORMATION:**

DISTRICT OFFICE 360-673-5282  
Office hours: 7:30am-4pm

MIDDLE/HIGH SCHOOL OFFICE 360-673-5212  
Office hours: 8:00am-3:30pm

MIDDLE/HIGH LIBRARY 360-673-5212  
Open hours: 8:00am-3:30pm

MIDDLE/HIGH SCHOOL FAX 360-673-1280

ELEMENTARY OFFICE 360-673-5207

BUS GARAGE 360-225-8075

**KALAMA MS/HS SUPPORT STAFF**

SECRETARY Stacy Jackson  
[stacy.jackson@kalama.k12.wa.us](mailto:stacy.jackson@kalama.k12.wa.us)

ASSIST SECRETARY/ATHLETICS Terri Cochran  
[terri.cochran@kalama.k12.wa.us](mailto:terri.cochran@kalama.k12.wa.us)

LEARNING CENTER/ATTENDANCE Judy Bergthold  
[judy.bergthold@kalama.k12.wa.us](mailto:judy.bergthold@kalama.k12.wa.us)

SCHOOL NURSE Sarah Cortez  
[sarah.cortez@kalama.k12.wa.us](mailto:sarah.cortez@kalama.k12.wa.us)

LIBRARY Lorie Dye  
[lorie.dye@kalama.k12.wa.us](mailto:lorie.dye@kalama.k12.wa.us)

**KALAMA SCHOOL BOARD**

BOARD CHAIR	Wes Eader
BOARD MEMBER	Stephanie Harbell
BOARD MEMBER	Jeremy Kushner
BOARD MEMBER	Dustin Moon
BOARD MEMBER	Katie Perkins

**Parents/Guardians:** We encourage you to go ONLINE!! Use Skyward/*Qmlativ* to pay for items, excuse absences and digitally sign forms. Athletics will digitally sign forms.

Wes Armstrong	English Support	wes.armstrong@kalama.k12.wa.us
Jennier Atkins	English	jennifer.atkins@kalama.k12.wa.us
Thomas Benenati	Science	thomas.benenati@kalama.k12.wa.us
Yolanda Bishop	Student Support Behavior	yolanda.bishop@kalama.k12.wa.us
Kellie Bowen	Life Skills	kellie.bowen@kalama.k12.wa.us
Charles Fornia	Art	charles.fornia@kalama.k12.wa.us
Deborah Geiger	Alternative Learning/English	deb.geiger@kalama.k12.wa.us
Dale Groff	Band/Agriculture	dale.groff@kalama.k12.wa.us
Katelyn Hedden	Math	katelyn.hedden@kalama.k12.wa.us
Stacy Jones	Intro to Marketing/Chinook Shoppe	stacy.jones@kalama.k12.wa.us
Andrew Perri	PE & Health	andrew.perri@kalama.k12.wa.us
Edward Phillips	Math/Robotics	edward.phillips@kalama.k12.wa.us
Bryce Pollock	Woodshop/Choir	bryce.pollock@kalama.k12.wa.us
Joe Martin	Computer Applications/ MS PE & Health	joe.martin@kalama.k12.wa.us
Michael Ready	Drama/Theater Tech/History	micheal.ready@kalama.k12.wa.us
Jessica Shoup	Science	jessica.shoup@kalama.k12.wa.us
Caitlin Sonn	English	caitlin.sonn@kalama.k12.wa.us
Jody Stemkoski	PE & Health	jody.stemkoski@kalama.k12.wa.us
Traci Stepper	Math	traci.stepper@kalama.k12.wa.us
Markayla Thornhill	Math Support	markayla.thornhill@kalama.k12.wa.us
Cory Torppa	Construction/Metal Shop/CTE Director	cory.torppa@kalama.k12.wa.us
Dan Uhlenkott	Alternative Learning Student Support	dan.uhlenkott@kalama.k12.wa.us
Robin Uhlenkott	Alternative Learning Student Support	robin.uhlenkott@kalama.k12.wa.us
Brandon Walker	Leadership/Athletics	brandon.walker@kalama.k12.wa.us
Ken White	Social Studies	ken.white@kalama.k12.wa.us
Maria Wuollet	Spanish	maria.wuollet@kalama.k12.wa.us

Please feel free to call 360-673-5212 to speak with a staff member. During class time, staff will not be available to take calls, but the office will send you to the staff member's voice mail.

## *Student Code of Conduct*

The mission of the Kalama School District is to provide a learning experience which will assist all students to develop skills, competencies and attitudes that are fundamental to an individual’s achievement as a responsible, contributing citizen. In order to maintain and advance this mission it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the Kalama School District which are adopted pursuant to and in compliance with WAC 180-40-225 and RCW 28A.600.101, and submit to reasonable corrective action or punishment imposed by the school district for violation(s) of such rules.

At Kalama, we are learners who are: Cooperative, courteous, respectful, safe and accountable. The purpose of the Kalama discipline system is to teach a standard of behavior, which we all support, to make it possible for teachers to teach and for students to learn. All behavior has consequences, (positive and negative). Therefore, Kalama High School will strive to provide positive reinforcement or negative consequences for daily behavior to ensure all students receive a quality learning experience.

A primary responsibility of the Kalama School District and its professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

The school is a community, and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

### Requirements for Enrollment at Kalama High School

- The student’s correct and current address, telephone number, immunization record as required by law, and emergency telephone number(s) must be on file in the main office.
- Kalama High School also provides a career center where students can obtain information on college/vocational registration and financial aid matters, occupational and/or vocational opportunities and career planning.
- Various tests are available through the high school office to assist students in predicting their aptitude in college level work and various vocational fields.

### 2024-2025 Weekly Bell Schedules

REGULAR DAILY BELL SCHEDULE		
Period 1	8:40	9:35
Period 2	9:40	10:30
Chinook Time	10:35	11:00
Period 3	11:05	11:55
Lunch	11:55	12:30
Period 4	12:35	1:20
Period 5	1:25	2:15
Period 6	2:20	3:10

WEDNESDAY BELL SCHEDULE		
Period 1	8:40	9:30
Period 2	9:35	10:20
Period 3	10:25	11:10
Period 4	11:15	12:00
Lunch	12:00	12:30
Period 5	12:35	1:20
Period 6	1:25	2:10

### Philosophy

Students and parents will be informed of individual teacher expectations for each class. This will include grading processes and expectations. Parents and students will be informed of their academic progress or change in grade status through regular progress reports, Skyward/Qmlativ live grades, and end of the term grade reports. Students will be expected to participate in class and do the assigned work. They are expected to monitor their own academic performance and to behave in a manner that contributes positively to the academic environment, as well as to respond quickly and appropriately to staff directives. The students have the right to an appropriate education, and the responsibility to be actively involved in the learning process. Kalama HS believes in the "Never too Late to Learn" pillar and offers a variety of opportunities for students to grow academically.

### Grading

Grading policies and expectations will be distributed by each staff member for their content area. Students and parents can access student grades on Skyward/Qmlativ at any time. Grades will be updated in Skyward/Qmlativ on a weekly basis. Progress reports will be sent home to parents every three weeks, as well as report cards at the end of a grading term. If you have specific questions about a grade in a class, please contact the teacher directly.

## KALAMA SCHOOL DISTRICT Graduating Requirements:

- **Must have 24 high school credits for the graduating classes of 2025 & beyond.**
- **Must have a Thirteenth Year Education Plan (High School plus year following graduation)/ Kalama High School and Beyond Plan (HSBP).**

### **Listed below are classes required for graduation from Kalama High School for the graduating classes of 2025 and Beyond:**

Twenty-four (24) credits will be required in order to be awarded a diploma from Kalama High School for the graduating classes of 2025 and beyond.

#### Class requirements:

English - 4 credits, Math - 3 credits (Alg 1, Geo, Alg II {or alternative}), Science - 3 credits, PE/Health - 2 credits, CTE - 1 credit, Fine Arts - 1 credit, Personalized Pathway - 2 credits, World History - 1 credit, US History - 1 credit, CWP and Civics - 1 credit, {pass WA State History - no credit given}, Electives - 5 credits.

The completion of 1 (one) online course will be required during a student's high school career.

Kalama High School utilizes a system of semester grading periods. Successful completion of classes taken during a semester will result in one-half (.50) credit per class being entered into the student's permanent record card per semester. All students are required to maintain a full schedule of classes each semester.

#### Additional Information

Foreign Language - 2 years are recommended for college-bound students.

## ATTENDANCE POLICY

### Philosophy

Regular attendance is essential to the learning process. Promptness and regular attendance contribute to success both in school and in later life. School work should take precedence over other activities. Appointments should be scheduled outside of school hours if at all possible. We encourage families to plan vacations and appointments when school is not in session. The school will determine whether an absence or tardy is excused (based on Washington State Compulsory School Attendance and Admission Law, RCW 28A.225, also called the "Becca bill").

Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation. Frequent absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other difficulty. By 6th grade, absenteeism is one of three signs that a student may drop out of high school. By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores. Missing 10%, or 2 days a month, over the course of the school year, can affect a student's academic success.

### Absences

A student is absent when they are not present in class regardless of whether the student is excused or unexcused. Absences are classified as excused and unexcused for RCW 28A.225 and as school related or non-school related for credit purposes.

All students are required to provide the office an excuse from their parent or guardian upon returning from an absence. The excuse must include the student's name, date of absences(s) and the reason for the absence. The excuse may be sent in the form of a note,

by phone, or electronically with the information to excuse their student. If the absence is NOT excused-prior to the absence or upon returning-it will be considered unexcused and appropriate discipline will follow (see Discipline Policy).--Attendance is compulsory in the State of Washington.

### Tardies

Punctuality is a good habit to develop. All students are expected to be on time to their classes. When late to school, report directly to the main office, sign in and record the time. Present a note from home and receive an admit slip. Students are expected to be in their seats and ready to work when the bell rings unless otherwise directed by the attendance office. If a student is detained by a teacher or staff member, they should ask for a hall pass to present to the next teacher. After 10 minutes, the student will be marked absent. Tardies are cumulative per semester.

### Non-School Related Absences

Non-school related absences are defined as follows:

- ❖ Appointments
- ❖ Illness
- ❖ Skips (excused or unexcused)
- ❖ Family Illness
- ❖ Family Emergency

### School-Related Absences

School-related absences are defined as follows:

- ❖ School activities including Athletics, Clubs, Field Trips, or Outdoor Education Camps
- ❖ College visitations
- ❖ Suspensions

### Excused Absences

An excused absence is defined as an absence with permission from parent and/or the school. Students may be excused for the following reasons:

- ❖ Illness or health conditions
- ❖ Medical appointments which cannot be made outside the regular school day with documentation from the doctor
- ❖ Scheduled court appearances
- ❖ School approved activities
- ❖ Family emergencies
- ❖ Discipline or suspensions
- ❖ Parent requested religious observances
- ❖ Occurrences that are excused by the school administrator **on prior approval**
- ❖ Situations mutually agreed upon by the administrator and parent

Procedure: To excuse an absence, the parent/guardian must contact the attendance office by phone or email, excuse it through your Skyward/Qmlativ access, or the student must turn in to the attendance office a written note from the parent/guardian upon returning from an absence. The reason must comply with state approved reasons for an absence. The note must include (or the absence will remain unexcused):

- A reason for the absence
- A phone number where the parent can be contacted during the school day
- Date(s) of the absence
- Parent/guardian signature (even if the student is over 18 years of age)

### Unexcused Absences

Unexcused absences include: all absences for personal reasons with parent permission that do not meet the criteria of excused absences required by the school. Any absence that does not fall into one of the categories defined in the Excused Absences section shall be considered unexcused and will then result in truancy. Students who are truant will be considered in violation of Washington State Law RCW 28A.225 and the student and his/her parent/guardian will be subject to the specific mandates of the law which are described below:

**Steps Required for Unexcused Absences Referenced in RCW 28A.225:**

- (1) A parent may call the attendance office at any time to verify the truancy.
- (2) Third unexcused absence: Following the 3rd unexcused absence, a certified letter will be sent home. In the letter, you will be asked to join us in an attendance meeting to go over and sign an attendance contract.
- (3) Fourth unexcused absence: Washington assessment of risks and needs of students or other assessment will be administered.
- (4) Seventh unexcused absence in a month or the tenth in a year: the school is required to report the student to Juvenile Court.

- (5) Administrative options: The Learning Center or After School Learning Center may be used for making up the time missed during the school day. A contract may be written between the student, parent/guardian and administrator. A student's schedule may be changed if truanancies are not corrected by other means.

### Truancy

Definition: A student who is absent without the knowledge and consent of his/her parent/guardian or is absent from school after once arriving on campus without the knowledge and consent of the school. Truancy will be cause for disciplinary action, short-term suspension or long-term suspension.

A student is truant if they:

- ❖ Leaves school without signing out in the attendance office
- ❖ Is absent from class without permission
- ❖ Is absent from school without permission of his/her parent/guardian
- ❖ Obtains a pass to go to a certain place on campus and does not report there
- ❖ Becomes ill and goes home or stays in the restroom instead of reporting to the attendance office
- ❖ Fails to attend a scheduled assembly or report to a designated area
- ❖ Falsifies a parental note
- ❖ Is involved in a class "skip" day

### Checking In/Out of School

As parents expect the school to be responsible for the whereabouts of their young adults, students leaving the school grounds during school hours must check out in the office. Failure to do so will result in disciplinary action. See Student Code: "Failure to Check Out of Class or School Properly". Students arriving late during the school day must check in to the office and obtain an admit pass.

**To check out of school for a necessary appointment you should:**

1. Bring a note signed by your parent or guardian giving name, date, time to be dismissed and type of appointment.
2. Present the note to the office and receive an early dismissal slip.
3. Show the dismissal slip to the teacher whose class you will be leaving; sign out in the office when leaving.
4. Upon returning to school the same day, sign in at the office, record the time, and pick up a slip to return to your next class.

Please try to arrange appointments so you miss as little class time as possible.

### Pre-arranged Absences

At least three (3) days in advance of the absence, a note must be presented to the main office to receive a "prior permission for absence" form. The note must include the name, date of absence(s) and the reason for the absence.

Present the form to all teachers and arrange for make-up work and then return the form to the office in order to have a copy made for the files. Emergencies do arise. The above requirements can be superseded in emergency situations. Failure to arrange trips in advance will result in the absence being unexcused with make-up work not allowed. The administration has discretion to approve the pre-arranged absence or refuse it.

### Hall Protocol during Class Time

Any student found outside the classroom during class time without a pass will be considered improperly checked out.

### Eighteen Year Old Students

Conditions have been established relative to 18 year-old students having authority to write excuses for attendance. When a student reaches the age of 18, the rights accorded the parents and/or guardians of a student shall thereafter be accorded to the student **only if the following conditions are met:**

1. In order for an eighteen year-old student to have the authority to write his/her own excuses for attendance, they must be an emancipated adult. An emancipated adult is one who:
  - a. Has not been claimed as a dependent for income tax purposes by parents or guardians
  - b. Has been legally emancipated from parents/guardians through the court.
2. Proof of emancipation rests with the parent/guardian and student. Parents/guardians and students are required to notify the principal in writing if the student is to be considered an eighteen year-old emancipated adult.

### Dismissed Students

Students who are not assigned to a class because of enrollment in off-campus programs or dismissal may not loiter on campus. Students should not arrive more than ten (10) minutes before the scheduled start of their class or remain more than ten (10) minutes after their last class. Students who wish to remain on campus for schoolwork must be supervised by the teacher who authorized their presence. Dismissed students using the library must remain in the library the entire period. Students must check in and out with attendance during their dismissed period for attendance and safety.

## General Information

### Accident Reports

Any student who is injured at school or at a school activity must report this to the teacher or supervisor in charge. In some instances, failure to report an injury may raise a question as to whether the insurance will cover the medical bills.

### Assemblies

Attendance at all assemblies is required. Skipping or inappropriate conduct will be dealt with as a disciplinary problem.

### Bicycles, Skateboards, Scooters

Students may ride a bicycle, skateboard, or scooter to school but are asked for safety reasons to walk them while on campus. If used on the school grounds, they may be confiscated and there may be disciplinary action. Riders must observe safe and lawful practices. Students are responsible for storing and securing their items. The District assumes no responsibility or liability for loss or damage to bicycles, skateboards or scooters.

### Cafeteria/Commons

Students are expected to conduct themselves in a safe and appropriate manner during lunch time. This includes cleaning up after themselves, following adult directions, and maintaining a safe school environment at all times. Once dismissed from the cafeteria by staff, students may have time where they will have access to designated outside areas, the library, or a classroom with teacher permission. The parking lot is off limits without permission. (see Closed Campus Section)

### Canvas (Students)

Canvas is our learning management system being used for our digital learning environment. Students will be able to obtain information, assignments, quizzes, assessments, and more for each of their classes in Canvas.

### Canvas (Parents/Guardians)

As a guardian, you will also have access to view information, assignments, and deadlines for each of your student's classes. A code is required to access Canvas which will be generated once they are ready.

### Class Changes

All students, except seniors who may have a dismissal period, must maintain a full schedule of classes. Due to staff limitations, there are no provisions for supervision of students except in assigned classes. All class changes must be discussed with the principal or counselor. Class changes should be made by the tenth day of a new semester. The procedure for change is as follows:

1. Pick up a schedule change form from the office. (**Changes MUST be based upon the student's requirements needed to graduate.**)
2. Check with the teacher involved to obtain their permission and insure there is space available in the class.
3. Have the teacher involved sign the form indicating their approval.
4. Discuss the change(s) with your parents. **Parent/Guardian** must sign the form indicating their permission.
5. Obtain the signature of the principal.

### Closed Campus

Student supervision begins 20 minutes prior to first period. KHS has a closed campus for students. Students may not leave campus without permission once they arrive on campus. Movement of students during required school hours is confined to school property except when specifically excused. Disciplinary procedures will go into effect upon an infraction of the closed campus policy. Students have the right to be excused from campus with parent, guardian and/or administrative permission on file in the school office. The parking lot is off limits without permission during the school day.

KHS has an open campus policy for eligible 11-12 grade students who are on track to graduate. Parent and administration permission is required. Students are not to trespass on or use private property without prior permission from the property owner. Disrespect for private property in any form may result in individual students losing open campus privileges during lunch. Infractions in the open campus policy will result in revocation of off campus privileges. Permission slips for eligible 11-12 graders can be found in the main office.

### Complaint Process

If a student feels they have been treated unjustly, the student is encouraged to talk with the staff member most directly involved. If the student receives no satisfaction, the student is encouraged to consult a counselor or administrator for assistance. For an incident that is directly related to harassment, intimidation, or bullying (HIB), follow the guidelines outlined in the HIB section.

### Confiscated Items

Items that have been confiscated by a staff member must be picked up by the student's parent/guardian by the last day of the school year. Confiscated items that are not picked up within one week of the last day of school will be thrown away or donated to a charity. Illegal items or devices will not be returned.

### Counseling Center

Each staff member will take a vital interest in all students. All teachers and staff members will be available to assist students in discussing academic or personal matters. Jane Delker and Ashley Thurber are available to assist students with serious personal and/or family problems. To meet with a counselor contact the office or email/call them directly.

### Daily Bulletin

Announcements for the daily bulletin are restricted to school related matters only. Announcements are to be turned into the office preferably by 3:30 pm the day before. All announcement requests must be signed by the advisor.

### Drop/Withdraw Policy

Classes changed within the first 10 days of the semester will not appear on the transcript. Students who drop a class after 10 days will need administrative approval for the withdrawal and the administrator will confirm the semester grade that will be put on the transcript – either an “F” or a “W”. Teachers may recommend that a student be moved to another class in the same subject area (based on skill level) at any time during the semester. Students will take their current grade with them to the new class. Only the last class attended will be shown on the transcript. All students withdrawn or dropped from school for reasons of long-term suspension or non-attendance will receive the following grades on their transcript: Withdrawal date: First through 10th day of the semester – Grade “W” not calculated in GPA; 11<sup>th</sup> through 90<sup>th</sup> day of the semester – Grade “F” calculated in GPA.

### Enrollment Requirements

Students enrolling in Kalama High School will need to provide the office with the student's accurate and current address, telephone number, immunization records as required by law and emergency contact phone number(s).

### Fines

Fines are financial expenses accrued by the school on behalf of the student. Such examples of fines would be the expense of replacing a lost text/library book or other school property. If a fine is accrued by a student, a fine letter will be mailed in lieu of a report card.

### Fire Drills/Emergency Drills

Fire exits are posted conspicuously in each classroom. Several fire drills are required by law throughout the school year. All students are expected to cooperate with such fire drills by exiting the building quickly and in an orderly manner and returning in the same fashion when instructed to do so.

### Gifts and Student Deliveries

Due to the volume of items brought to the office each school day, the office staff will notify students of items dropped off in the office (including lunches, homework, etc.) at the end of the period. The student may come in during a break to pick the item up if necessary, not during class time. Food or drink deliveries such as Door Dash and Uber Eats will not be accepted. Flowers in vases and any type of balloons are not allowed at school. Items that cannot be transported on the bus and are too bulky or fragile to store in a student's locker, are not allowed. It is the parent/guardian responsibility to inform the student that a gift may be arriving during the school day. The student is responsible to pick up the item(s) at the end of the school day. Any food items for parties must be store bought and sealed. All items must have the student's full name attached to the item. No item will be accepted without the student's name attached by the person dropping the item(s) off.

### Gym/Facilities Use

Requests for facility/gym use must go through administration and the district office. Anyone in the building/gym outside school hours without permission will be referred to law enforcement.

### Health and Safety

**Due to safety protocols of Covid-19 please check our website for the most current information.**

The custodial staff will keep the building and grounds clean and free from potential danger or harm to all. We all must help. Following the regulations listed below will maintain a campus we can all be proud of:

1. Students shall leave litter in appropriate garbage receptacles. See student code: “Littering”.
2. No food or beverage is to be taken into the classroom, gym, halls or auditorium, except under the direction of the teacher. Violations will result in disciplinary action.
3. Due to a pandemic situation, the guidelines for health and safety will be followed according to the health department.

### Home-Made Food or Snack Items for a Classroom or Party

Because of allergy concerns as well as the chance of food borne illness, NO home-made snack or food items, to be handed out to any size group of students will be allowed at school. Sealed, store bought items are okay.

### Homework

Homework may be requested through the office or attendance when a student has missed three or more days of school. The homework may be picked up in the office 24 hours after the request is made.

### Insurance

Insurance coverage information is required for sports participation.

### Littering

Students are expected to keep the campus clean and litter free. Failure to do so will result in disciplinary action.

### Lost and Found

The lost and found items are located on the 1<sup>st</sup> floor of the school. Unclaimed items will be donated to Helping Hands on the fourth Friday of each month.

### Lost or Stolen Items

Because of the number of people who have access to the P.E. areas, locker rooms, etc., Kalama High School cannot assume liability for stolen or damaged items. Students should be aware of the possibility of theft and take care to secure their possessions. Leave money, jewelry, electronics, and other valuable items at home.

### Lunch & Breakfast

The Kalama School District offers breakfast and lunches for students. Free meals are available for students who qualify. Application forms are passed out to the students at the beginning of the year, or students may pick up the forms in the office at any time. Students are expected to conduct themselves in a safe and appropriate manner during lunch time. This includes cleaning up after themselves, following adult directions, and maintaining a safe school environment at all times. KHS has an open campus policy for eligible 11-12 grade students who are on track to graduate. Parent/guardian and administration permission is required. Permission forms are available in the main office. 9<sup>th</sup>-10<sup>th</sup> graders are required to stay in the designated lunch areas. The parking lot is off limits without permission.

Food or drink deliveries such as Door Dash and Uber Eats will not be accepted.

### Medications

Washington State Law (RCW 28.A.210.260) prohibits staff members from distributing any kind of medication to a student without the appropriate procedure implemented. A current Medication in School form must be completed by the student's doctor and a parent/guardian. The form must be on file in the office. The medication must be in the original container and properly labeled by the pharmacy with the student's name and time and amount of dosage. Only the school nurse or designated secretary may dispense the medication to the student. No medication of any kind, including over-the-counter medications, are allowed on campus without paperwork on file. Lip balm, chapstick or sunscreen is allowed.

### The Nook

The purpose of the Nook is to provide a space for any student to take a short break in hopes to de-escalate, reduce current anxieties, or have a safe space or identify anything else students may need to be successful in class. The Nook is a place for students to develop skills to support their needs for learning. It's not a place to avoid work, but rather a place to learn strategies to help them be successful in the classroom setting. The focus of the Nook is to support social and emotional needs. The goal is to see a change in the student's behaviors after visiting the Nook.

### ParentSquare/StudentSquare

ParentSquare, a simple and unified school-to-home communication platform, is used to reach and engage families throughout the school year. With ParentSquare, school staff and parents/guardians can engage in both one-to-one and group messaging with real-time language translation. StudentSquare is the same format for staff to communicate with students.

### Progress Reports

Progress reports will be e-mailed or distributed every three weeks. The purpose of these reports is to inform parents and allow them the opportunity to arrange for a conference with a teacher. At parent request, weekly progress reports may be obtained by the student. It is the student's responsibility to pick up the form on Friday. The student then takes it to his/her teacher to be filled out and then takes it home to the parent. Additional progress reports may be sent when appropriate. Parent participation is an important ingredient to student success. Please contact us when you have questions or concerns about your child's progress.

### Report Cards

Report cards are released at the conclusion of each semester. The report card indicates grades earned and number of days absent during the semester. Report Cards will be mailed home at the end of each semester.

### Running Start Students

Running Start students are part of our student body, and therefore required to follow all school rules when on campus.

### School Busses

In order to ride a school bus, you must be assigned to that bus. Exceptions to this regulation must be approved by a school administrator or transportation department. If you will be traveling on a bus to a friend's house, you must have a note signed by a parent/guardian and stamped at the main office. If you have any questions about bus service, please call 360-.

### Parking on Campus

It is a privilege to park on campus. All vehicles must be registered with the office and have a school issued permit in the window. Students must park in the upper lots near the gym and stadium. Parking privileges may be revoked based upon discipline actions, inappropriate conduct or driving violations. Vehicles are off limits to students at all times during the school day without permission from the office.

### Signs, Posters/Printed Handouts

All signs that are to be posted on school grounds must be approved by the club or activity advisor and an administrator. The group is responsible for the removal of all signs when the event is over. All public posters and handouts must be pre-approved by the administration.

### Skyward/Qmlativ Family Access (Parents/Guardians)

Skyward/Qmlativ Family Access allows the parent/guardian to obtain student information including: attendance, missing assignments, current grades. A log-in and password are required to access Skyward/Qmlativ. These may be obtained through the main office in person with appropriate identification. This access is not for Kalama High School students. The parents/guardians should keep the personal passwords secure and inaccessible to their students.

Skyward/Qmlativ Family Access allows our students to obtain information including attendance, missing assignments, current grades. A log-in and password are required to access Skyward/Qmlativ. These may be obtained with written parent permission to use the internet during school.

### Snow Routes, Closures/Late Starts

If severe weather necessitates closing school, opening late or using snow routes, a phone and email message will be sent via School Messenger to your primary phone number and primary email address. The school website will have the information posted. Spot announcements are made by local radio and TV stations beginning as soon as possible after 6:30 am. If there are no announcements school is open and on a normal schedule.

Making announcements are:

KEX	1190 AM	K103.3	1103 FM	KLOG	1490 AM
KGW	620 AM	KUPL	98.7 & 1330 AM	KOIN TV	Channel 6
KXL	750 AM	KWJJ	99.5 FM & 1080 AM	KBAM	1270 AM
KEDO	1400 AM	KATU TV	Channel 2	KGW TV	Channel 8

Should an emergency situation call for closing schools early, information for spot announcements is provided to the stations listed above. Decisions to close school or start late because of snow or ice are made only after road conditions have been checked personally by district staff members. Safety of students is the prime concern.

To insure the safety of every child during the school day, we ask each family to follow the procedures listed below in case of early closure of school.

1. Have an alternate place for children to go if parents are not at home.
2. Have children follow a prescribed route if they walk to and from school. This will assist parents in locating them if they wish to meet along the route.
3. Encourage students to go directly to the agreed upon place as quickly as possible.

### Local Emergencies

In the event of local emergencies such as Mount St. Helen's eruption, a chemical leak or other emergency; if it is determined that students cannot be safely sent home they will be housed and fed at school or transported to a safe location.

Under these circumstances do not come to school to pick up your children. Stay tuned to the radio and you will be directed to the proper evacuation site to be reunited with your children. Everything possible will be done to make your children comfortable and safe.

### School Day

Kalama High School has defined hours of operation. The school building will be open from 8:15-3:45 Monday, Tuesday, Thursday, and Friday. Classes begin at 8:40 each morning and run until 3:10 in the afternoon, with the exception of Early Release Wednesday, where end time is 2:10. Students are not to arrive at school prior to 8:15 when supervision begins. Students are not to linger on school grounds unsupervised after 3:10. After school students are expected to report to a guided activity, such as sports or clubs, be in a supervised program, meet with teacher by arrangement or to leave to go home.

### Student Support Centers

Kalama High School provides a variety of support centers to support students both academically and behaviorally. Staff will have the option of sending students during the school day to receive support for assignment completion, behavior redirection, and instructional support. All centers will have designated staff to ensure students are provided with support and instruction.

### Student Fees

All fees and fines incurred throughout the year are to be paid in the main office. Payments must be the exact amount owed. Fines and fees are to be paid before school, during lunch or after school only. We encourage you to pay fees online via Skyward/Qmlativ or Family ID.

### Telephone Use and Incoming Messages

A telephone for student use is located in the main office. Incoming messages from parents will be delivered to the students at the end of the current class period or before the end of the day. Only messages from parents/guardians and employers will be accepted. Please limit your calls to absolute necessities. Delivering messages throughout the school day is disruptive to the classroom environment. Teacher phones are for official school business only. If a parent needs to talk with a student, please call or text them during lunch only. Messages to release a student during school time or change plans after school must be in writing or emailed to the office staff.

### Transcripts

Transcripts are printed official records of your academic classes and the grades that you have earned. Requests for transcripts are handled through the office. There is no cost to request a transcript, however a reasonable amount of time to print the transcript(s) is required. As per Washington State Law, official transcripts for transferring or graduating students will be held until all fines are paid for.

### Yearbook

Pre-orders for the yearbook are available for purchase each school year. The cost will be announced. Exact change is necessary to purchase a yearbook.

### Vending Machines

Access to the machines will follow the times permitted by school board policy. Vending machines are unreliable, and students should use them at their own risk. Refunds will not be issued by the school. Vending products sold at school are in compliance with all state and federal guidelines. The vending machine in the staff lounge is not for student use.

### Visitors

All visitors must sign in at the main office and have a visitor's pass to be on campus. Visiting parents need to call ahead for an appointment so we may devote full attention to your visit. No school age guests will be allowed during the day.

## **Activities and Associated Student Body (ASB)**

Kalama Schools provide opportunities for students to have a say in their school through their student government organization (ASB). Every effort will be made to have this become a valuable leadership experience for students and a valuable channel through which students can cooperate in developing regulations and otherwise making decisions regarding their school.

A list of the current clubs and activities will be provided to students at the start of each school year and will be identified in the Activities Handbook. The requirements on starting a new club and the approval process are outlined in the Activities Handbook.

### ASB or ASB Activity Card

In order to improve involvement in our school community, we offer an ASB card for \$50. This card entitles the owner to free admission to home athletic events and reduced prices for away games as well as reduced prices to after school events such as

dances. An ASB Activity card is \$50 and entitles the owner to all the benefits of the ASB card as well as participation in athletics and some activities. All clubs and activities will require the purchase of an ASB card. Some clubs and activities as well as all athletics will require the purchase of an ASB Activity card. See the activities handbook for a list of which clubs and activities will require an ASB Activities card. If a student is unable to pay for an ASB card, special arrangements can be made with the office for a waiver of the requirement.

### *After School Activities and Dances*

Opportunities for student social activities are a privilege. Thorough planning must precede each event and all arrangements must be completed at least ten (10) school days before the event. Students are guided in the planning and preparation. Students must be willing to plan and organize the event. Attending these dances is a privilege, and students who have had discipline problems or are not in good academic standing may be excluded.

Student conduct at all after school activities must be appropriate for a school setting. The following regulations shall apply to school sponsored events on and off campus:

1. Only Kalama High School students are allowed at Kalama dance-events unless previously cleared before the event (Homecoming, Prom, etc.). Kalama students may not attend extracurricular activities if a fine is owed or the student has received an unexcused tardy or absence on the day of the activity. Guest passes may be obtained in the office. All guests must be approved at least three days prior to the special event (Homecoming, Prom, etc.). A Kalama student is allowed one guest per dance. Prom has separate age requirements. Those students who bring guests are responsible for their conduct. If a guest must leave due to inappropriate behavior, the host student must leave also.
2. No evidence of intoxicants or drugs will be allowed. Any student exhibiting questionable behavior will be stopped before entering, or if already in, parents will be notified, and the student will be asked to leave the premises. Failure to cooperate will result in the police being called. In either case, subsequent school discipline will follow.
3. Students who leave are not allowed to return (this includes out-of-doors athletic events). Students who leave the event must also leave the school grounds.
4. Activities must be concluded, appropriate clean-up completed, and the building secured by 10:00 PM on days when school follows the next day 12:00 midnight on Fridays and non-school days.
5. Home school students may attend events but must adhere to the discipline policy.

### *ASB Council*

Kalama High School's ASB council is a governing organization that oversees our ASB sponsored clubs and activities throughout the school year. It allows each student to help formulate policies and activities that affect student life. This is an active, dynamic group of students that have decided to have a positive impact on their school community. Officers are chosen at the end of each school year for the following school year. If you are interested in joining, have questions, concerns or suggestions, talk with a current council member. The ASB Council and members of ASB sponsored clubs are subject to the requirements listed in the Activities Handbook as well as the Student Handbook.

### *Code of Conduct*

The Code of Conduct applies to those students participating in extra-curricular activities/athletics during their current season of participation in school sponsored summer activities on and off campus. Violations do not carry over into the next school year unless the student is on their second or third violation. It is the expectation that all students who participate in extracurricular athletics/activities demonstrate that they are responsible citizens and abide by city, state, and federal laws. Details are outlined in the Activities Handbook.

## **Student Conduct and Discipline**

### *Responsibilities of Students*

- ❖ To attend school regularly
- ❖ To be in class on time and prepared with appropriate books and supplies
- ❖ To pursue an education by participating actively in the program of studies and activities offered
- ❖ To be in compliance with the policies of the school district and to follow the lawful direction of the staff appointed by the board of directors
- ❖ To conduct him/herself so as to avoid interference with or disruption of the dignity and rights of other individual students, the student group as a whole, or the school administration and staff as they fulfill their responsibilities and duties
- ❖ To conduct him/herself in a manner that will not bring discredit upon him/herself or upon other members of the school community
- ❖ To treat others with respect
- ❖ To obey all reasonable requests of school district employees as outlined in RCW 28A.600
- ❖ To complete assigned work in a complete and timely manner

### *Misconduct Defined*

Misconduct is any violation of the student code of conduct and behavior expectation policies. The following is a list of some violations of the student code of conduct. This list does not limit the responsibility of the principal to maintain an orderly instructional environment. The administrators or designees are responsible for dealing with all student conduct, and therefore can discipline students for inappropriate acts not described in this handbook.

### *Cheating, Plagiarism, and Unauthorized Collaboration*

Cheating and plagiarism interfere with the rights of other students to have a fair education. Students who cheat or plagiarize will fail the assignment, test, and/or project and will be subject to any other requirements as deemed necessary by the classroom teacher.

The use of Artificial Intelligence (AI) tools like ChatGPT is prohibited where teachers indicate work should be done independently by the student. This includes drafts, outlines, essays, etc. Whether having another person, company, or AI tool complete written work, assignments, or other coursework for you, this constitutes academic misconduct.

In all academic work, the ideas and contributions of others must be appropriately acknowledged. With teacher permission, AI tools may be permitted for certain assignments. When submitting work, students must clearly identify any writing, text, or media generated by AI.

### *Classroom Management*

Disrupting the classroom environment interferes with the basic mission of our school, to provide an academic education. Each classroom teacher will have expectations and consequences designed to help students learn and help them behave in a responsible, respectful and safe manner. Tools teachers may use are varied but include such actions as conferencing with the student, calling home, assigning the student to the Learning Center, etc. These terms apply to Distance Learning time as well as in person.

### *Dangerous Weapons*

Students are not to carry or store any dangerous weapons on school property, including a school bus. This includes jewelry or tools that present a danger to others. These terms also apply to distance learning. Students are also not to display dangerous weapons or lookalikes on camera.

### *Display of Affection*

Inappropriate display of physical affection to another is not appropriate in a school setting. Holding hands is considered appropriate but hugging, kissing and close physical contact are unacceptable behaviors.

### *Dress and Grooming*

Discretion is advised with regard to student dress and grooming. All students shall be dressed appropriately to ensure a positive learning environment and a safe school community. The dress code assists students as they prepare for the workplace. Administration reserves the right to revise the dress code pending new information on types of clothing articles, or trademarks that may constitute a disruption to the educational environment or to the safety and well-being of students.

Students are expected to adhere to the following dress code: Clothing must cover all undergarments and have no see-through material. Shoulder straps are required. All clothing must have high arm pits. Clothing items and accessories, which have obscene, suggestive, or profane slogans or statements, racist messages, hate speech, or the confederate flag shall not be worn. Clothing items and accessories that advertise or promote tobacco products, alcohol, drugs, violence, weapons, or gang affiliation are prohibited and shall not be worn. Costumes, capes, blankets, and robes are prohibited except on designated school spirit days. Jewelry posing a safety hazard is prohibited. Sunglasses are not to be worn in the building unless there is a required documented medical reason. Footwear must be worn at all times and appropriate to the student activity.

The dress code expectations listed apply to all school related functions and/or activities including off campus events. What is or is not considered suggestive or profane rests with the building administration and staff.

### *Drugs Including Alcohol*

Students will not sell, distribute, be in possession of, mimic and/or be under the influence of alcohol, marijuana, illegal drugs, controlled substances, and other mind-altering substances or paraphernalia while on school grounds, while attending or participating in a school sponsored activity off school grounds, or while in a district vehicle.

### *Electronic Devices, Cellular Phones, Laser Pens, etc.*

Kalama High School is not responsible for lost or stolen property. HS students are permitted to use devices during passing time and lunch, but devices must be turned off and put away during class time. Cell phones will be taken if they are seen or become evident during class instructional time, and the discipline policy will be followed. This same rule applies for all other electronic

devices being used during instructional time, such as music players, smart watches and e-readers.

### **Failure to Check Out of Class or School**

When leaving school, students are to check out at the office. When leaving class, students are to check out with the teacher.

### **Fighting/Roughhousing**

Students are to refrain from any fighting or roughhousing. Any physical altercation, including wrestling or shoving between students will be considered fighting/roughhousing. Only in extreme circumstances will self-defense be considered as an acceptable reason to fight.

### **Firearms**

Students shall not carry or store any firearm or ammunition on school property, including a school bus. These items shall not be displayed on camera during distance learning time.

### **Hallway Behavior & Expectations**

Hallways are shared spaces. Students are always expected to act in a safe and responsible manner while in the hallway. During passing time, students should go directly to class. If a student is in the hall during class time, they are required to have a hall pass from a school staff member. Any student found outside the classroom during class time without a pass will be considered improperly checked out. Misuse of hall pass time may result in loss of permission to leave the classroom during class and privileges.

### **Liquid Identification**

Any staff member may confiscate any liquid product from a student. The liquid may be tested. See through water bottles are preferred.

### **Possession and/or Use of Tobacco Products**

Students are not allowed to have in their possession or use any tobacco products or paraphernalia (including eCigarettes, vapes, vape chargers, etc) while on school grounds, or while participating in a school sponsored activity off school grounds, or while in a district vehicle.

### **Student Use of Motor Vehicles**

During the school day, the students' cars are to be parked in the student parking lots near the gym and stadium. Students shall not park in bus loading zones, traffic lanes, designated staff areas, or parking in reserved or restricted areas. Students whose cars are parked inappropriately may be towed at the student's expense or students may lose the privilege of parking on campus.

#### **Students are not to enter the parking lot during the school day unless authorized by office personnel.**

Students are not to drive or ride in any vehicle during the school day, including lunch hour, unless you are junior or a senior, have met the requirements to drive off campus and had a parent/guardian fill out the required off campus approval form. There will be no loitering by students in or around any vehicle during the school day, on the street, or on property immediately adjacent to the school. To enter a vehicle during the day, a student must have a pass from the principal or a designee.

If any student needs to leave in his/her vehicle during the school day and plans to return before the end of the day permission must be obtained through the office before leaving. Only the driver shall be in or on the vehicle unless previously arranged. When the student returns, they must park the vehicle (quietly) and return immediately to the office for an admit slip to class. Any unsafe or disrespectful driving will result in revoked permission to park or drive on campus.

### **Search and Seizure**

General search of school premises/property including, but not limited to, lockers or desks may occur at any time and marked items belonging to the school may be recovered. Equipment, such as a student locker, belongs to the school district and students are allowed to use this equipment as a convenience. Lockers shall be properly cared for and not used for the storage of illegal items. Students have the right to be present, when possible and reasonable, when personal or school property in use by such student is being searched. There may be occasions, however, when school officials believe it is in the best interests of the safety of the students or the general welfare of the school to conduct a search in a student's absence.

If school officials have reasonable suspicion to believe that evidence of a violation of laws or school rules is contained in any locker or other district property utilized by students, search thereof may be conducted under the general authority of the District in connection with the obligation to maintain the safety and welfare of all students. Where it appears that criminal activity is present, the police may be summoned for assistance. Accurate records of items confiscated shall be kept by the school administration when materials not belonging to the school are taken during any search.

### **Security Video**

Kalama School District is equipped with security video surveillance equipment. The video equipment will be used to help ensure

the safety and welfare of the students and school setting. Security videos maintained by the school are not considered educational records, and may be shared without parent permission as deemed appropriate to maintain safety and welfare.

### *Treatment of Other Students*

Students shall refrain from any action, written, verbal, or physical, towards another student that is intended to intimidate or harass. The decision as to what is or is not intimidating or harassing behavior rests with the building administrator and staff. Refer to the HIB School Board Policy 3207P for the policy and procedures.

### *Tardiness*

Students are expected to be in class on time. Students up to **10** minutes late to class will be marked tardy. After the 10 minutes, students will be marked absent. After that, without a hall pass to excuse the tardy, they will be marked as unexcused.

### *Theft*

Students shall respect all property of others. Theft is defined as: 3rd Degree-Property which is less than \$750.00; 2nd Degree-Property which is greater than \$750.00 but less than \$5000.00; 1st Degree-Property which is greater than \$5000.00. **All theft will be reported to the appropriate law enforcement agency.**

### *Unexcused Absences*

Attendance is compulsory and students are expected to be at school unless absence is approved by the office (see Attendance Policy).

### *Vandalism*

Students are expected not to cause any purposeful damage to school buildings or property. Examples of vandalism may include, but is not limited to kicking or denting lockers, drawing on and carving in furniture, defacing posters and pictures on the wall, or pulling a locked gate or door open. Vandalism is considered inappropriate care of school property and can be considered harassment depending on the nature of action. Neither action will be tolerated.

### *Vulgarity/Profanity*

Students are expected to refrain from the use of vulgar/profane conversation, expression and written communication. The decision as to what is or is not vulgar/profane rests with the classroom teacher and building administration.

### *Willful Disobedience/Insubordination*

Students are expected to follow the direction and instructions of all school personnel both in and out of the classroom.

### *After School Learning Center*

After School detention or time owed will be in the Learning Center. The time length will be assigned depending upon the circumstances.

### *\*Classroom Exclusion*

A classroom exclusion occurs when a staff member asks a student to leave the classroom instruction area or activity for behavior violations that disrupt the educational process.

### *\*Short-Term Suspension*

A short-term suspension is up to ten (10) consecutive days of in-school suspension, or home suspension. Any at home suspension includes the denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by Kalama School District.

### *\*Long-Term Suspension*

A long-term suspension is considered eleven (11) or more consecutive days or more of in-school suspension or home suspension. The range of class work covered during the long-term suspension will be provided, and the student is encouraged to complete all assignments, so they need not fall behind in information. Any long-term suspension includes the denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by Kalama School District.

### *\*Emergency-Removal*

Emergency removal from school. Any emergency removal includes the denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by Kalama School District. **A Trespass Notice may be issued if this procedure is not followed.**

### **\*Expulsion**

Expulsion is the denial of attendance to Kalama Middle/High School. Any expulsion includes the denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by Kalama School District. **A Trespass Notice may be issued if this procedure is not followed.**

### **Re-Admission Provisions - Expulsion/Removal/Suspension**

Any pupil who has been expelled or suspended shall be permitted to apply for re-admittance to the district's schools prior to termination of the imposed sanction. The application shall be in writing and sent to the principal of the school which the student would ordinarily attend. If the application is denied, the student or parent(s)/guardian(s) may appeal to the superintendent, whose decision shall be final. The Principal/Assistant Principal has the authority to impose up to ten (10) days of suspension while the suspension/expulsion hearing process is in action. \*Kalama High School policies and procedures in relation to the administration of suspension, expulsions, and emergency removals will be consistent with the WAC 392-400-430 through 392-400-530.

### **Harassment, Intimidation & Bullying Policy Procedures**

#### **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

**What is HIB?** HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

#### **How can I make a report or complaint about HIB?**

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (<https://5il.co/1h86g>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Dr. Wesley Benjamin, Superintendent) that supports prevention and response to HIB.

#### **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

#### **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

#### **What are the next steps if I disagree with the outcome?**

For the student designated as the “targeted student” in a complaint: If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint: A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s HIB Policy [3207] and Procedure [3207P].

### **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

#### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy [3210] and Procedure [3210P], visit [[Active Policies - Kalama School District BoardDocs@ LT](#)].

#### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy [3205] and Procedure [3205P], visit [[Active Policies - Kalama School District BoardDocs@ LT](#)].

#### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

#### **What can I do if I’m concerned about discrimination or harassment?**

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dr. Wesley Benjamin, Superintendent, 548 China Garden Road, Kalama, WA 98625, 360-673-5282, wesley.benjamin@kalama.k12.wa.us

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Dr. Wesley Benjamin, Superintendent, 548 China Garden Road, Kalama, WA 98625, 360-673-5282, wesley.benjamin@kalama.k12.wa.us

Concerns about disability discrimination:

Section 504 Coordinator: Dr. Wesley Benjamin, Superintendent, 548 China Garden Road, Kalama, WA 98625, 360-673-5282, wesley.benjamin@kalama.k12.wa.us

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dr. Wesley Benjamin, Superintendent, 548 China Garden Road, Kalama, WA 98625, 360-673-5282, wesley.benjamin@kalama.k12.wa.us

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to the Kalama School Board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### **I already submitted an HIB complaint - what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

### **Who else can help with HIB or Discrimination Concerns**

#### **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 866-297-2597

## U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## Our School Provides Support and Accommodations for Students with Disabilities

Students who have a disability that limits their educational performance are eligible to receive specially designed instruction and other services and accommodations tailored to fit their needs. To review the district's special education Policy [2161] and Procedure [2161P] visit [[Active Policies - Kalama School District BoardDocs® LT](#)] If you have questions or concerns, please contact the Special Services Director: Dr. Chris Bettineski, Special Education Director, 541-969-9842 [chris.bettineski@esd112.org](mailto:chris.bettineski@esd112.org)

Students with disabilities may be eligible for services and accommodations, even if they are not eligible for special education, under federal law, Section 504 of the Rehabilitation Act of 1973. To review the district's Section 504 Policy [2162] and Procedure [2162P] visit [[Active Policies - Kalama School District BoardDocs® LT](#)] If you have questions or concerns, please contact the Section 504 Coordinator: Dr. Wesley Benjamin, Superintendent, 548 China Garden Road, Kalama, WA 98625, 360-673-5282, [wesley.benjamin@kalama.k12.wa.us](mailto:wesley.benjamin@kalama.k12.wa.us)

The school will develop and follow an individual health plan for students with diabetes. To review the district's accommodating students with diabetes Policy [3415] visit [[Active Policies - Kalama School District BoardDocs® LT](#)] If you have any questions or concerns, please contact the district nurse: Sarah Cortez, District Nurse, 360-673-5786, [sarah.cortez@kalama.k12.wa.us](mailto:sarah.cortez@kalama.k12.wa.us)

The school will develop and follow an individual health plan for students with a seizure disorder or epilepsy. To review the district's seizure disorder and epilepsy Policy [3411] visit [[Active Policies - Kalama School District BoardDocs® LT](#)] If you have questions or concerns, please contact the district nurse: Sarah Cortez, District Nurse, 360-673-5786, [sarah.cortez@kalama.k12.wa.us](mailto:sarah.cortez@kalama.k12.wa.us)

## Our School Supports Students in Foster Car

We strive to minimize or eliminate educational barriers for students in foster care, particularly with regard to enrollment, transfer of student records, and transportation. To review the district's students in foster care Policy [3116] and Procedure [3116P] contact Dr. Wesley Benjamin, Superintendent, 548 China Garden Road, Kalama, WA 98625, 360-673-5282, [wesley.benjamin@kalama.k12.wa.us](mailto:wesley.benjamin@kalama.k12.wa.us). If you have any questions or concerns, please contact the district's foster care liaisons:

- Kalama Elementary School: Sara Cameron, [sara.cameron@kalama.k12.wa.us](mailto:sara.cameron@kalama.k12.wa.us)
- Kalama Middle/High School: Jane Delker, [jane.delker@kalama.k12.wa.us](mailto:jane.delker@kalama.k12.wa.us)

## Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's gender-inclusive schools Policy [3211] and Procedure [3211P], visit [[Active Policies - Kalama School District BoardDocs® LT](#)]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Wesley Benjamin, Superintendent, 548 China Garden Road, Kalama, WA 98625, 360-673-5282, [wesley.benjamin@kalama.k12.wa.us](mailto:wesley.benjamin@kalama.k12.wa.us)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

### **Our School Supports Unhoused Students**

Unhoused students and their families may receive assistance in reducing barriers to school attendance and participation and the school will ensure that homeless students are not stigmatized or segregated. To review the district's students experiencing homelessness - enrollment rights and services Policy [3115] and Procedure [3115P] visit [[Active Policies - Kalama School District BoardDocs@ LT](#)] If you have questions or concerns, please contact the district's McKinney-Vento Liaisons:

- Kalama Elementary School: Sara Cameron, [sara.cameron@kalama.k12.wa.us](mailto:sara.cameron@kalama.k12.wa.us)
- Kalama Middle/High School: Jane Delker, [jane.delker@kalama.k12.wa.us](mailto:jane.delker@kalama.k12.wa.us)

### **Our School Supports the Children of Military Families**

Students in kindergarten through twelfth grade who are children of active-duty personnel, active-duty personnel or veterans who have been severely injured and medically discharged, and active-duty personnel who die on active duty or as a result of injuries sustained on active duty are eligible for consideration in enrollment, placement, graduation requirements, and attendance. To review the district's educational opportunities for military children Policy [2100] and Procedure [2100P] visit [[Active Policies - Kalama School District BoardDocs@ LT](#)] If you have questions or concerns, please contact the school principal:

- Kalama Elementary School Principal, Billina Dolezal, 360-673-5207, [billina.dolezal@kalama.k12.wa.us](mailto:billina.dolezal@kalama.k12.wa.us)
- Kalama Middle School Principal, Jennifer McCallum, 360-673-5212, [jennifer.mccallum@kalama.k12.wa.us](mailto:jennifer.mccallum@kalama.k12.wa.us)
- Kalama High School Principal, Heidi Bunker, 360-673-5212, [heidi.bunker@kalama.k12.wa.us](mailto:heidi.bunker@kalama.k12.wa.us)

### **Our School Respects the Religious Beliefs of Students and Families**

All students have the right to the free exercise of religion and to have their schools free from sectarian control or influence. Our school will

- Permit a student to decline to participate in a school activity that is contrary to their religious convictions
- Students will be permitted to meet to discuss religious, political, philosophical or other issues provided such group meetings are student-initiated and student-managed
- A student may distribute religious literature under the same conditions that other literature may be distributed on the campus
- A student, upon the request of a parent, may be excused to participate in religious instruction for a portion of a school day
- On parent(s) request, a student will be excused from attending school in observance of a religious holiday
- Students may wear religious attire or symbols provided they are not materially and substantially disruptive
- A student may on their own engage in private, non-disruptive prayer at any time not in conflict with learning activities

To review the district's religious-related activities and practices Policy [2340] visit [[Active Policies - Kalama School District BoardDocs@ LT](#)] If you have questions or concerns, please contact the school principal:

- Kalama Elementary School Principal, Billina Dolezal, 360-673-5207, [billina.dolezal@kalama.k12.wa.us](mailto:billina.dolezal@kalama.k12.wa.us)
- Kalama Middle School Principal, Jennifer McCallum, 360-673-5212, [jennifer.mccallum@kalama.k12.wa.us](mailto:jennifer.mccallum@kalama.k12.wa.us)
- Kalama High School Principal, Heidi Bunker, 360=673-5212, [heidi.bunker@kalama.k12.wa.us](mailto:heidi.bunker@kalama.k12.wa.us)

### ***Inappropriate material via social media or the Internet***

If the school discovers a student may have sent or received inappropriate material via the internet, administration will talk to all students potentially involved. If we find it occurred off campus or during non-school hours, we will stop investigating and will call all parents so that the parents can determine the next step. We may, at our discretion, disclose the potential incidents to the police. We will only do that if we believe it is warranted.

If we find out a part of the incident occurred on campus or during school hours or if it is affecting the classroom, we will contact the parents and will continue to investigate the incident and will assign consequences as necessary. We may, at our discretion, contact the police.

### ***Law Enforcement Agencies***

Cooperative procedures between schools and law enforcement agencies to be emphasized are:

1. If information from school records is requested, the law enforcement representative or public agency shall present written parental consent or a court order. A responsible school official shall interpret the record to provide an accurate analysis and interpretation.
2. Any law enforcement contact with a student on school premises to conduct an interview, interrogation, or make an arrest should be communicated to parents or guardians by the law enforcement officer as soon as possible thereafter.

#### Guidelines for Cooperative Procedures Between Schools and Law Enforcement Agencies

Law enforcement agencies, in the conduct of investigations, must contact school officials for a variety of special reasons. Usually such contacts concern juveniles who attend school or who are known to the school. The reasons for such contacts may include, but are not limited to the following: obtaining information from school records, interviewing school officials or staff members about one or more juvenile subjects, and/or affecting the arrest of one or more juvenile subjects.

#### Interviewing or Interrogating Juveniles on School Premises

Law enforcement interviews or interrogations with juveniles generally are conducted for the purpose of obtaining information about or involvement in alleged crimes or criminal activity. An interview or interrogation on school premises should be undertaken only if the matter is urgent. The principal or their designee should be present during an interview or interrogation on school premises. The child's parent(s) or guardian(s) must be notified by the law enforcement agency after an interview or interrogation has been held with some explanation of why the interview or interrogation was held.

#### Arresting Juveniles on School Property

If it is necessary to take a juvenile into custody while they are on school premises, certain basic procedures should be followed:

1. Law enforcement officials should notify the principal in advance and contact him/her on arrival.
2. If the juvenile refuses to accompany the school officials, the law enforcement officer should then effect the arrest of the juvenile by whatever means are necessary.
3. The parent(s) or guardian(s) should be notified by the arresting official as soon as possible.

## Transportation

#### Pupil Transportation Rules for Students Riding School Buses

The driver is in full charge of the bus and students must obey the driver promptly and willingly.

Students shall ride their regularly assigned bus at all times; permission for exceptions may be granted by school authorities with a signed written request by a parent or guardian, and an office approval stamp. **Phone calls cannot be accepted for changes in student bus transportation.** School authorities should verify with the driver on the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his/her regular stop.

Each student may be assigned a seat in which they will be seated at all times, unless permission to change is given by the school principal and/or the driver. Outside of ordinary conversation, classroom conduct must be observed. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must refrain from throwing refuse out the windows. To help keep the bus clean, eating and drinking are not allowed. No student will smoke or light matches on a school bus.

No student shall open a window on the school bus without first getting permission from the school bus driver. No student shall at any time extend his/her head, hands, feet, legs, or arms out of the window, whether the school bus is in motion or standing still.

Students must see that they have nothing in their possession that may cause injury to another, such as sticks or breakable containers, any type of firearms, straps or pins extending from their clothing. Also, any type of animal is not permitted on the bus, except for "seeing eye" dogs.

Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver except to enter or leave the bus.

Students are to remain seated while the bus is in motion and are not to get on or off until the bus has come to a complete stop.

If class time is to be used, arrangements must be made in the district office prior to the drill.

#### Consequences for Written Reprimands on the Bus

*First written reprimand meet with Administrator - Warning issued or lunch detention*  
*Second Meet with Administrator - 1-3 day(s) suspension from the bus*  
*Third Meet with the Administrator - 3-5 days suspension from the bus*  
*Fourth Meet with Administrator - 1-4 week(s) suspension from the bus*  
*Fifth Meet with Administrator - Privilege Revoked*

Any student posing a serious danger or threat to the safety of the driver and/or students may immediately lose bus service.

Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the driver. When boarding or leaving the bus, students should be in view of the driver at all times.

Students must cross the highway only in front of the bus, never behind it.

Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.

Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students.

## PROGRESSIVE DISCIPLINE POLICY

<b>ATTENDANCE</b>		
	<b>Offence</b>	
Tardies By Semester	1 <sup>st</sup> -3 <sup>rd</sup> 4 <sup>th</sup> -6 <sup>th</sup> 7 <sup>th</sup> + 15 16	Warning 1 Lunch detention After School Detention (Time determined by administration and number of tardies) 2 days after school 90 min Start over
Truancy Improper Check-out from School	1 <sup>st</sup> 2 <sup>nd</sup> -4 <sup>th</sup>	Warning Administration options listed under the attendance policy listed previously
Unexcused Absences		See progressive consequences listed under Unexcused Absences
<b>DRUGS AND ALCOHOL</b>		
Distribution of a Controlled Substance	1 <sup>st</sup>	Investigation; police involvement; after investigation admin assigns consequences which may include short term or long-term suspension for drug/alcohol assessment
Under the Influence or in the Possession of Drugs, and/or Unknown Substances, Paraphernalia, or look-alikes	1 <sup>st</sup> 2 <sup>nd</sup>	Emergency removal; investigation; police involvement; after investigation admin assigns consequences which may include short term/long term suspension for drug/alcohol assessment long term suspension or expulsion. Police involvement
Under the Influence or in the Possession of Alcohol	1 <sup>st</sup> +	Admin investigation; police involvement; after investigation admin assigns consequences which may include short term suspension for drug/alcohol assessment
Tobacco, eCigarettes, nicotine products, or look alike (use and/or possession)	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> +	1-3 days After School Detention and smoking education activity 1 day of ISS smoking education activity and parent/guardian conference with student 1 day OSS & mandatory attendance at smoking cessation class and Behavior Agreement
<b>GENERAL BEHAVIOR</b>		
Dress and Physical Appearance	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Change clothes. (supplied by parent or school) If student refuses & goes home to change, the 2 <sup>nd</sup> offense will be unexcused Lunch Detention / After School Detention/Community Service Behavior Agreement
Cell Phones/Electronic Devices in the Classroom**	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> -4 <sup>th</sup> 5 <sup>th</sup> +	Warning, Device confiscated until the end of the school day Warning, Device confiscated until the end of the school day, picked up at main office, student calls parent and lets them know next time parents will have to pick up the device Device confiscated until a parent picks-up from school office at end of school day and lunch detention will be issued Device confiscated until a parent picks-up from school office at end of school day and after School Detention
Cell Phone/Electronic Devices Misuse on school campus Anytime, anywhere**	1 <sup>st</sup> +	Admin has the right to take away cell phone privileges. Cases can include inappropriate pictures, viewing pornographic videos or taking pictures without their permission, threat through electronic means and other circumstances.
Inappropriate language/behavior	1 <sup>st</sup> +	Administration will investigate & assign consequences which can range from a warning to an emergency removal. Progressive discipline will be used.
Lewd Conduct Voyeurism Sexting	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Emergency removal, written apology to victim, up to 1-10 days ISS or OSS, Police involvement Short term suspension; Police involvement Police involvement
Public Displays of Affection	1 <sup>st</sup> 2 <sup>nd</sup> +	Warning to students of appropriate behavior, parent contacted, main office contacted After School Detention
Theft	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Restitution, community service, Behavior Agreement, police involvement Restitution, 1-5 days After School Detention, police involvement Restitution, Long term suspension, police involvement
Using Wheels or Rollers on Campus	1 <sup>st</sup> 2 <sup>nd</sup> +	Warning Confiscated until the end of the day for parent pick up and After School Detention
Vandalism or Inappropriate Care of School Property	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> +	Restitution, community service, After School Detention, police involvement Restitution, 1-5 days After School Detention, police involvement Restitution, Long term suspension, police involvement
Closed Campus	1 <sup>st</sup> 2 <sup>nd</sup> +	Reminder of policy, Lunch detention After School detention, Behavior Agreement

<b>HARASSMENT, INTIMIDATION, AND BULLYING - RCW 28A.300.285</b>		
To other Student(s)	1 <sup>st</sup> +	Administration will conduct an investigation & assign consequences as needed up to and including an emergency removal. Investigation actions may include but are not limited to: Conference, harassment form, separate involved parties, parent contact, Behavior Contract, Restorative practices, discipline, threat assessment, Title IX referral, Civil Rights referral, potential suspension.
To Staff	1 <sup>st</sup> +	Administration will conduct an investigation & assign consequences as needed up to and including an emergency removal. Investigation actions may include but are not limited to:

		Conference, harassment form, separate involved parties, parent contact, Behavior Contract, Restorative practices, discipline, threat assessment, Title IX referral, Civil Rights referral, potential suspension.
<b>VEHICLES</b>		
Vehicle Violations (unsafe driving practices, driving /riding during school hours, & parking violations including unauthorized parking)	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> +	After School Detention 1 week loss of parking privilege, appropriate police involvement Behavior Agreement
<b>VIOLENCE</b>		
Assault, <i>verbal/physical</i> <i>Threat of Physical Harm</i>	1 <sup>st</sup> +	Student sent to Learning Center. Administration will conduct an investigation and assign consequences along with a threat assessment when needed and may also include an emergency removal during the investigation.
Fighting or Instigation of a Fight Horseplay or Unsafe Acts	1 <sup>st</sup> +	Student sent to Learning Center. Administration will conduct an investigation and assign consequences & threat assessment as needed and may also include an emergency removal during the investigation.
<b>WEAPONS</b>		
In possession of or use of a non-gun weapon or <u>gun</u> look-alike	1 <sup>st</sup>	Emergency removal; threat assessment, investigation; further consequences determined. Police involvement.
In possession of or use of a gun	1 <sup>st</sup>	Expulsion. Police involvement, threat assessment, investigation; further consequences determined.

In order to impose discipline fairly, an administrator or Dean must talk to the students involved in an incident to determine what happened, who was involved, and what appropriate steps should be taken to restore a safe and orderly learning environment. The procedures for imposing student discipline are set forth in Chapter 392-400 of the Washington Administrative Code. While these procedures do provide for notice of and a chance to grieve discipline once it is imposed, they do not require contacting a student's parents prior to questioning a student about violations of school rules.

\*All major offenses will accumulate throughout the school year for offenses which occur during school hours and at school related activities.

<b>UNEXCUSED ABSENCES</b>	
1 <sup>ST</sup> & 2 <sup>ND</sup> UNEXCUSED ABSENCE	Automated phone call to parent/guardian Warning
3 <sup>RD</sup> UNEXCUSED ABSENCE	Automated phone call to parent/guardian Follow up phone call within two (2) working days of the absence. Parent contacted to schedule a parent/student meeting with an administrator or counselor. Attendance Contract created, other actions /consequences as determined by admin
BETWEEN 2-7 UNEXCUSED ABSENCE	Attendance letter to parent/guardian, conference scheduled with parent/guardian, Counselor will apply the WARNS other assessment. Possible referral for services/supports. Enter into an agreement with the student and parent/guardian establishing attendance requirements.
8 <sup>TH</sup> OR MORE UNEXCUSED ABSENCES	Automated phone call to parent/guardian. Referral to Attendance Reengagement Program with ESD 112 to determine next steps with truancy.

Excused absences per Washington State RCW 28A.225

1. Participation in school approved activity
2. Illness or medical appointment (documentation from medical professional for sports participation)
3. Family emergencies
4. Religious or cultural purpose
5. Court
6. Post-secondary school visitations, scholarship interviews
7. Pre-approved (by administrator – 72 hours prior to absence)

**Contact Information:** Attendance Clerk at Kalama MS/HS, 360-673-5212 Ext. 5757 Juvenile Court - 360-577-3080